



# **PARENT HANDBOOK**

## **WELCOME**

We would like to extend a warm welcome to all of our children and families. Beginning a journey in a new school is always a time of excitement, yet comes anxiety and nervousness for many children. We will do our best to ensure the transition is as seamless as possible and to ensure that each child feels loved, respected and safe. A Montessori learning environment is like no other: our main objective at Springdale Montessori is to provide a carefully planned, stimulating environment which will help children to develop within themselves the foundational habits, attitudes, skills and ideas essential for a lifetime of creative thinking and learning. Respect and courtesy in our school is the foundation for everything we do and each child will soon learn the following important skills:

- how to put their work away where they found it
- how to tidy up after themselves
- the importance of helping a friend in need
- the importance of respecting the materials, the teachers and each other
- how to tuck in their chair when they leave the table
- how to walk in the classroom
- how to be self-directed and find their own 'work'
- how to be independent!

Each child will feel empowered at Springdale Montessori and learn how great it feels to do things on their own! Each Montessori teacher is here to nurture, support and guide them each and every day and are committed to making your child's experience productive, stimulating and fun! We are honored that you have chosen our school and we are confident that this will be a wonderful journey for everyone involved! We are looking forward to getting to know each child and working with every family to make this year a successful one! If at any time you have questions or concerns, please feel free to make an appointment with us so that we can discuss these things in detail.

**Sincerely,  
Head of School**

## **PURPOSE OF THIS HANDBOOK**

We appreciate your confidence in our ability to care and educate your child during these most important years of growth, development, and learning. We are committed to promoting the well-being of your child and your family. This Parent Handbook is designed to provide you with essential information concerning our program. Please keep it readily available for reference.

### **MISSION STATEMENT**

Springdale Montessori will strive to create an authentic; Montessori and Reggio inspired environment by following the highest and best industry practices aligning with the teachings of Dr. Maria Montessori; Reggio Emilia and the National Association of Education of Young Child (NAEYC). It is our goal is to create a safe; nurturing environment which fosters independence, creativity and support for the whole child.

### **VALUES OF SPRINGDALE MONTESSORI**

- Respect
- Compassion
- Love of Learning
- Service
- Independence
- Interdependence
- Excellence

### **OUR VISION**

- Encourage
- Enlighten
- Educate

### **NON-DISCRIMINATION POLICY**

Springdale Montessori admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

### **SPRINGDALE MONTESSORI TEACHING APPROACH**

#### **DR. MARIA MONTESSORI:**

The Montessori experience is the result of the observations and genius of Dr. Maria Montessori (1870-1952). Upon graduation as the first woman medical doctor in Italy, Dr. Montessori became interested in the education and training of young children.

Dr. Montessori's observations of children convinced her that each child carries within himself or herself the person he or she will become. Each child's potential is reached through a process of striving, aided by a growing sense of order and self-discipline. Every child must be free to develop at his or her own rate. Dr. Montessori designed materials and techniques that allowed her students to work in a way previously considered beyond their capacity. She quickly saw a new and valuable relationship develop within the classroom. No longer was the student dependent on the teacher. The child was now free to use the environment and other children as tools in his or her learning.

In a Montessori classroom, the teacher, through the study and observation of children, prepares the environment to attract the child. As the child is drawn toward learning, the teacher is free to provide small lessons and observe each child. In turn, each child is free to choose enticing work and repeat it continuously, if desired, until he or she is satisfied. When fostered at an early age, concentration and self-discipline become the cornerstones upon which the child's confidence and competence as a learner are built. Montessori children grow learning, to observe, to think and to judge. Natural curiosity and tendencies toward learning develop.

Dr. Maria Montessori believed that every child delights in spontaneous activity directed toward intellectual discovery. The attitudes and confidence developed during these formative years will serve the child throughout his/her lifetime.

At Springdale Montessori, we believe the primary purpose of education is to nourish the innate possibilities of human development by instilling a joy of and passion for learning. Freedom of choice from a prepared environment is an integral part of our program. Students are honored as unique and respected individuals.

### **LORIS MALAGUZZI & REGGIO EMILIA:**

Springdale Montessori is proud to offer Davinci Kids™, our proprietary Reggio Emilia inspired arts and science program.

The Reggio Emilia Approach is an innovative and inspiring approach to early childhood education which values the child as strong, capable and resilient; rich with wonder and knowledge. Every child brings with them deep curiosity and potential and this innate curiosity drives their interest to understand the world and their place within it. The Reggio Emilia Approach originated in the town (and surrounding areas) of Reggio Emilia in Italy out of a movement started by psychologist Loris Malaguzzi towards progressive and cooperative early childhood education. It is unique to Reggio Emilia. It is not a method. There are no international training colleges to train to be a Reggio Emilia teacher. Outside of the town of Reggio Emilia, all schools and preschools (and home schools) are Reggio-inspired, using an adaptation of the approach specific to the needs of their community.

Children are believed "knowledge bearers," so they are encouraged to share their thoughts and ideas about everything they could meet or do during the day.

The Reggio Emilia philosophy is based upon the following set of principles:

- Children must have some control over the direction of their learning;
- Children must be able to learn through experiences of touching, moving, listening, and observing
- Children have a relationship with other children and with material items in the world that children must be allowed to explore;
- Children must have endless ways and opportunities to express themselves.
- Teachers are co-learners, careful observers, listeners and documenters.

“Children need the freedom to appreciate the infinite resources of their hands, their eyes and their ears, the resources of forms, materials, sounds and colors.”

Loris Malaguzzi

## **ENROLLMENT POLICIES**

### **ADMISSIONS PROCEDURE**

#### Schedule a Tour/Visit

The first step in our enrollment process is to schedule a tour. This allows you to assess the school, meet our staff and view our classrooms. This meeting is typically 45-60 minutes.

#### Application

While visiting the school you will receive the enrollment application and registration forms. An application is required to be submitted along with the one- time application/ material fee per year. Admissions to our school are rolling and accepted year-round.

Please complete and return the ALL required enrollment and registration documents prior to your child's first day of enrollment. These required forms are necessary so we may provide the highest quality care. Failure to submit these documents may result in a delay of admissions to the school. The information you provide is strictly confidential and will not be released without your consent. You may have access to the information in your child's file at any time. Please notify the school in writing when any information changes; including address, phone numbers, allergies, health records updates, child release information; etc.

You may observe the classroom during a pre-scheduled time, for a limit of 15 minutes. In order to minimize the number of interruptions in the classroom; tours and observations are scheduled in advance.

### **ORIENTATION AND TRANSITION**

The adjustment period to any program is different for every child. For this reason, the Head of School will inform you of the orientation and transition process for your child. Specific dates are planned in advance of enrollment when your child may attend on a shortened schedule. This will allow your child to gradually adjust to his/her new school, teachers and friends; prior to full time enrollment.

We encourage you to prepare your child for the transition to our school. We believe the transition period allows for the opportunity to gain trust in our staff and become familiar with the surroundings.

Tears are normal the first few days. A quick goodbye generally works best and helps to quickly relieve insecure feelings. We encourage our parents to call the school with any concerns, and we are open to suggestions in making this a positive experience.

### **ARRIVAL AND DEPARTURE**

The protection and welfare of your child is our primary concern. Please observe the following procedures to help us maintain a safe environment:

- Make staff aware of your child's arrival and departure
- All children must arrive prior to the beginning of work cycle.
- Be sure to check your child in and out of the school.
- A written statement is required if you wish the school to release your child to someone other than persons designated on the enrollment forms. A copy of their ID must be sent through email before the pick-up time. The ID of the person must match the ID sent on the email, otherwise the kid will not be released.
- Consent to release a child will not be accepted by phone. You may email or fax a signed notice of a newly authorized person to our office. Please note we cannot release a child to anyone less than 16 years of age.

Note: Our policies do not deny a parent access to his/her child unless we receive a copy of a court order, which restrains a parent from the child.

### **MOVING UP**

Children will move up into the next program only at the beginning of the school year in September. There will be no classroom or program changes during the school year unless deemed necessary by the Head of School. The cut off for kindergarten program is October 1. That means that your child must be 5 years old on October 1 in order to be admitted into our enrichment kindergarten program.

### **PARENT COMMUNICATION**

Springdale Montessori believes communication between parents, the school and staff is of the utmost importance for the development of your child. Our goal is to communicate and answer questions or concerns as they arise. Please address all communication by phone or email to the Head of School or the assigned team member. We will work to promptly return all communication the same day it is received.

### **IMMUNIZATIONS AND PHYSICALS**

Your child's medical records must be submitted to SMP along with his/her immunization record prior to your child's first day of enrollment; signed by your child's physician. As your child receives additional vaccinations; please provide documentation so we may update records. To get your child immunized on time and getting the flu shots is your responsibility. SMP reserves the right to disenroll any child who is not up to date with the State mandated immunization requirements.

### **UNIFORMS / CLOTHING**

- SMP does not provide uniforms, but has partnered with [www.frenchtoast.com](http://www.frenchtoast.com) for all uniform needs.
- School uniform must be worn daily; choices of uniforms will be offered.
- Provide a change of clothing in case of spills, accidents or emergencies.
- Label all items including outer garments.
- Label and date all food containers every day.
- Closed toe shoes are required. Please do not send your child in flip flops or open toed shoes. Tennis shoes are best.

### **PHOTO RELEASE**

For film, photos, videotape, social media; as well as any other form of electronic or digital communication.

On various occasions, your child may be photographed while at Springdale Montessori. These photographs may be used by Springdale Montessori and or its affiliated companies, in program planning and/or public relations. They also may be used in various types of advertising; including social media, television, newspapers, magazines, and electronic or digital communication.

For this reason, we request each parent sign a Photo Release form indicating either:

- (1) No permission
- (2) Full permission

Please note by granting permission you are allowing the pictures to be used in conjunction with your child's name.

### **CAMERA ACCESS**

Camera access is available for the time period of 8:30am-5:30pm only. Access to the cameras will be only granted to the child's respective classroom and not the whole school. Camera access is not available during the time of 7am-8:30am and 5:30pm-6:30pm due to security reasons. Upon parents requests, pictures can be shared during that time.

### **WITHDRAWAL AND DIS-ENROLLMENT**

A 45 day advance written notice is required to withdraw your child from the school. Tuition payments are required during this **45-day** period of notice. Payments are not pro-rated for the month. The pre-paid security deposit will be credited to the last month of tuition at the discretion of the school; pending all other fees are current.

*All Deposits are used toward the last month of tuition, provided a 45 Day WRITTEN Notice is provided. If proper notice is not provided, the normal tuition fees will apply, and your deposit amount will be forfeited! In addition, if you choose to leave prior to completion of the notice period even if the correct amount of notice was provided, the entire amount of the deposit will be used for tuition, no monetary refunds will be offered! If your child's last day of school falls anywhere in the following month, full month tuition is due.*

Please note: If you give notice of withdrawal anytime during the month; the following month's tuition will be due to SMP. (If unforeseen circumstances prevail, and you must depart sooner, the following 45-day tuition payment will still be due.)

In the event if the school is closed due to unavoidable circumstances or your child is unable to attend school before or during the notice period the tuition is still due and the deposit will be used in its entirety. No Monetary refunds will be made. Your deposit will be used as per the schedule of your child. In the event the deposit is less than the monthly tuition, you are responsible to pay the balance by the 5<sup>th</sup> of the last month. In the event your deposit is more than the monthly tuition, you must inform us in such a way that we can use the deposit for 2 months. Under no circumstances the deposit will be refunded in monetary way.

The one- month tuition deposit is non-refundable. Parents are encouraged to provide adequate notice of their child's withdrawal from the school and use the deposit as intended for the last month.

The following conditions may cause services to be terminated:

- Continual late drop off or pick-up (more than three within a one-month period).
- Inability of a child to adjust to the classroom environment.
- Child behavioral problems deterring successful school experiences.
- Disrespect towards the school, administration, other children, policies and/or staff.
- Unresolved issues or conflict relating to core mission or philosophy of school.
- SMP retains the right to dis-enroll any student or family at any time without the refund of deposit.

### **TUITION AND FEES**

Please see the Head of School for the annual tuition and required fees. Pre-payment (annual) tuition payment will be discounted. Contact your Head of School for additional details related to tuitions, fees and pre-payment discounts. Tuition is paid only through ACH credit card, Cash or Check. In the event you do not pay your tuition in full for 30 days after the due date, your details will be sent to collections. If a parent decides to leave the school after enrolling for a full year price, there will be no refunds to the remainder of the balance.

### **DROP OFF AND PICK UP FEES**

Our school is staffed to align with your child's enrollment schedule; as well as school opening and closing times. We ask parents to adhere to the drop off and pick up enrollment times as registered. Please see the Head of School if a schedule change is requested; early care or late care may be adjusted accordingly. Your tuition is paid in alignment with your child's enrollment schedule. If your child attends the school during times that are not consistent with his/her registered enrollment slot; additional fees will be assessed.

### **PARENT REFERRALS**

When a new family enrolls as the result of a parent referral, the referring parent will receive a one-time; \$100 discount on their existing tuition, after the newly enrolled child is enrolled for 90 days. Please contact Head of School for details.

### **ARRIVAL AND DEPARTURE**

The protection and welfare of your child is our primary concern. Please observe the following procedures to help us maintain a safe environment:

- Make staff aware of your child's arrival and departure
- All children must arrive prior to the beginning of work cycle.
- Be sure to check your child in and out of the school.
- A written statement is required if you wish the school to release your child to someone other than persons designated on the enrollment forms. (this person needs identification).
- Consent to release a child will not be accepted by phone. You may email or fax a signed notice of a newly authorized person to our office. Please note we cannot release a child to anyone less than 18 years of age.
- You must come inside the building to pick up your child/children. The child's teacher will not come outside to drop your child.
- Be sure to check in and check out your child every day.

Note: Our policies do not deny a parent access to his/her child unless we receive a copy of a court order, which restrains a parent from the child.

### **SCHOOL CALENDAR AND HOLIDAYS**

You will receive a School Calendar as part of your admission packet. Please read carefully so you are familiar with the school holidays and annual functions. SMP may operate on a reduced schedule or close when deemed necessary due to inclement weather. Check with your Head of School for specific instructions relating to closings.

### **EXTENDED ABSENCE / VACATIONS**

There are no credits for vacation, absence or illness. Families choosing to leave for the summer are not required to pay the monthly tuition.

### **ABSENCES**

Please call or email the school office by 8:30 a.m. if your child will be late or absent from school. If a previously scheduled appointment means your child will be late or must leave early, please notify us with a phone call/voice mail prior to the day of the schedule change.

### **BIRTHDAYS**

We suggest parents provide a special snack to send to the school in celebration of your child's birthday. Keep in mind; some students may have allergies, special dietary requirements. Check with your child's teacher for specifics and keep in mind the school is NUT FREE. Also; we recommend the birthday celebrant provide a timeline or photos of his or her life during this special day.



## **HOLIDAYS**

Montessori honors and pays respect to celebrations of all cultures, but will not necessarily close during those celebrations.

## **TOYS TO SCHOOL**

Objects of educational value can be brought to school to share on the specified class sharing day. Please do not send toys to school; as such items can be easily broken or lost. Any equipment sent to school will be shared by the school; and approved in advance. Please check with your child's teacher prior to sending any item to school.

## **BABYSITTING**

Our liability insurance policy prohibits our staff to provide services to families outside of the school; this includes babysitting or driving children.

Our employees are our most important asset and we rely on their dedication to our school! Every employee is required to sign a Non-Compete and Confidentiality Statement upon hire. If you chose to hire one of our employees on an outside basis that is currently working for Springdale Montessori or has worked for Springdale Montessori in the last 6 months you will agree to pay a replacement fee of \$5,000. Check should be made out to Springdale Montessori and handed over to the Owner or Head of School at the time you hire our employee.

You are kindly requested to not send any social media requests or phone number requests to our valuable teachers to avoid legal issues.

## **TOILET LEARNING**

When your child is ready to toilet-train, we will be happy to assist.

Your child may be ready if he/she is:

- Walking well
- Staying dry for several hours.
- Able to communicate the need to use the toilet.
- Appears to be aware of wet or soiled diapers.
- Is in a cooperative phase.

As each child is unique; there is no specific age when a child is ready -- toilet learning may begin in either the toddler or two-year age group. Both the parents and staff should use the same procedures for training so it does not confuse the child. If there is too much anxiety or stress, it may be better for the child to wait and try again at a later time.

During your child's rest time it is required to use a pull-up type of diaper. Many children are able to stay dry during waking hours, but will have an accident during nap time. When the pull-up remains dry for a consecutive number of days during nap time; the pull-up can be eliminated. During the child's transition to toilet learning please provide a minimum six pairs of underwear along with bottom outer wear.

Once the child is fully potty trained and does not require diapers and/or Pull ups. SMP staff will then teach them how to wipe themselves after pee or poop. Please note SMP staff is only required to teach the kids how to wipe, but they will not touch the child's private areas. It will be the responsibility of each parent to teach the child at home on how to wipe themselves properly. We expect full co-operation from parents in this regard.

### **OUTDOOR TIME**

Generally, all children are expected to participate in outdoor activities. Children well enough to return to school following an absence may go outside for a short period. Sunscreen is required for all children during the hot summer months. The Head of School will communicate policies related to sunscreen and insect repellent application. All parents must fill out a medication consent form for sunscreen and/or repellent to be applied. Please see school administrator for details.

### **TRANSPORTATION POLICY**

Springdale Montessori will not physically transfer students to and from locations. We do not own buses for transportation and will not be liable for the transportation of students to or from school in any capacity.

### **PARENT COMMUNICATION**

Springdale Montessori believes communication between parents. The school and staff is of the upmost importance for the development of your child. Our goal is to communicate and answer questions or concerns as they arise. Please address all communication by phone or email to the Head of School or the assigned team member. We will work to promptly to return all communication the same day it is received.

### **PARENT TEACHER CONFERENCES**

Parent /Teacher Conferences are held twice annually; with the pre-scheduled dates as part of the annual calendar. Conferences are typically held in the fall and spring. These conferences are very important to understand and assess your child's academic growth and development. Additional meetings may take place upon request by the teacher or parent. If you would like to discuss a child related issue with your teacher; please schedule a time through the office. The Head of School will be happy to assist in coordinating this meeting. **Teachers are very busy in the classrooms; quick meetings at drop off or pick up are not encouraged and may distract the teacher from their focus on the entire class.**

### **PARENT PARTICIPATION**

Parents may be asked to assist at time for events held at our school. Also parents who have a talent, career or hobby they think would be interesting to the children are encouraged to do so. Please do not hesitate to see the Head of School to discuss parent participation opportunities. Our school has an open-door policy, and we encourage you to drop in whenever you wish. Communication is the key for a happy, positive relationship between you, your child, and our school. Your comments and suggestions are always welcome.

## **PARENT EDUCATION EVENINGS**

The school will hold Parent Education evenings during the year to help parents better understand the Montessori philosophy. These educational forums are a wonderful way to better understand the thinking behind the didactic materials, how children master skills, as well as the overall goals for development.

## **RECOMMENDED READING FOR PARENTS:**

- Maria Montessori: Her Life and Work by E. M. Standing.
- The Absorbent Mind by Dr. Maria Montessori.
- The Secret of Childhood by Dr. Maria Montessori.

## **HEALTH AND SAFETY**

### **AUTHORIZATION TO ACT IN THE CASE OF AN EMERGENCY**

At time of admission, parents shall be requested to provide written authorization to act according to the best judgment if immediate action is necessary in case of illness or accident when parents or emergency referrals cannot be reached immediately. The emergency information also gives permission to transport your child by an ambulance or car to an emergency center for treatment. This also gives consent to any medical, surgical, and hospital care treatment and procedures performed by a licensed physician or hospital when deemed immediately necessary.

### **MEDICATION ADMINISTRATION**

This policy is intended to prevent errors in medication administration. Parents are urged to give doses of medication at home if possible. No prescription or over-the-counter medication, nor topical, non-medical ointment, repellent, lotion, cream or powder shall be administered to any child, without written authorization from the child's parent.

### **REQUIREMENT TO REPORT ABUSE/ NEGLECT**

The staff at Springdale Montessori is required by state law and licensing obligations to report immediately any instance when there is a reason to suspect the occurrence of physical, sexual, emotional, child neglect or exploitation.

### **NUT-FREE SCHOOL**

Our School is **NUT FREE. PLEASE DO NOT SEND PEANUT BUTTER** or **ANY FOOD ITEM CONTAINING NUTS.** (Sunflower Seed Butter is a great Peanut Butter Substitute)

### **ALLERGIES**

Please provide written information regarding your child's allergies to the Head of School to ensure that all staff are made aware of the allergies. The name of the child and the specific allergy must be

included. In the event a doctor diagnoses your child with an allergy please inform the administrator immediately. It may also be required that you provide center management with a specific allergy care plan signed off by your child's physician. Your child will not be allowed to start or come to school without special care plan and proper Allergy medication as prescribed in the special care plan.

### **PACKED LUNCH**

If you are choosing to pack your child's lunch; food must be cooked at home and sent in a thermos. Microwaves are available for warming, but not for cooking or food preparation.

Please do not pack more than your child will eat. **All food items everyday must be labeled with your child's name and date. (small stickers work best for this)**

A healthy lunch includes the following:

- A protein rich food
- 1 fruit; or 2 vegetables; or 1 fruit and 1 vegetable
- Milk or milk alternate
- A grain or grain alternate
- A special treat (low-or sugar-free)

### **SNACKS**

Check with your administration for your school policy on snacks. In some cases, families may take turns sending nutritious snacks for their child's class. Food that is wholesome, nutritious and non-processed are recommended. No nuts or food processed in nut oil is approved.

Approved snacks include the following:

- Vegetables and fruit- child size
- Dips
- Crackers and cheese
- Dried fruit
- Nutritious cookies- oatmeal; etc.
- Hard boiled eggs
- Cheese cubes

### **ILL CHILD POLICY**

Our school is a place for healthy children. We ask that you **DO NOT** bring your child if he/she is exhibiting any of the following symptoms:

- A temperature of 101 degrees or higher taken under the arm
- Diarrhea or frequent watery stools that are 30 minutes apart
- 2 Vomiting episodes
- Pink eye or discoloration or thick discharge from the eye (requires a doctor's note to attend school)
- Scabies or lice
- Cannot participate in classroom or outdoor activities as planned
- Cannot maintain a normal temperature without medication
- Uncontrollable severe coughing

- Skin sores, rash, or ringworm
- Green mucous discharge from nostrils/Ear (Signaling an infection)

If any of these symptoms occur while your child is at school; you will be contacted by Administration office or Head of School. If your child has a contagious disease such as chicken pox, mumps, strep throat, pink eye, flu, impetigo, etc., please keep your child at home as your physician recommends. A signed doctor's note will be required before your child returns to school; and your child must be symptom-free for 24 hours before returning.

Please notify the school of any contagious illness so the other parents may be informed. You will be contacted to pick up your child if he/she becomes ill during the day. If we are unable to contact you within 30 minutes of our initial call, we will begin calling your emergency contacts.

### **COVID-19 POLICY**

Everyday at drop off, these questions will be asked to the parent

Any fever?

Any cough or shortness of breath?

Any contact with COVID-19 in the last 14 days?

Have traveled Domestically?

Have traveled internationally (outside the country)?

Have given your child any symptom relieving medication (Tylenol, Ibuprofen, Cough medicine, Lozenges) in the past 24 hours?

Any Runny Nose?

Mild FLU-like illness (fatigue, chills, muscle aches)?

No Gastrointestinal (nausea, vomiting, or diarrhea)?

Sore throat?

If the child exhibits any of the symptoms or if the answer is yes to any of the above, the child will not be allowed in the school. If the child starts to exhibit any of the above symptoms while at school, the child will be isolated from the rest of the class and the parents will be asked to pick up the child. Covid Protocols set by the state will be followed, thereafter.

### **REFERRAL FOR SPECIAL NEEDS**

Springdale Montessori recognizes and values the academic potential for students of diverse learning abilities. Although our program is not designed specifically to accommodate students with learning disabilities or attention difficulties, some students may adjust just fine. In the event of difficulties with adjustments to SMP; the Head of School will assist with referral resources for your family.

### **DISCIPLINE POLICY**

Praise and positive reinforcement are effective methods in the behavior management of children. When children receive positive, non-violent, interactions from adults and others, they develop positive self-concepts, problem solving abilities, and self-discipline. Based on this belief and the philosophies of Dr. Maria Montessori and how children learn values; SMP does not incorporate "time-out" periods.

In place of this practice, Springdale Montessori institutes the following:

- We will praise, reward, and encourage the children.
- We will re-direct their attention to modify behavior.
- We will reason with and set limits for the children.
- We will model appropriate behavior for the children.

Springdale Montessori utilizes the *peace area* in the classroom. This is a comfortable area in which a child may relax or try to resolve a conflict with another child. The teacher will assist the child/ or children in finding a peaceful resolution of their conflict - with one offering the other the peace rose. If discipline problems persist; the parents will be notified in a timely manner.

Springdale Montessori may choose at any time to dis-enroll a child due to behavior and discipline issues to protect the well-being of the child, the other children in the class, and the school. There will be no refunds issued if a child is disenrolled for this reason.

### **BEHAVIOR PLAN**

The plan for behavior has been developed based on health and safety requirements. Young children need to be reassured that people who love them will guide, protect and set limits that will keep them safe. In the event of continual behavior issue; destructive behavior or endangering another child, you will be asked to withdraw your child from school. In the event of a serious behavioral issues; immediate disenrollment may be required.

### **BITING POLICY**

#### **Most Common Reasons and Solutions for Biting:**

**The Experimental Biter:** It is not uncommon for an infant or toddler to explore their world, including people, by biting. Infants and toddlers place many items in their mouths to learn more about them. Teach the child that some things can be bitten, like toys and food, and some things cannot be bitten, like people and animals. Another example of the Experimental Biter is the toddler who wants to learn about cause and effect. This child is wondering, ‘What will happen when I bite my friend or mommy?’ Provide this child with many other opportunities to learn about cause and effect, with toys and activities.

**The Teething Biter:** Infants and toddlers experience a lot of discomfort when they’re teething. A natural response is to apply pressure to their gums by biting on things. It is not unusual for a teething child to bear down on a person’s shoulder or breast to relieve some of their teething pain. Provide appropriate items for the child to teeth on, like teething biscuits, or teething rings.

**The Social Biter:** Many times an infant or toddler bites when they are trying to interact with another child. These young children have not yet developed the social skills to indicate ‘I want to play with you.’ Watch young children very closely to assist them in positive interactions with their friends.

**The Frustrated Biter:** Young children are often confronted with situations that are frustrating. Examples of this- when a friend takes their toy or when daddy is unable to respond to their needs quickly. Toddlers lack the social and emotional skills to cope with their feelings in an acceptable way. They also lack the language skills to communicate their feelings. At these times, it is not unusual for a toddler to attempt to deal with the frustration by biting whoever is nearby.

**The Threatened Biter:** When some young children feel a sense of danger they respond by biting as a self-defense. For some children biting is a way to try to gain a sense of control over their lives, especially when they are feeling overwhelmed by their environment or events in their lives. Provide the toddler with nurturing support, to help him understand that he and his possessions are safe.

**The Imitative Biter:** Imitation is one of the many ways young children learn. So it is not unusual for a child to observe a friend bite, then try it out for herself. Offer the child many examples of loving, kind behavior. *Never bite a child to demonstrate how it feels to be bitten.*

**The Attention-Seeking Biter:** Children love attention, especially from adults. When parents give attention for negative behavior, such as biting, children learn that biting is a good way to get attention. Provide lots of *positive attention* for young children each day. It is also important to minimize the negative attention to behaviors such as biting.

**The Power Biter:** Toddlers have a strong need for independence and control. Very often the response children get from biting helps to satisfy this need. Provide many opportunities for the toddler to make simple choices throughout the day. This will help the toddler feel the sense of control they need. It is also important to reinforce all the toddler's attempts at positive social behavior each day.

Biting is a very emotionally charged problem for parents and caregivers in a school setting. When biting occurs, everyone involved should try to maintain a sense of calm. Biting for most children is a temporary condition. As children develop, they will encounter tense and anxiety producing situations and depending upon where a child is in their behavioral development, the child may manifest some unacceptable behaviors. Parents and teachers should work together to help get children through this difficult period.

\*Continual biting of 2 or more times may lead to administrative action by the Head of School and may end up into termination of services at any time.

### Agreement Terms and Information

1. The School's Registration Fee is non-refundable and due at the time of your initial registration and then on a yearly basis (April) thereafter for the upcoming new school year. There will be an increase of 3-5% in the tuition fee each year. Summer activity fee is separate from the yearly registration.
2. Monthly tuition is to be paid on the 1<sup>st</sup> of every month! A \$40.00 late fee will be charged if payment is not received by the 5<sup>th</sup> of each month. As a courtesy, if you are leaving the school for any reason for longer than 4 weeks a one-time per calendar year credit of 50% for one month of tuition will be credited to your account. However, any time missed that exceeds 4 weeks will be charged and paid accordingly to secure your child's place on our attendance roster. To have the 50% applied for the missed month you must inform the office staff of your vacation at least 30 days prior to leaving.
3. Springdale Montessori does offer a 10% Sibling Discount off the oldest child's tuition rate, however both children must be enrolled at the same time to receive the discount. There will be a 3-5% raise in tuition fee each year.
4. Monthly tuition fees are due and non-refundable regardless of holidays, child illness, vacations, inclement weather, "Act of God". The school will make reasonable efforts to open in inclement weather; however, the school may choose to close at the owner and Head of School's discretion.

No refunds are made or change in schedule permitted for the missed days. Parents are advised to call the school, check their Brightwheel/Procure messages, and the school Facebook Page to get updates on school closings!

5. The School is CLOSED on the following dates:

- September 6<sup>th</sup>, 2021 (Labor Day- Federal Holiday)
- November 25<sup>th</sup>, 2021 (Thanksgiving Day- Federal Holiday)
- November 26<sup>th</sup>, 2021
- December 24<sup>th</sup>, 2021- January 1<sup>st</sup>, 2022 (Winter Break)
- Monday, February 21<sup>st</sup>, 2022- Presidents Day (Federal Holiday)
- Friday, April 15<sup>th</sup>, 2022- Good Friday (Federal Holiday)
- Monday, May 30<sup>th</sup>, 2022 - Memorial Day (Federal Holiday)
- June 29<sup>th</sup> - July 1<sup>st</sup> 2022 - (Staff in Service days)
- July 4<sup>th</sup>, 2022 – Independence Day (Federal Holiday)
- August 29<sup>th</sup>-August 31<sup>st</sup>, 2022 (Staff In Service days)

\*Please note that these and all other school dates are subject to change at the Owner and Head of School's Discretion! \*

6. Springdale Montessori opens at 7:00am and closes at 6:30pm. Our School Day runs from 8:30am until 5:30pm and our Half-Day Session runs from 8:30am until 12:30pm. We offer a Before and After School program for a \$150 fee per month in addition to your general monthly fee. A late fee of \$1.00 per minute per child will be charged if you are dropping-off or picking-up before/after your child's scheduled time. A consistent aspect of early or late drop-off and pick-ups (more than 3 times in one month) will be cause for automatic enrollment into our Before and Aftercare program and the \$150.00 fee will be charged to your account. This applies to our Half Day students as well. If a Half Day child is dropped off before 8:30am or picked-up after 12:30pm the Before and Aftercare fee will be applied. Any child picked-up past the schools closing time of 6:30pm will be charged an automatic \$50.00 for the first 15 minutes of lateness and then an additional \$2.00 for each minute thereafter until the parent arrives for pick-up.

7. A fee of \$50.00 will be charged for a returned check payment, in addition the school will also apply the \$40.00 late fee charge to the account. If a check is returned more than two times from the same account, another form of payment must be used to make all future payments.

8. A set schedule must be agreed upon at the time of enrollment. If you must change your schedule at any time, you must inform the Head of School in writing at least 2 weeks prior to the change. Changes will only be made at the start of the month. SMP will make reasonable efforts to make changes mid-month in case of an emergency. If the child starts lunch program, before/aftercare, pizza, watch me grow anytime during the month, full month of the respective fee will be applied. Changes will not be guaranteed at any time as we need to ensure that all classrooms are still able to function correctly and under State Regulations prior to approving the changes!

9. If your non-refundable Deposit, Registration Fee are not paid in full at the time of registration your child's place cannot be guaranteed! To properly secure a place, you must ensure that; Your application



is filled out completely, Your Deposit and Registration fee are paid in full, and your start date is picked!

All Deposits are used toward the last month of tuition, provided a 45 Day WRITTEN Notice is provided. If proper notice is not provided, the normal tuition fees will apply, and your deposit amount will be forfeited! In addition, if you choose to leave prior to completion of the notice period even if the correct amount of notice was provided, the entire amount of the deposit will be used for tuition, no refunds will be offered! If your child's last day of school falls anywhere in the following month, full month tuition is due. In the event, of pandemic related / Act of God related closures anytime during the 2021-2022 school year 25% of the tuition fee will still be due to cover for fixed costs. The school will make a reasonable but not guaranteed effort to provide online learning during this time. An annual registration fee (non-refundable) and a onetime only security deposit are due at the time of enrollment to guarantee space for your child. The security deposit will be held in a noninterest bearing account and will be applied to delinquent tuition payments if necessary. If in the event this security deposit is used for the above stated purpose it must be replaced before your child can return to school. The security deposit will be applied to the last month's tuition as a credit when your child leaves Springdale Montessori. Since SMP is open year around the last month can be any month provided a proper notice is given Security deposits will not be credited unless Springdale Montessori is notified (in writing) at least 45 days prior to terminating services. In the event, less than a month's security deposit was paid at the time of registration, it is the responsibility of the parents to pay the remaining amount of last month's tuition. In this case, the security deposit will only be credited towards a portion of the last months tuition. It is the responsibility of the parent to maintain tuition payments throughout any intermission in attendance, regardless of the length of time, to continue your account in good standing. Interruption of payments resulting from temporary withdrawal from the center will result in the forfeiture of the Registration Fee and Security Deposit and risk losing the child's space. If space is available upon return, a new Registration Fee and Security Deposit will be required prior to reinstatement and is subject to all previous conditions.

10. Springdale Montessori reserves the right to deny, cancel, sever, or suspend any child's enrollment at any time. In addition, Springdale Montessori also reserves the same right to discontinue any family at any time if it is deemed necessary by the school.

11. Children may not attend school if they are ill! Children who become ill at school must be picked-up immediately! Please refer to the State Guidelines and Health Policy in our Parent Handbook for additional information. If your child will be absent from school, please contact us by 9am. All children must be dropped off before 9:30 am every day.

12. An additional Summer Activities Fee will be charged to your account in July and August. This amount is in addition to your regular monthly payment for July and August. The summer activity fee is applicable to all children attending Springdale Montessori during the summer months.

13. All families will receive a new Enrollment Agreement for each school year term to sign and review prior to September. These agreements are a general overview of your child's new schedule and tuition rates for the new year.

14. All our students are required to wear a Springdale Montessori Uniform polo shirt daily. We have partnered with [www.frenchtoast.com](http://www.frenchtoast.com) which is a one stop website for all the uniform needs. Please see the head of school for more information regarding purchasing your child's uniform.

15. For security and privacy reasons camera access is available from 8:30am-5:30 pm only. Each account will get 120 minutes per day.

16. Our employees are our most important asset and we rely on their dedication to our school! Every employee is required to sign a Non-Compete and Confidentiality Statement upon hire. If you chose to hire one of our employees on an outside basis that is currently working for Springdale Montessori or

has worked for Springdale Montessori in the last twelve months you agree to pay a replacement fee of \$5,000. Check should be made out to Springdale Montessori and handed over to the Owner or Head of School at the time you hire our employee. If found guilty of this clause, you will be responsible for all of our collection and legal costs including attorney and court fees.

Each SMP employee must be treated with respect and dignity by all families. Verbal abuse, threats, or harassment by families will not be tolerated and will be grounds for termination of the child from the school. In the event a parent is found guilty of such misbehavior, the remainder of the months tuition and deposit will not be refunded.

17. Lunch is provided by the parents (unless the child is enrolled in lunch program or pizza Friday) and offered during the lunch period. Only children who are here after 5:30 pm and have a dinner item from home will have the opportunity for another meal time from 5:45 pm – 6:00 pm.

18. If you terminate services and have an outstanding balance due on your account, you will be held responsible for paying your bill. If it is necessary that we must seek legal action against you in order to obtain payments due, you will be responsible for all of our collection and legal costs including attorney and court fees.

All aspects of Springdale Montessori are subject to change at any time at the sole discretion of the Owner and/or Head of School.

DISCLAIMER: Lack of enforcement of one policy does not void other or all additional policies found in the Springdale Montessori Parent handbook.