



Documents Required

- i. Application form with current emergency contact information.
- ii. Medical form and records, signed by child's pediatrician within the past 12 months, showing compliance with NY state requirements.

Special instructions

Any special instructions regarding your child should be emailed to both your classroom teacher and the school office.

Morning Arrival

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

Afternoon and Evening Pick-ups

Pick up time is defined as the time at which the parent/caregiver receives a child from a staff member 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, the child must be taken 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 without disrupting other children.

Lunch and Candy

Lunch is sent from home. There are microwave ovens in the classrooms for heating food. Lunch boxes are kept in a refrigerator. All lunch boxes, food containers and water bottles must be clearly labelled with your child's name. 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 and Personal Items

All clothing and personal items brought to school must be marked clearly with the child's name. This applies especially to winter outerwear. Your child should always have a change of clothing in the classroom.

Nap Time

Nap time or quiet time is scheduled for children up to the age of five, for one to two hours in the afternoon. Mats are provided for napping students. Please send a small blanket and crib 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. If your child is sent home they will not be allowed to return the following day to avoid infecting other children. A child with continued fever or sickness should not return to school until symptom free for 24 hours, without the aid of fever reducing medication.

Medication

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

Holidays

Details of the days that school is closed are published on the School Calendar.

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 for providing current contact information.

Weather Related & Emergency Closings

Weather related and emergency closings will be posted on the school website 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.

Conference 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. Children may not be present at the conference. If you would like to speak with your child's teacher in between conferences, email the teacher directly or call the school office and request they contact you at their 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 Bills

If you have opted for a monthly payment plan, tuition bills will be emailed to you on the 10th of each month.

Tuition Fees

Tuition fees are payable on or before the 1st of each month. If you are unable to pay, 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 one calendar month, starting on the 1st day of the requested month.

Extended Hours

If your child remains in school beyond their enrolled hours, an additional charge at the rate of \$30.00 per hour will be placed on your account.

After Hours Charge

The school operates from 7:30am-5:30pm. 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 payment will be made directly to the teacher who waits after hours with your child.

This policy was updated on 9/6/23 & supersedes all prior published policies.