



**2018-2019**

**Montessori Academy Handbook**  
**Montessori Academy**

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Merrillville, IN 46410

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# Policy and Procedure

## Calendar

The student calendar will be given to you at the beginning of each school year. The calendar lists the scheduled days off and other changes from the usual school schedule. Dates are subject to change. The website and/or “Week Ahead” newsletter will have updated information, [www.montessorinwi.com](http://www.montessorinwi.com)

## School Closings

When the Montessori Academy closes for snow or severe weather, all of our classes and programs will also be closed. We will notify you via our Phone Tree messages and or email. Each family will need to provide one phone number where they wish to receive messages concerning school information due to weather or emergency cancellations. If 3 or less snow days are used, we will **not** make those days up. We will not make up any delayed days or morning class cancellations.

## Office Hours

The office is open Monday through Friday from 8:30 am to 3:00 pm. During holiday breaks and summer, the hours vary and will be stated on the school’s voicemail system. If you phone the office and are transferred to the voicemail system during our office hours, leave a message, and we will return the call or take care of the situation as soon as we return to the office. We occasionally step out to assist a parent or deliver a message to a classroom.

## Staff Calls

If you would like to talk to a teacher, call or email the office and request that the teacher return your call. The office staff can answer many questions concerning procedures and policies. If this is something only the teacher can answer, the teacher will call you at her earliest break or at the end of the day.

## Tuition Payments and Receipts

Tuition payments are due on or before the first (1st) of each month. Tuition is not subject to adjustments for illness, absence or vacation. Payments received after the 5th of the month are considered late and a \$25.00 late fee per student will be added to your tuition bill. If tuition payment is not received by the 10th of the month your child will not be able to return to school until the account is current. If the payment date falls on a weekend or a day that we are not in school, you must make sure we have the payment before the 5<sup>th</sup> of the month that falls on a school day, in order to not incur the \$25 late fee. **For example:** If the 5<sup>th</sup> falls on a holiday, Saturday or Sunday, we **MUST** have the payment that school day before in order for you not to incur the late fee. If you have not paid the tuition payment and the 10<sup>th</sup> of the month falls on a weekend or a day that we are not in school, that payment must be paid in full on a school day before that date as well.

If you require a receipt for each payment made, then please contact the office. If you do not request, then please consider your cancelled check your receipt for all payments made to the school or your email confirmation from Chase Quickpay or Zelle. Please make all checks out to: Montessori Academy. Payments are also accepted via Chase QuickPay/Zelle. You only need to use our email address: [info@montessorinwi.com](mailto:info@montessorinwi.com) to make the payment. Cash payments cannot be given to any teachers. Only the administrators can accept cash payments. Accepted payments at school are: Check, Money Orders or Cash.

## Paperwork for Enrollment

The following forms **MUST** be completed and on file in the office no later than the first day of school. Children are not permitted to attend school without all the paperwork on file.

Completed Registration Form  
Tuition Agreement Contract  
Medical Shot History  
Annual Essential Information and Emergency Medical Form  
Contact Information for Phone Tree and Email Blasts

## **Withdrawal Policy/Termination of Contract**

In the event that parents choose to withdraw a child before the conclusion of the academic term, a Withdrawal Request Form must be filed with the school no less than 30 days before the child's last day of school. The deposit paid at the initial time of enrollment and any registration fees and activity fees are non-refundable. The remaining tuition contract will be the responsibility of that family.

Montessori Academy reserves the right to terminate the contract to provide education for your child whenever, in the judgment of the Teacher and owner, the behavior of your child is such that your child poses a threat of injury to self, to others, to school material or to school property, or your child disrupts the educational processes of the school.

A positive and constructive working relationship between the Montessori Academy and a student's parents is essential to the fulfillment of our mission. This being said, the Montessori Academy has reserved the right not to continue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a parent make such a positive and constructive relationship impossible or otherwise seriously interfere with Montessori Academy's accomplishment of its educational purposes.

## **Field Trips**

Anytime an off-site field trip will be taken, written notification will be sent home with a deadline date and an amount due (if applicable). If we do not receive the permission slip and amount due by the deadline, Montessori Academy will accept that you as parent/guardian have signified that your child is not to attend the field trip or school on that day. **No exceptions.**

Parents will provide transportation to all of our field trips and be responsible for their own child during each field trip. Therefore, a child will need a parent or other adult to chaperone each field trip. If another parent at the Montessori Academy is chaperoning your child, we need your permission in writing. There is no returning to school after the fieldtrip. There is no before or after care on fieldtrip days.

## **Before & After Care**

We offer before school care starting at 7:00 a. m. – 8:30 a.m. and after school care from 3:00 p.m.-5:00 p.m. at an additional cost. The cost is a separate fee per child for morning care per day and one hour minimum for aftercare per day/per child, then charged at 30 minute increments. Fees will be listed on the Before/Aftercare forms. If your child is not picked up by their designated time you will be charged \$3 per minute and if not reached, the authorities will be called, any time after 30 minutes of your designated pick up time is an automatic call to the authorities and your child will be left with the authorities. You must sign up by the Wednesday before the week you need care. Anyone that did not prepay/register the week before will be charged \$6 per hour extra, plus regular rates and may not attend if other students are not currently signed up for those exact days and time. Anyone that does not get approval from the office and just shows up for the care, will pay \$15 per hour plus regular rates. IF students are not signing up to attend Before or Aftercare or are not signing up to attend the majority of the day, the Montessori Academy has the right to cancel the program or reduce the hours of the program within the school year.

## Medical and Health Information

To help decrease the spread of illness, the following policy must be adhered to before your child can return to school. Your child may not come to school: **NO EXCEPTIONS, NON NEGOTIABLE.**

- **Communicable disease:** mumps, chicken pox, strep throat, scarlet fever, etc. These should be reported to the school immediately so that we may inform the rest of the student population of a possible interaction.
- **Fever, vomiting or diarrhea.** Your child needs to be free of any of these symptoms for 48 hours after the last onset. If we send your child home at 9:30 am on a Monday with any of these symptoms, your child may not return to school until Thursday morning if he/she is symptom free for 48 hours.
- **Coughing-**If your child is coughing constantly and/or coughing up phlegm. Your child must not return to school until they are no longer coughing. Children are working on things all day in class, having a child coughing over these items will spread the illness. If you child comes to school and is coughing and can't cover their mouths each time or can't work productively because of it, you will be called to pick your child up. Please note: If your child has a fever or the flu, coughing is very contagious. Doctors have stated that you are still contagious until the cough is gone.
- **Skin rash** which has not been diagnosed by a doctor.
- **First 48 hours of a common cold** with secretions. Nasal discharge, which is green or opaque yellow, may indicate bacterial infection. Although the child may not feel ill, it is during this phase of the upper respiratory infection that the infection spreads rapidly through respiratory droplet dispersion.
- **Pink eye** and has been given drops by a doctor, your child may not return to school until you have had **24 hours of medication in their eyes. Regardless of what your doctor has stated.**
- **Open Sores/Wounds.** For the protection of your child, please cover any open wound or sores with a bandage.

If your child comes to school with any of the above conditions, they will be sent home. It is your responsibility to have your child picked up from the school as soon as possible. Please have a contact that can pick up your child in case you are away from the area so your child will be comfortable as soon as possible. If we are unable to reach you to pick up your ill child, we will contact your emergency contact to come pick up your child. If the emergency contact isn't available, we will then call those listed on your authorization list. Your child **MUST** be picked up no later than 1 hour from the initial phone call or authorities will be called.

Thank you for your cooperation, understanding and consideration of others. We will all benefit if the spread of colds, flu and other illnesses can be decreased. If your child will be absent from school. Call or email the office to report the absence. If your child has any of the symptoms above please state this during the call or email so that we can sanitize the classroom as needed.

## Allergies and Food Restrictions

If your child is allergic to a certain food or is restricted from eating certain foods, you must inform the Montessori Academy in writing. This information should be provided on the Annual Essential Information and Emergency Medical Form. All such information is posted in the classrooms where the child attends class.

If your child suffers from a life-threatening allergy or condition, please talk to the child's teacher to describe the treatment plan and emergency action plan. If your child requires an EpiPen or similar device, we will need the doctors' prescription stating such, as well as the original packaging for the EpiPen. We will arrange to have one placed in your child's file at school.

The Montessori Academy makes every attempt to prevent your child from exposure to the items you list; however, an accidental exposure may occur. It is **EXTREMELY** important that Montessori Academy be informed if your child's allergy is life-threatening, so that we can initiate emergency procedures should your child develop symptoms which indicate such exposure.

If your child's food restriction is not allergy-related, please indicate this as well, on the Annual Essential Information and Emergency Medical Form. In this event, we will inform you of any accidental exposure that we are aware of, but will not initiate emergency procedures.

## Medication

The giving or application of ANY prescription medication, oral or topical, will be done **ONLY** on written order from a parent. The proper form is available in the Montessori Academy office and it must be signed by the parent. Verbal requests will not be honored. No medication will be dispensed without this completed form. The school must have written parental permission (signed and dated) to give prescription medicine to your child. The following information must be included in the note: Student's Name, name of medication, dosage of medication and times to be taken. Prescription drugs must be in the original bottle with clear dosage information on the bottle. **Over-the-counter medicines will be administered by our staff.**

## Class List

We will provide a class list upon request to all the families. This can help with carpooling, play dates and birthday parties. If you do not wish to be on this list please let the office staff know. **We will not be able to pass out party invitations at school**, as it creates hurt feelings for children not invited. Also, please try to keep talk about the party to a minimum, for the sake of all the children. If any information such as phone numbers (home, cell or work), email or an address change occurs please notify us so that we may update the school file.

## Attendance

The Montessori Method is rooted in structure, repetition, self-discipline and improvement. While we understand that children may not be able to attend school every day of the year, we do encourage families to send children every day possible. Please call or email the office if your child will not be in school so that the office may alert the child's teacher. No refunds or make up days are granted due to any absences.

## Timely Arrival

Being on time is supportive to your child's schedule and allows them to participate in all the special events of the day. The first fifteen minutes of class is set aside for "transition", which gives the children a chance to take off their coats, find a place on the line, hear a story, and discuss the days of the week, calendar, or start work for the day, etc. When children come in late it also disrupts the concentration of the children at work and the teachers teaching the class. A child who is late also has a harder time transitioning to the classroom which can place added stress on the child for the day. Arrival after 8:40 a.m. is consider a late arrival. **Any child arriving at or after 9:15 a.m. will not be permitted to class.** There will be an exception for medical appointments only if the office administrator was informed 24 hours in advance and you received approval from the office administrator. If you received approval your child must arrive before 11:30 a.m. to be permitted to school for the day. Anyone picked up from school will not be permitted to return that day. **If your child arrives at or after 9:15 a.m. and not due to a prearranged notice, your child will not be permitted to class and there will not be a refund for the day. Sending an email or voice message to the school is not considered an approval unless the email/phone call is responded to by the office.**

## Behavior

The Montessori Academy takes pride in the opportunities it provides to students. We believe that the Montessori method of educating children by developing their own desire to learn, their own sense of self and their own self-control and self-discipline is the best way to begin a love of learning. The method does not tolerate consistent aggressive behavior by children, because it robs the class of a sense of security and instills fear that prevents children from learning.

While the Montessori Academy understands that changes in family situations and normal child development cause children of all ages to exhibit "poor behavior", we also expect families to work through these times with their children to improve their behavior.

The parents/guardians of a child who consistently exhibits aggressive behavior (including, but not limited to hitting, throwing, kicking, etc.), disruptive behavior (including, but not limited to an inability to sit on line for stories or group activities, tantrums, etc.) will be contacted by the child's teacher to discuss the child's behavior. The meeting will include discussion of a plan to improve the child's classroom activities and the child will be observed for two weeks for improvement. If, after this two-week period there is improvement, the family will be notified by the Directress summarizing the improvement, including suggestions for further action if necessary. If however, the child is not improving, the teacher will request a meeting with the parent/guardian and the owner to discuss the child's situation and possible removal from the program. Montessori Academy will consider the best interest of all of the children in our school when contemplating a single child's behavior and situation. At no time will any behavior that jeopardizes the well-being or safety of the other children or staff be tolerated. **Biting will require instant removal from school. There is a zero tolerance for biting at Montessori Academy of NWI.**

## Observing Your Child in Class

Montessori Academy encourages parents and caregivers to observe their children at work in the classroom. Because the Toddlers and Preschoolers are easily distracted, parents can make an appointment with their child's Directress if they wish to observe from inside the classroom. Appointments are granted on availability and what activity will be taking place in class that day. Toddler class will ask that if you wish to observe you observe from the office via a cracked door. We have found in the past that the toddler students do not do well with parent visitors in the classroom.

Observing your child at work is important and gives you an opportunity to evaluate your child's concentration, persistence, patience and social skills. A staff member will observe with you. Questions regarding specific issues about your child's education or behavior must be asked of the Directress, as our office staff members are not familiar with the details of your child's progress.

## Custody Issues

If one (1) parent has been awarded custody of a student by a court order, the parent of custody shall provide to Montessori Academy a copy of the custody order and inform the school in writing of any restrictions and/or limitations in the rights of the non-custodial parent.

## Conferences

Parent-Teacher conferences are scheduled twice a year, in Fall and Spring. This is your opportunity to come in to talk to your child's teacher about his/her progress.

Each semester there will be conference appointments available. The appointments are filled on a first-come, first-served basis and must be made via the sign up forms that are distributed, not over the phone.

In consideration of the student, no children are permitted to attend conferences. Montessori Academy does not provide childcare for the conference times. There is no school on conference dates.

## Arrival and Dismissal Procedures

Montessori Academy uses a convenient "line" to begin our school day and at dismissal. We start at 8:20 a.m. every morning and remain outside until 8:40 a.m. If you are late you will need to pull in the line and bring your child into the office where you will sign the Late Check In sheet. When you pull into the driveway, make sure your name **sign** is **clearly visible** and placed on the driver side visor on driver's side window. Your child(ren) should get **unbuckled, collect all of their things and be ready** to get out of the car **BEFORE** your car arrives at the front of the line. Your child should **have their hat, coat and gloves on their person**. They should have **classroom items in one hand and their lunch in another** (if they bring one). This is the start of **continuity of responsibility** that we are teaching your child. All their clothing and belongings are **their responsibility** when they arrive in the classroom so it should also be their responsibility when they are in the car. When you get to the front of the line, pull up far enough that your open vehicle door matches the walkway, allowing your child to move easily into the school and keeping staff members and your child safe. We follow the same procedure at pick up from 11:20 a.m.– 11:30 a.m. for the half day students and 2:50 p.m. - 3:00 for the full day students. If you pick up after these times, and the staff is no longer in the line with children, you will need to pull into the line, come into the office and pick up your child. At that time you will sign a sheet and if you are not on the aftercare list you will pay the penalty fee. We offer the 10 minute after dismissal time frame as a courtesy. Please do not abuse this courtesy. All children are to be picked up at 11:30 a.m. or for full day at 3:00 p.m.. Anyone not picked up by 11:40 a.m. /3:10 p.m. will be charged \$3 per minute, and the start time for the fee will be begin at the 11:30 a.m. & 3:00 p.m. dismissal times. Failure to pay this fee will result in your child not returning until account has been paid in full.

## Walking Your Child In

The arrival line will be slowed by families who choose to walk their child into the building. More importantly, walking your child in between moving vehicles presents a **safety concern and is not permitted**. If you have a time constraint, leave home earlier and be the first car in line; or if you must walk in, try to arrive after the line to do so. If you have business to conduct in school, drop your child off in line first and then park your vehicle in our back parking lot and come into the building. If you must walk your child in during the arrival line, please **park in the parking lot** and hold your child's hand while escorting them into the building. **Do not park in the front row of the school**, it is a safety concern. If you park in the front row you will be asked to move.

## Early Pick Up

You may pick your child up early from school if needed. We ask that you please pick up at the 11:30 a.m. dismissal this makes the process easier for both the child and teachers. Toddlers will not be able to be picked up after this time because this is nap time. Picking up during nap time will disrupt the classroom and cause all the others to wake up, because of this **any toddler that needs to leave school early must leave at the 11:30 a.m. pick up time**. Plan accordingly. For our preschool classroom, you may pick up as long as it is before 2:30 p.m. Anything after 2:30 p.m. will result in you waiting in the pick up line. At that time we begin getting the entire class ready for dismissal, so preparing your child will be the same wait you would have if you were to be the first in the pick up line at 2:50 p.m. Please plan any appointments accordingly to this policy. We do ask that all early pick-ups be at the 11:30 a.m. pick up line.

## Hazards of the Car Line/Line Etiquette

Please do not allow your child to hang out the window or sun roof while waiting in the car line. Make sure your child is not leaning on the door when the teacher is preparing to open it, this will keep your child safe from not falling out of the car. If you must bring a pet with you in your car, please have the **pet restrained with a leash**. We are always concerned when pets are present because the pet might sense a threat to your child when we reach in your car to help your child out of or into their seat. Place your car in park once you get to the front of the line.

Teachers or children are NOT permitted to walk to or get out of the opposite side of the car for drop off or pick up. This is a safety issue. Your child must be sitting on the driver's side of the car. If not, upon arrival your child will need to move over to the driver's side door and upon pick up, your child will be returned to the driver's side door as well. This is a safety issue that we are going to be very strict on having our teachers follow.

As a non-smoking campus, we also would like to ask parents to refrain from smoking in their car during our car line. Please refrain from cell phone use as well for the safety of all in the parking lot.

## Dismissal

The children will begin to be dismissed ten minutes before the end of each class. Form a line in the driveway and a staff member will bring your child to your car. If you arrive more than 10 minutes early, DO NOT PULL INTO THE LINE until after 11:20 a.m. and/or 2:50 p.m. Do not park your car in the car line where the line forms and enter the building as it is impossible for the line to move when there are cars parked in the way. Once we have made the 11:20 a.m. or 2:50 p.m. time, the teachers will begin bringing your children out of the classroom. Once you have picked up your child, please **pull as forward** as possible **before buckling the car seat**. This is so that the car behind you may pick up their child. This allows for a smooth dismissal. It is the parent's responsibility to inform grandparents, babysitters, etc. of our dismissal times and procedures (such as pulling forward to secure the child's safety seat, not parking in the front of the school, not pulling into the line before time, etc.) Please inform them that they need to have an ID on them to pick up your child. PLEASE NOTE: if your child is in the outside park/play area, you are to park on the right side of the pick up line, leaving the line open for toddler parents to pull into the line as normal. You must park your car on the grassy area and physically go to the park or play area to get your child. Teachers are not permitted to leave the park/play area to take children to the cars.

## Birthday Celebrations

Please plan your invites well in advance if you are not inviting the entire class we ask that you please request a class list so that you can mail the invites directly to the students. **Teachers will NOT pass out invitations in class**. Each teacher has their own way of recognizing the birthdays of students during class. We do give you the option to send in treats on their birthday. The treats are limited to either cupcakes or cookies. The two parents ONLY, are permitted to attend during this time, this time is not open to any other family members or siblings. This is not a class party. If you do not celebrate birthdays, please inform the school in advance.

## Snacks

Each family will be assigned a week or 2 weeks depending on class size, to provide snacks for the class. Please bring them in on Monday of the week you are assigned. We focus on the snacks being healthy, and also providing an opportunity for the children to sample foods that they may not have been exposed to before. All food items must come to school in the original, unopened packaging, with a visible ingredient label. You will receive a detailed snack list the Thursday before your week of exactly what the class needs. Please get all items on that list. If you miss your week we will charge \$55 to cover the needed snacks. Please note: The students will be waiting on this snack, if you decide not to bring it in, that means the class will not have a snack for that day. Everyone must bring in their itemized snack list for their designated week or two weeks.

## Holiday Parties

If your family does not celebrate any holidays, please keep them home the day of the party as the entire day will be holiday themed.

## What to Wear

### Toddlers

Please send your toddler without boots and snowsuits, for ease in independent dressing. Make sure the shoes you send your toddler to school in are comfortable for them when sitting on the floor. Toddlers do not need slippers as they keep their shoes on during the entire class time. As your Toddler becomes ready for toilet training, avoid dressing him/her in onesies, tights, button pants, belts, dresses, etc. as these items make it difficult for the child to avoid accidents. Please communicate with your child's teacher when he/she is potty training. Keep in mind footwear needs to be comfortable too. Boots, flip flops and sandals are hard for Toddlers to walk around in as well as sit on the floor for an extended amount of time.

### Preschool and Kindergarten

Clothing should allow for freedom of movement, should not impede participation in sometimes messy activities in the classroom and should be easy to manipulate by the child. This means elastic waistbands are best, no belts, until or unless your child can manage them by him/herself. Tights and onesie style shirts also make it difficult for children to get to the bathroom in time. The children spend much time up and down from the floor doing their work and they play hard outside.

Non-slip, soled slippers are the safest and are to be worn by preschool, extended preschool and kindergarten children and will be kept at school. Large animal or character slippers, although cute, are not practical or safe. Please label each slipper. The children will play outside every day, unless the weather prevents outdoor play (rain or wind-chill below 30 degrees F). Your child will play outside in whatever outerwear they wore to school in the morning. Make sure they are dressed appropriately.

Closed toe gym shoes are the best type of shoe to wear to school because it is the safest type of shoe to be worn on the playground for climbing and walking through the mulch. Please refrain from wearing shoes with any special feature on them that can cause a tripping hazard. (Heeleez, Bella Balerina, Cowboy boots). Keep in mind the playground can be dirty. Do not send new shoes to be worn if you do not wish for them to get dirty.

**Backpacks are not permitted** as the classroom is restricted on space and there is not any room. Backpacks will be sent home and asked not to be brought back.

### Label, Label, Label

Anything and everything which can become detached from your child and which you would like returned home, must be labeled. Lunch boxes, coats, Jackets, clothing, etc.

### Lunches

Children who stay all day need to bring a lunch. We have refrigeration and microwaves. Please make sure microwave items take no longer than 3 minutes to heat up. We will send home all food that is not eaten, so that you will know how much your child ate. Any food containing nuts will not be given to your child. It will be sent home with a note stating that it is not permitted as we are a NO NUT ZONE. If you are sending in something that looks like peanut butter, but isn't please make sure to send a note with that food item or your child will not be given that item as we will believe it to be peanut butter. We have silverware at school, so you don't need to send any. We will ask children to eat their main dish before any chips, cookies, etc. Candy is NOT permitted. The teachers sit with the children for lunch and use this opportunity to talk about the food groups and healthy eating. We will also be recycling and composting when we are able. Teachers will not prepare the lunches, you must send in as it should be eaten. The teachers will not cut up, add or take away anything from the dish. All food items that need to be microwaved, should only take 3 minutes or less to warm up, should come prepared and ready to place directly into the microwave, then directly to your child.

### Toys at School/Sharing

**We do not want any toys or money at school.** If your child brings them to school they will have to put them in their drawer until it's time to go home. They can bring educational items in to share with the class, such as specimens or items collected on a trip (sea shells, etc.). The children will present their items and tell us some facts about them. Then the other children will be allowed to ask two questions about the item. Please talk with your child ahead of time to help them present their item. This will give the children a chance to speak in public in front of their peers. Please be aware that your child is only allowed to do sharing once a week. We must give all children a chance to share their item. Please do not allow them to bring in an item more than once a week.

## Allowing For Independence

Your child will become increasingly independent as time goes by. We encourage a great deal of independence in dressing themselves, preparing, serving and cleaning up food, making choices, pouring drinks, cleaning up own messes, etc. Allow extra time at home when possible and give them every opportunity to succeed in becoming more independent. Allow them to take on responsibilities and chores. They will feel such a joy and sense of accomplishment.

## Parent's Rights

Both parents of a student enrolled at the Montessori Academy have a right to participate in all school functions, confer with their child's teacher and receive school information. A student may be released to either parent unless the school receives a copy of a court order which affects these rights.

## Scholastic Book Orders

Scholastic Book order information will go out each month. If you would like to purchase any books, go online and use our school activation code: **GYT2J**. The books are less expensive with Scholastic than buying them in the store. The books usually arrive within 14 days of ordering to the school. For every book you order our school will earn free books for our classroom libraries. Book orders are done **online only**. Orders are not taken at school.

## Other Special Classes

We offer additional classes in areas such as, but may vary depending on the school year and class type; Art, Music, Spanish, Yoga and Dance. You may sign up for these depending on the start date and are only obligated for the sessions you sign up for. There is an additional fee to sign up for these special classes. These classes are 3:15-4:00 p.m. unless stated otherwise. You will not receive any refunds if you miss a class or decide to cancel during a session. These classes are not refunded or made up if your child is absent.

## Summer Program

We will continue to offer a summer program as long as we have enough interest. Registration forms go out in February. The non-refundable registration fee is also due at this time. Refunds or adjustments will not be granted to those that wish to change their schedule after May 1<sup>st</sup>. We schedule our staff based on the turned in registrations. These are signed commitments. If we do not get enough children for the summer program, we will cancel the program and your registration will be refunded.

## Tuition and Fees

Tuition is due on the first of every month. There are no statements sent out. After the 5<sup>th</sup> of the month a late fee of **\$25 per child** will be charged. If the due date falls on a day your child does not attend, the weekend, holiday or a day that we are not in school, you must make sure payment is received on the in session school day before the due date. For example if the 5<sup>th</sup> of the month is on a Saturday, the payment must be turned in on that Friday by 3:00 p.m. Payments are ALWAYS due by 3:00 p.m. of the due date or it will be considered late and you will incur the \$25 per child late fee.

There are 10 monthly payments due for the school year. Payments are not based on the month the child attends. The tuition is taken for the entire school year and then divided into 10 monthly payments to help with the tuition payment. The first payment starts on August 1<sup>st</sup> with the last of the 10 monthly payments being made on May 1<sup>st</sup>. If you start at a later date your payments will be adjusted based on the months left until final payment due on May 1<sup>st</sup>.

A fee of **\$35 per check** will be charged for any returned checks. After the 2<sup>nd</sup> returned check, we will only accept Quick Pay, cash or money orders as your payment.

If you do not pay your tuition by the 10<sup>th</sup> of the month, your child will not be allowed to attend school until you have made your account current.

**There is no credit granted or make up days for school breaks, vacations or illnesses.**

All payments are due on the due date by 3:00 p.m. or you will incur the per student late fee. Payments can be made via:

- Mailing them to the school to arrive before the due date: 3602 W. 80<sup>th</sup> Lane, Merrillville, IN 46410
- Chase Quick Pay or Zelle using our email address: [info@montessorinwi.com](mailto:info@montessorinwi.com)
- Give the check or money order to the teacher getting your child into or out of the car
- Placing the check or money order in an envelope and placing it in the gold mailbox outside the office door marked "3600"
- Cash payments must be brought directly into the office and only the office administrator or owner can accept the cash payment. **DO NOT** give cash payments to the teachers, they are not allowed to accept them.

To help decrease the spread of illness, the following Policy **must** be adhered to before your child can return to school.

## **Absolute NO-SHOW**

To help decrease the spread of illness, the following policy must be adhered to before your child can return to school. Your child may not come to school: **NO EXCEPTIONS, NON NEGOTIABLE.**

- **Communicable disease:** mumps, chicken pox, strep throat, scarlet fever, etc. These should be reported to the school immediately so that we may inform the rest of the student population of a possible interaction.
- **Fever, vomiting or diarrhea.** Your child needs to be free of any of these symptoms for 48 hours after the last onset. If we send your child home at 9:30 am on a Monday with any of these symptoms, your child may not return to school until Thursday morning if he/she is symptom free for 48 hours.
- **Coughing**-If your child is coughing constantly and/or coughing up phlegm. Your child must not return to school until they are no longer coughing. Children are working on things all day in class, having a child coughing over these items will spread the illness. If your child comes to school and is coughing and can't cover their mouths each time or can't work productively because of it, you will be called to pick your child up. Please note: If your child has a fever or the flu, coughing is very contagious. Doctors have stated that you are still contagious until the cough is gone.
- **Skin rash** which has not been diagnosed by a doctor.
- **First 48 hours of a common cold** with secretions. Nasal discharge, which is green or opaque yellow, may indicate bacterial infection. Although the child may not feel ill, it is during this phase of the upper respiratory infection that the infection spreads rapidly through respiratory droplet dispersion.
- **Pink eye** and has been given drops by a doctor, your child may not return to school until you have had **24 hours of medication in their eyes. Regardless of what your doctor has stated.**
- **Open Sores/Wounds.** For the protection of your child, please cover any open wound or sores with a bandage.

If your child comes to school with any of the above conditions, they will be sent home. It is your responsibility to have your child picked up from the school as soon as possible. Please have a contact that can pick up your child in case you are away from the area so your child will be comfortable as soon as possible. If we are unable to reach you to pick up your ill child, we will contact your emergency contact to come pick up your child. If the emergency contact isn't available, we will then call those listed on your authorization list. Your child **MUST** be picked up no later than 1 hour from the initial phone call or authorities will be called.

Thank you for your cooperation, understanding and consideration of others. We will all benefit if the spread of colds, flu and other illnesses can be decreased. If your child will be absent from school. Call or email the office to report the absence. If your child has any of the symptoms above please state this during the call or email so that we can sanitize the classroom as needed.