



## *Required forms*

Your child is required to have on file:

- i) A current application form with emergency phone numbers.
- ii) A completed medical form, signed by your child's pediatrician within the past 12 months.

## *Special Instructions*

Special instruction forms are located at the sign-in computer. Please fill out a form and hand it over to the teacher in charge.

## *Sign In / Sign Out*

Each child is assigned a computer code. You are required to sign your child in and out of the school using the computer in the lobby.

## *Morning Drop off*

All children should be in school by 9:00 am. Children arriving after 9:00am should be handed over to a staff member at the classroom door. Montessori Children's Room will assume responsibility for your child only when you hand over the child directly to a member of staff.

## *Afternoon and Evening Pick-ups*

Pick up time, is defined as the time at which the parent/caregiver arrives at the child's location in school with the intention of taking the child out of school. At pick up time, the parent/caregiver assumes full responsibility for the child. After pick up, if a child wishes to continue to play on school property, you must take your child to a playground not being used by staff supervised children. The parent/caregiver must actively supervise the child at this time. Children should not be left unattended in the school building, playground or parking lot. Children should be picked up from the classrooms without disrupting other children. Materials on the shelves should not be used at this time.

## *Parent Pockets*

Located in the lobby are files containing pockets for each child in alphabetical order. This is where permission slips, bills and any messages either from the office or the teachers will be placed. Please check it regularly.

## *Lunch*

Lunch is sent from home. There are microwave ovens in the school for heating food and lunch boxes are kept in the refrigerator. Parents are asked not to send soda, candy or gum to school. Foods that pose a risk of choking such as hot dogs, grapes, baby carrots etc. must be sent to school cut lengthwise. Such foods sent uncut will not be served.

## *Clothing*

All clothing brought to school should be marked clearly with your child's name. This applies especially to outer clothing and Montessori clothing. Your child should always have a change of clothing in the classroom.

## *Lost and Found*

Please mark all your child's clothing clearly. If your child loses any article of clothing, please check the Lost and Found. All unmarked and unclaimed articles are periodically donated to charity.

## *Nap Time*

Nap time or quiet time is scheduled for children up to the age of five, for one to 2 hours in the afternoon. Mats are provided for toddlers and up. Please send a small blanket or sheet clearly marked with your child's name. Pillows may not be used at school. Sheets and blankets are sent home every Friday for washing.

## *Sickness*

If your child has a fever (temperature of 100.4 or higher), vomits or has diarrhea while at school you will be notified by telephone. If we are unable to reach either parent we will contact your emergency number. Your child will be isolated from the other children until the child is picked up. In order to avoid infecting other children, if your child is sent home they will not be allowed to return the following day. A child with continued fever or sickness should not return to school until symptom free, without the aid of Tylenol®, or any other fever reducing substance for 24 hours.

## *Medication*

No prescription or over the counter medication will be administered to your child in school by school staff. Exceptions will be granted on a case by case basis for 'life threatening' medical condition only. In such cases, all regulations for medication administration, stipulated by New York State Dept of Health, must be met.

## *Holidays*

The school is closed to all children on Labor Day, Columbus Day, Veteran's Day, Thanksgiving (2 days), Holiday Concert 1:00pm, Christmas week, New Years Day, Martin L. King Day, President's Day, Good Friday, Memorial Day, Graduation Day 1:00pm, Independence Day, and 1 week before the start of the new school year. Please check the calendar relevant to your child for any additional days off.

## *School Communication*

The school will communicate with you via phone, text message and email, using the information you provide at the time of enrollment. Parents are responsible to provide current contact information. (Standard text messaging rates will apply). Weather Related & Emergency closings  
Weather related and emergency closings will be posted on the school web site [www.armonkmontessori.com](http://www.armonkmontessori.com) and via text message.

## *Photos and Video*

Photos and video will be taken of your child in school and during special events. This content will be posted on our website for enrolled families to view.

## *Toys*

Students may NOT bring toys to the classroom. Books or other educational material that might be of interest to all children are welcome. Be sure that your child's name is clearly marked on all items.

## *Conferences and Class Observations*

Parent conferences are scheduled with the parents of all children. It is important that you plan your agenda in advance, so that you are able to meet your child's teacher. We request that you do not bring your children to the conference. If you would like to speak with your child's teacher in between conferences, call the school office and request that she contact you at her earliest convenience.

## *Dismissal*

It is understood and agreed that Montessori Children's Room has the right to dismiss a child if it is determined that it is in the best interest of the child, the other children in the school and/or the proper functioning of the school. Except in an emergency situation, every effort will be made to resolve problems that may arise between the child and/or the family and the school. However, Montessori Children's Room retains the sole right to dismiss a child if a resolution is not forthcoming.

## *Tuition Fees*

Tuition fees are payable on or before the 1st of each month. If unable, prior arrangements should be made with the office. **No tuition fees will be refunded due to absence, withdrawal, dismissal or weather/emergency related closings. Emergencies include, but are not limited to, pandemics, terrorism, and/or acts of nature.** If you decide to change from a year round program to a shorter program, tuition fees will be adjusted to long year rates retroactively to the start of the school year. Long year rates will apply for children who enroll into the year round program after the start of the school year. School Year children who wish to enroll for additional weeks of school will be charged at the long year rate.

## *Program Changes*

Program changes are subject to an administrative fee. Program changes are effective for a minimum of 1 calendar month, starting on the 1st day of the requested month.

## *Extended hours*

If you require extended hours other than the hours selected by you there will be an additional cost of \$30.00 per hour.

## *After hours charge*

The school operates from 7:30am-5:30pm Monday-Friday, year round. Children must be picked up no later than 5:30 pm. You will be charged \$30.00 for every 5 minutes for pick up after 5:30pm.

This policy was updated on 6/22/20 & supercedes all prior published policies