

MONTESSORI EDUCATION CENTER

POLICIES AND PROCEDURES

TUITION PAYMENT

- Monthly Charges** - All charges will be made on a monthly basis with the partial month at the beginning and ending of the enrollment being pro-rated.
- Payments** - All payments shall be made in advance. The school does not send out an invoice or statements. Any extra or special charges are due and payable at the time the service is received.
- Late Charges** - If payments are not received in accordance with the agreed upon terms, late charges will be added on the basis of \$5.00 per month if not paid by the 5th working day of the month. If payment is not received within 10 days of the due date, you will be asked to withdraw your child from the school.
- Absence** - No allowance shall be made for an occasional absence.
- Change in Program** - A two week notice is required on all changes in types of enrollment. If such notice is not received, charges for that week will be based on the higher of the two types of enrollment. Changes in enrollment will not be permitted for the express purpose of avoiding payment for established holidays.
- Registration Fee** - The established registration fee shall be charged for all new enrollments. No registration fee shall be charged for the summer program for those students continuing on from the regular school year.
- Material Fee** - Material Fee is due at the beginning of each regular school year (September).
- Holidays** - No allowance will be made for holidays falling within a given month. This fact is taken into consideration at the time prices are established. Established holidays when school will be closed:
January 1; February 21; May 30; July 4; the last week of August; Labor Day; Thanksgiving and the following day; Dec. 24,25,26, and 31.
- Make-up Attendance** - Make-up days for occasional absences are not permitted.
- Parents Visitation** - Parents are invited and encouraged to visit the school. For everyone's convenience, please call the office prior to your planned visit.
- Special Instructions** - Any special instructions should be written and given to the child's teacher or to the person in charge when the child is brought to school.
- Food and Nutrition** - Children staying after noon need to bring a nutritional lunch (sweets are discouraged). A healthful mid-morning and afternoon snack will be provided.
- Birthdays** - We feel that a child's birthday should be a very special day. If you would like to send cookies in recognition of the child's birthday, they will be served to the class during the mid-morning nutritional snack. We ask, however, that you send cookies only. NO CUPCAKES OR PARTY FAVORS, PLEASE.
- Release of Children** - Children will be released only to those persons whose names are listed on the Enrollment Form. Identification will be required of persons picking up the child. Parents should advise the Director in advance if a person not listed on the Enrollment Form is to pick up the child.
- Confidentiality** - Parents are assured that any information that parents discuss with the Director or Staff regarding their child, family, or other matters will be held in strictest confidence.
It is suggested that parents file all related papers, including these policies, for future reference.
- Overtime Fee** - Each school has an established closing time as shown on the Rates for Services sheet. Occasionally, you may be delayed in picking up your child. The overtime fees are \$1 dollar per minute if over 5 minutes late. Overtime charges shall be paid at the time the child is picked up.
- Termination of Services** - Two week's notice must be given when service is terminated. If the Director or Office does not receive advance notice (two weeks), parents will be required to pay an amount equal to one week's tuition.
- Parent Conferences** - We encourage parent/teacher conferences to discuss each child's progress and special problems from time to time. If you would like a conference please call the office so a convenient time can be set up for you and the teacher.
- NSF Charge** - A Charge of \$25.00 will be added to the customer's account for any returned checks. This charge will be removed only if the customer presents written proof of a bank error.

HEALTH PROGRAM

It is urgent that every parent cooperates fully with the school health program. Our regulations are designed to protect the well being of all children and to guard, as much as possible, against avoidable absences for health reasons. When there are symptoms of illness, or other indications that a child is not well enough for group activities, arrangements must be made for his care at home. The nursery school has no provisions for the care of children who are ill. Proper care at the beginning of an illness can often shorten its duration.

If your child becomes ill at school he will be isolated and you will be called at work, or home, so you can make arrangements to have him picked up as soon as possible.

Exposure to communicable diseases, and any infectious illnesses of other family members should be promptly reported so that the school may be alerted to early symptoms. By the same token, the school will notify each parent when a child has been exposed to an infectious disease. Only prescribed medicine will be administered at school. "Over the counter" medicines will be given only if we receive a note from the Doctor.

RE-ADMITTANCE FOLLOWING ILLNESS - When a child had been absent for a simple cold, he may be re-admitted to school with the approval of the Director or authorized person. Following an illness, accompanied by a rise in temperature, a child must be excluded from school until 24 hours after his temperature has returned to normal. It is felt that if a child is well enough to attend school, they are well enough to join the other children in the daily outside play.

IMMUNIZATIONS

All states require that all children be immunized for certain diseases. Please check the Medical History Record form enclosed for your state's requirements. The only exceptions to this requirement are:

- The family physician recommends against immunization on medical grounds, or
- The parents request an exemption on the basis of religious belief.

In both cases, a written statement must accompany the Medical History Record.

I HAVE RECEIVED A COPY OF THESE POLICIES AND PROCEDURES FOR THIS SCHOOL AND AGREE TO BE GOVERNED BY THEM IN THEIR ENTIRETY.

Parent Signature

Date

Parent Signature

Date

School Director

Date