

# Preschool Policies Summary

Please read the Parent Handbook available online on our website with more details, to add to the information below. This is primarily a summary of the preschool policies. Preschool policies are subject to change at any time.

**Information posting and updating policy:** As and when there is any update in the preschool policies, operations, events, calendar, parent handbook, etc., the update is provided online on the public web presence of the preschool for everyone to stay informed. It is the responsibility of the parents' to read up on the information provided in the parent handbook, web, etc.

**Digital Recording policy:** Multiple events/activities at (or related to) the preschool are often digitally recorded (photographed, video-taped, etc.) by parents, accompanying relatives, designated pick-up/drop-off individuals, children attending classes, staff members and others. These digital recordings may be shared (or published) by these individuals with others on social media, or elsewhere.

**Conflict of interest in sharing personal information with staff:** Please do not exchange personal information with staff, including phone numbers, email addresses etc. Please don't send Friends requests on social networks like facebook etc. to any staff members. Any contact with staff should be through the school contact number and during school hours only. Please do not invite any staff members to any of your children's birthday parties, or for babysitting, etc.

**Diaper Policy:** "Potty trained" child is defined as a child who is in underwear, does not need assistance while going to the restroom (pulls pants up/down), and has less than one accident a week. Parents are required to provide an adequate supply of diapers and wipes for daily use. It is the responsibility of parents (not staff) to periodically check for diapers and wipes still left, so more can be brought in as soon as needed.

**Napping kit policy:** Anyone attending between the hours of 12 noon – 3pm, and at the preschool for more than half a day, is required to buy a napping kit from the preschool. No home brought napping kit is acceptable. The kit must be taken home every last attending day of the week to be washed and brought back the first attending day of the next week.

**Forgotten napping kits, water-bottles, diapers, etc:** A convenience fee of \$5 will be billed for each day that the preschool has to provide any alternatives for any forgotten napping kits, water-bottles, diapers/wipes, change-of-clothes, food, and such other things.

**Illness policy:** Preschool staff members check children for any visual or other obvious signs of illness. Any child who shows signs of illness that may compromise the health of other children (or staff/parents/visitors) is not permitted to attend the preschool. Whenever illness observations are made, parents are called to pick up their children immediately. Children absent due to illness are not allowed to attend preschool unless they have spent at least 24 hours at home in good health just prior to attending preschool.

**Sickness or other short-absences:** Children getting sick at preschool age is very common and they can easily be absent for a few days or weeks. Sometimes it's also just plain hard to have children agree to come to school when relatives or friends are visiting home. Such or other short absences are common and no pro-rating is done for them. Less than three weeks' absence is considered a short absence. Parents are expected to inform the preschool at their earliest convenience. Else their spot is given to the next child in the waiting list.

Parent's Signature:

Child's Name:

Date:

**Long Planned breaks:** Parents are expected to seek approval from the preschool administration for any long planned breaks. They are expected to provide written details for the break 30 days prior. Prior to leaving on the break, one full month tuition payment for the coming-back-month is expected to be made . If all above is done for a break longer than three weeks (consecutive 15 open school days, not counting weekends and/or holidays), then tuition for that absence is not required to be paid only if the full month tuition payment for the coming back month is made. All the pro-rating calculations in such cases are done on the basis of actual attendance after the break and not based on forecasts prior to leaving.

**Coming-back-month payment:** A child is considered disenrolled if payments for the coming-back-month are not made prior to leaving for a long break. In such a case a returning child is treated as a new enrollment and is placed at the bottom of the waiting list just like any other new enrollment. There is no assurance of whether or when a spot might open up for them. Any past prior locked promotional rates are cancelled and all the start-up fees and paperwork etc needs to be done afresh with new rates and additional fees. Any past deposits held are also forfeited.

**Deposit for 30-Day-Written-Notice:** A deposit is expected from the parents on joining. Parents are expected to provide a minimum of 30 days' notice prior to disenrollment, or any long breaks, or any other significant changes to the program, etc. Detailed reasons for each are expected in the notice. Preschool authorization is required before any notice-related action is taken by parents. Parents are also responsible for payments for those 30 days of tuition after the disenrollment notice is given, independent of whether or not the child attends for all or some of those days. A spot created by a child leaving takes a significant amount of time to refill. When a proper written notice is given in all such cases, only then this deposit is refunded back when the account is closed at the child's final departure from the school. Any pending balance is deducted from the deposit and the rest is forwarded to collection agencies to collect.

**No long breaks in Nov, Dec and Jan:** No long breaks are allowed in Nov, Dec and Jan. Children are considered disenrolled if they take unapproved breaks.

**Uninformed breaks:** Any child with significant breaks in attendance is disenrolled from the program if they have not provided an adequate written notice about the reasonable reasons for their absence. No refunds will be given for days your child is absent for any reason. If your child has an unexplained absence of more than one week, it will be assumed that they have been dropped from our preschool. Their spot is given to the next child in the waiting list.

**Accrued Spot-holding fees:** Parents need to pay the prorated amount for the days and program spot that was kept reserved for their child because of inadequate or no notice.

**Personal items left at preschool:** Any personal items left at the preschool by any non-attending student are donated if not picked up within a week.

**No switching/swapping/trading/make-up days/sessions/hours:** No make-up days are provided. One child spot may not be traded with another child's spot for any reason. Please always notify the school in writing of the reason for your request for any such thing.

**Late pick-up or Early-drop-off related fees:** A late pick-up fee of \$10 accrues every time a child is picked up late (or dropped off early), even if only by a few minutes. More than 10 minutes late pick-up (or early drop-off) accrues additional \$1 per minute. Please drop-off

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or pick up your child only within the time window your child is enrolled in. Feel free to expand your routine enrollment hours if you ever feel that you are struggling to drop off or pick your child up in a timely manner. You can also buy extra hours whenever you need them occasionally. Prior pre-authorization of extra hours is a requirement.

**Most forms of payments accepted:** Most people these days use recurring Zelle phone banking to make payments. Please notify preschool by text messaging if you ever use any method of payment other than Zelle. Some prefer to drop off cash/checks in the drop-off box in the preschool lobby. Please make checks payable to “Montessori” and write the child’s name in the memo section. If dropping off cash, you may put it in an envelope with the name of your child and the dollar amount on it. Online payments can also be made at [www.montessoriacce.com](http://www.montessoriacce.com) /payments (with a 5% surcharge).

**Registration Fee:** Registration fee is consumed during the start up documentation and related processes. An annual re-registration fee is charged each subsequent year after enrollment for further subsequent documentation and business processes overhead.

**Tuition due middle of prior month:** Tuition for the next month is always to be paid in advance in the middle of the prior month (12<sup>th</sup> through 20<sup>th</sup>). For example, the full March month fee (1<sup>st</sup> through 31<sup>st</sup>) is to be paid by everyone in the middle of February.

**Late tuition payment fees:** A late payment of \$10/day accrues after the 20<sup>th</sup> of the month for each subsequent day of that month till the tuition fee is received. On the 21<sup>st</sup> of the month additional \$10 needs to be paid. On 22<sup>nd</sup> additional \$20, and so on. The student will not be allowed to attend and will be considered dropped off from the program, if the tuition fees along with the accrued late fees are not received by the end of the prior month.

**When in doubt, pay what makes sense, don't delay:** When in doubt as to how much to pay, some reasonable payment shall be made without delays, rather than waiting for answers for last minute questions. In order to maintain continuity of enrollment the parents are required to make the right payments in a timely manner. Parents are expected to make payments ahead of time, if for any reason they are forecasting not to be able to make the due payments in the middle of the month.

**Fitting in the program:** Children are expected to be normalized quickly and be able to follow the curriculum and schedule. Though we wish that all children who enroll with us fit the program well, it is not always possible. Some children have needs that can be better served elsewhere. If based on our assessment, the child in general does not fit well in the program then we reserve the right to dis-enroll the child at any point. Sometimes medical developmental delays might be the reason. Preschool reserves the right to discontinue the services to any child at any time. There are many reasons including a few outlined below, for the parent of a child to seek care elsewhere.

**Biting, scratching, kicking, pushing/shoving:** Safety of others in the facility is of utmost importance to us, so any child who engages in any such actions may be expelled.

**Eating, drinking/sipping from other kids' food items:** Sipping from any other child’s straw is unhealthy. So is eating other kids food or drinks. It is not permitted at this preschool.

**Talking back, misbehaving with staff or other kids:** One child misbehaving in the class can cause a break in harmony of the class impeding other children’s learning. Other kid’s parents don’t like this. Children are expected to listen to the staff and comply with the rules of the class.

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**Hygiene:** No parent likes to see any other children in the class in an unhygienic manner. It is a health and safety issue. Parents are requested to keep the nails of children short, so they are not a safety hazard for other children, staff and themselves. When kids are brought to preschool their hair shall be combed, trimmed, and tied up as needed. Their face and nose shall be clean. No pajamas permitted.

**Label all personal items:** All personal items must be labeled by parents in big bold permanent markings. Staff will use permanent markers to label any unlabelled items.

**No expensive personal items allowed on preschool premises:** Any personal items that are of a lot of value to kids/parents must be kept home and not be sent with the kids. These include cell phones/tablets, expensive jewellery/toys, fancy jackets/clothes, fancy cutlery, etc. Such items might tempt some other kids to hide them for themselves. Kids/parents might be too happy to lose valuable things when they go away in some other kids' backpacks. Most things lost at preschool happen to get found at other kids' homes.

**Excessive crying or separation anxiety:** Some children have excessive separation anxiety and they are not yet ready to be away from their parents. We assess each child at the start of their joining, but it is not uncommon for kids to have a phase where they develop separation anxiety. Sometimes a break in routine of sleep patterns at home may also cause a child to cry. We request parents to develop a routine for children at home. Parents of other children do not like their children's learning, supervision or naps impacted by another crying child. Excessively crying children's parents will be called to immediately take them home.

**Everyday enrollment initially, a must for excessively crying children:** When children are enrolled for every day, the trauma of crying for children is minimized, and they get used to the preschool faster. Thereafter, the parents may cut down the number of attending days to their choice. Preschool reserves the right to disenroll any excessively crying child whose parents choose not to bring them every day.

**Parents' alignment with the program:** We reserve the right to disenroll a child if any parents are not aligned well enough with the program. It takes a village to raise a child. Typical signs of misalignment are: routine tardiness, little involvement in discussions about child's needs, impolite mannerisms, arguing with preschool staff, difference of opinion on childcare methods, not enrolling children for enough time/days for child to adjust sooner, etc. We request parents to work with us in improving children's learning of what is considered appropriate social behavior. Where possible, we try to align with parents in methodology to help children improve. Children love to come to preschool, so at times, even a hint of the fact that the parents might come in to pick them up in the middle of school day is enough for students to comply and behave better. So that children understand that we are not bluffing, we expect parents to pick up kids in the middle of the day whenever asked for. As a higher level deterrent we may also suggest keeping children stay at home and skip school. Our expectation is for parents to work with us on these.

**Dismissal policy:** Not all children fit in all childcare environments. Not all customers' expectations of services can be met always either. We reserve the right to refuse service to anyone, and terminate any child, at any time without any prior notification. No portion of any of the prior payments or deposits will be refunded to any child who quits or is dismissed. Those payments automatically get consumed in advance, in reserving resources for the child for the previously forecasted services, even if things don't eventually pan out.

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