

Ted DiRenzo Montessori School

Parent Handguide

2019-2020 School Year



We welcome you and your family to the Ted Di Renzo Montessori School. We are looking forward to a fun, exciting and educationally fulfilling school year with your child. Your child will be busy getting to know their teacher, the classroom environment and routines, as well as making many new friends.

School Mission

The Ted DiRenzo Montessori School has been in operation for 50 years! Based in Collingdale, PA, our mission is to provide affordable, high-quality education and care for children from the ages of 6 weeks to 6 years. Through a strong emphasis on music, and the performing arts, coupled with an academically enriched learning environment, we prepare children and families, to make a better world for tomorrow. A world where peace, love and happiness abound.

Vision

In order to achieve our mission we will:

- Provide a well equipped Montessori environment with a dependable daily schedule and trained teachers who will act as guides in the classroom.
- Continue to pursue professional and personal growth in order to provide the highest level of care possible.
- Provide a pressure-free, child-focused environment full of choices and clearly defined goals in order to support children's growth and development.
- Model developmentally appropriate practices when interacting with children.

Our Guidance Policy

The following guidance techniques will be used in our center:

- **Redirection**-Guide a child in another activity
- **Positive Intervention**-Offer an idea to redirect a child's thought pattern
- **Logical & Natural Consequences**-Taught "if you spill the milk, clean up the spill"

Non-Discrimination Policy

In accordance with Federal law, this school is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800)795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

Hours of Operation

Ted DiRenzo Montessori School (called TDRMont from this point forward) serves children ages six weeks through six years of age between the hours of 7 am and 6 pm Monday through Friday. Each child has a set schedule each day and we ask families to adhere to the drop-off and pick up times they have enrolled for so we can ensure we have adequate staff available to maintain staff/child ratios. Our 7:00 AM staff may arrive earlier to prepare and set-up for the day's activities. Our school day and doors open at 7:00 AM. Please wait until you see the teacher open the door to leave your children.

Arrival and Pick-Up Procedures

Upon enrollment you will be given instructions for signing children in and out of the school. Children must be signed in before they can be left with our teaching team. To ensure that children can participate in all activities and so that we will have an accurate headcount for snack, and events for the day, students must arrive at or before 9:00 am. Prior arrangements must be made with the Director when things, such as a doctors' appointment or emergency that prevent students from coming on time.

Only those persons recorded on a child's pickup list will be permitted to pickup children from TDRMont. Updates to your child's pickup list or emergency numbers should be done in writing, these forms are available in the main office. In an emergency situation, if an alternate person needs to pick up your child, then a parent or guardian must call our main number, verify their identity by answering child specific questions and provide the name of the person being temporarily authorized to pick up their child. All individuals will be asked for picture identification before children are released into their custody. TDRMont will not force a child to leave with any person they do not recognize or are uncomfortable with. We will only release a child to an adult, age 18 or older.

When you bring your child to school and pick them up, we ask that you do not permit them to play on our school equipment, i.e., slides, climbing train and riding toys. There are specific school rules which parents aren't aware of that the children are required to follow while playing on the equipment. We do not want your child to get a mixed message if they are permitted to do things on the equipment that breaks our school rule.

We also ask that you leave any technology (tablet, smartphone, game boy) in the car or a parent's pocket when you drop off your child. We also ask that you refrain from using devices or being on the phone when picking up your child. Your child will be excited to see you when you come to pick them up, and being on the phone during this important transition will distract you from giving your child your undivided attention.

Absences

TDRMont must be notified anytime your child is not in attendance during your normally scheduled week. Should a child not arrive as expected a member of TDRMont will attempt to contact a parent or guardian. There will not be a reduction or refund on tuition for a child's absence. It is a parents responsibility to call the school if the child is going to be absent.

Food

- **BREAKFAST:** Please be sure your child has breakfast **BEFORE** coming to school. We provide all children with a mid-morning snack at around 10am. If you arrive before 7:30 am and need to send your child with breakfast, please be sure you are packing healthy breakfast options and not donuts, chips, or any other unhealthy choices. There is no in-school breakfast time for children who arrive after 8am. If it is after 8am and a child is still eating breakfast when they come there is a small waiting area where you may sit with your child until they have finished eating.
- **SNACK:** We have a snack available for the children two times a day, once mid-morning, and once in the afternoon.
- We would like to remind you that soda and candy should not be part of your child's lunch.

- Please avoid packing any food that are choking hazards. Hotdogs, grapes, and other small foods must be cut up for your child before being brought to school.
- **Please make sure your child's lunch box contains an ice pack.** Also, if you send food that requires a utensil, either send a disposable one, or one that is labeled with your child's name to be washed and returned. Please be aware that any lunch items not eaten will be sent home each day, so you will know what your child has eaten each day.
- **We cannot heat up food in the classroom.** If you have food that needs to be warmed, please warm it before you come to school and have it in a thermos for your child to enjoy.

Infant Room Milk Bottle Policy

Please supply us with a can of formula, water (if you would prefer not to use tap water), and clean bottles. We ask that you send at least two bottles, as well as extra nipples if you would like us to use them. At the end of the day, the cleaned bottles and nipples will go home with your child. We only use bottle warmers to warm up bottles.

Sippy-Cups

Only children under two years old are permitted to use sippy-cups. We ask that you bring their drink for the day in a thermos, juice box, or in the sippy-cup you would like them to use. If you would like for them to have an additional drink, please send them with extra filled sippy-cups. Please be sure that all juice boxes and sippy-cups are labeled with your child's name.

As your child is getting ready to turn two they will be introduced to drinking out of a cup. Please send your new two year old to school with a drink in a thermos or a juice box (multiple drinks, if desired). We will be introducing and teaching your child to drink from a regular cup throughout the school day. We ask that you **DO NOT** send in a sippy-cup.

Allergies

If a child has specific allergies (such as intolerance to peanuts, nuts, milk, etc.), a doctor's statement needs to be submitted to the TDRMont office. A copy of the doctor's report and what your child needs to avoid will be given to your child's teacher.

Birthdays

- Since most parents like to acknowledge their child's birthday in school in some way, we ask ALL parents do so so that no child feels left out. Many parents either send in cupcakes, cookies, munchkins or a nutritious treat. **JUICE IS OPTIONAL.** Your child's teacher will make a birthday crown for the birthday child. All birthday celebrations will be held during snack time. We ask you to let the teacher know the week before your child's birthday, so they can plan that into that day's snack time and make sure there is no conflicting celebration. There is no need for you to send in any paper products, and we ask you **NOT** to send in party favors or treats for the children.
- If you are planning a birthday party for your child at home, outside of school hours, and you are **NOT** planning to invite all the children in your child's class, **PLEASE** discreetly give the invitations to the teacher and she will be sure that the parents receive them. Keep in mind that the children are young and their feelings do get hurt if they know that other children attended a party to which they were not invited.

Administrative Requirements

Parents are required to complete the following administrative tasks to continue their students' enrollment in our school

- Sign in and out each day
- Keep us up to date on all medical forms, vaccinations, medicines, diapers, wipes, changes of clothes and any other safety needs for your child.
- Every six months, we are required to have an updated emergency contact form and an updated financial agreement. Even though we will check in with you about these things twice a year, Please keep us current of ANY changes in your address, home phone, work phone and emergency information immediately.

Inclement Weather

In the event of severe weather conditions, TDRMont will post notifications about our closure status on our Facebook page. We will also notify CBS which will announce school closings on TV and their website. Our School Closing Number is 3201. School closings are also available on your phone at (215) 925-1060. If our school number is not listed, school is not closed!

Child's Belongings

- **Please make sure that all personal items belonging to your child are labeled with your child's name.**
 - Make sure your child has a complete change of clothing in school at all times (pants, shirt, socks, underwear, and shoes, if possible). Please be sure the clothes are seasonally appropriate. If your child uses their extra set of clothes, please be sure to send a clean set on **the following day**. In the event, your child should need another set of clothes, and you have not yet replenished their supply, you will be **CALLED** to bring them another change of clothes for the day. Try to be aware of the weather forecast each day and dress your child accordingly. We will require your child to wear whatever outerwear they are sent to school in. In fall and spring, you may want to dress your child in lighter layers since often it is cool in the morning and warmer in the afternoon.
 - Every child is required to have a school bag to bring home any papers or craft projects.
 - **Children are NOT permitted to bring toys to school.** In extreme cases when you cannot get your child out of the house or car without their toy, we will handle it after you leave. Once your child calms down, the item will be taken and either put into a backpack or brought into the office. It will be returned to you at the end of the day. This should only be done in extreme cases. It is vital that we work together with this policy. On Show and Tell days, we encourage children to bring one educational item to show their classmates. If possible, things should be in a bag labeled with the child's first and last name. **We are not responsible for these items if sent to school.**

Pacifiers

Children are permitted to use pacifiers in the infant classes, however, once the child begins to walk, we will not permit the child to walk around the room with the pacifier. However, if they still need the pacifier to be comforted at nap, they can have it at that time As the child gets older, we are interested in helping you wean your child from using the pacifier throughout the day. Language development is a big part of our curriculum, and it is important that children are

free to verbalize and express themselves. We would encourage you to adopt the same routine at home if possible.

Field Trips

Field trips are scheduled weekly during the summer months and occasionally during school breaks. To attend a field trip children must be thoroughly potty trained. Children must show the ability to make good choices and follow directions to attend our school field trips. Child safety is critical to us. We will not take children anywhere we feel that we are unable to keep them safe.

Dress Code

We recommend that children wear washable, easy-care play clothes and durable footwear. Sneakers are required. During cold, inclement weather boots can be worn, but an extra pair of shoes should be brought for inside the classroom. All children of all ages are required to wear footwear at all times. Keep in mind that children run, roll, sit on the floor, climb, paint, play in the dirt and participate in other fun activities while at school.

Clothing must adequately fit your child and provide coverage that allows them to move freely. Shorts are recommended for under skirts or dresses that are above the knee. A seasonal change of clothing including socks and underwear should be brought to be kept in your child's cubby at all times. Clearly mark all personal items with your child's name or initials. No jewelry should be worn to school. The only exception is posted earrings or small hoops with post backs. Please, no bracelets or necklaces.

Hygiene

To protect children and staff, we ask that parents keep their child's nails clipped to a reasonable length. Should a child scratch another person we will contact a parent to come to the center to cut their nails. If a parent cannot come to the center, the child will be sent home until nails can be appropriately groomed.

Naps

Naptime is a period of rest for your child. To make that time hassle-free and comfortable, we ask that you send in a "**nap mat**," "**tot cot**," or two small blankets for your child's cot. The purpose of the nap mat is that it combines both a security blanket on the cot with an attached cover for the body. It is specially designed to be used with cots in a school setting. This also helps to keep your child's nap time bedding situated in one place and prevents shifting during nap time. Your "**Nap Mat**" will be sent home every Friday to be laundered. It will be sent home more often if needed.

Diapering Procedures

There are some of our procedures at school you may choose to follow at home to ease your child through this sometimes delicate stage of development. The following are steps we found to be most successful:

- To help keep our cubbies organized, we ask that you label each of your child's diapers and wipes. We will send home diaper and wipes reminder slips as your child's supplies are decreasing.

- Each child should have a stack of labeled diapers, wipes and an extra set of clothes and Desitin (if desired).
- Potty training begins at school every day during diaper changing.
- Your child is introduced to and encouraged to use the potty every day. We start by putting them on the potty at scheduled times, even if they do not urinate or have a bowel movement. If they are ready to use the toilet, they will at least pee in the toilet. Sometimes we know that during this period, they still may be wet in between diaper changes and do not adequately control their movements.
- Shortly after this period, once we know that they can keep their diaper dry between toilet visits, and can communicate their needs, then we may suggest pull-ups. Although we recommend a pull-up to be used during the school day for a while, we find that they still need to be in a diaper at naptime.
- The pull-up is only a tool for your child to have the idea of wearing cloth underpants. PULL-UPS SHOULD NOT BE USED UNTIL THE CHILD IS AWARE OF WHEN THEY NEED TO GO TO THE BATHROOM. Caution: We have found that parents are using pull-ups prematurely and for too long. If your child is not adequately trained, the purpose of pull-ups will be lost, and the child will begin to use it as a diaper!
- ****NEW THIS YEAR** For children in our E3 transitional toddler class we will be instituting the practice of standing diaper changes to promote more independent bathroom habits.**

If you have any suggestions, comments or questions, please feel free to discuss them with your child's teacher. We need to keep the lines of communications open to ensure that your child has a positive potty-training experience!

Potty-Training Agreement with Parent

We understand that the potty-training period is an essential milestone in your child's development. We recognize how challenging this time can be for you as a parent, and we are interested in helping you and your child through this process. Potty-training is an integral part of the curriculum in our toddler class at the Ted Di Renzo School. The following is our daily potty schedule for all students:

- Children who are still in diapers will be introduced to the toilet and put on the toilet before being re-diapered. This occurs at each changing time.
- Those children in regular underwear and pull-ups (keep in mind, the child should only be in pull-ups if they are very aware of when their body needs to use the restroom) will use the bathroom as needed throughout the day. However, all of the children will be encouraged and offered to use the bathroom approximately every hour throughout the day, including before and after going outside for recess.
- When you begin to use pull-ups for training, we ask that here at school, and you ONLY send pull-ups that open on the sides for ease at changing time.

It is essential that, during this process, home and school work together. We ask that you, please sign an agreement stating that when you wish to begin the potty-training process at home, you will inform us so that we can more closely follow a potty schedule for your child. At that time, which should only last for about two weeks, we will send home a daily schedule of the bathroom activity here at school.

Emergency Procedures

Important Facility Information

Administrator: Connie DiRenzo – connie@tdrmont.net
On-Site Director: Michele Holloway – 610-586-0452

Emergency Phone Numbers

Emergency Line: **911**

Poison Control: **1-800-222-1222**

Child Abuse and Neglect Hotline: **1-800-346-2929**

Local Hospital: **Fitzgerald Mercy Hospital**

- First Aid kits are located in the kitchen by the main office and in each class emergency backpack.
- Fire Extinguishers are located in each classroom.
- If a child needs to be transported to the nearest hospital, we will transport him/her to **Fitzgerald Mercy Hospital**. We will notify the parents and the local OCDEL office if this should occur.

We have a Safe School Plan in place which provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following actions:

Immediate evacuation- Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.

In-place sheltering- Sudden occurrences, weather or hazardous material related, may dictate that taking cover inside the building is the best immediate response.

Evacuation - Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a Relocation Facility at the Collingdale Fire House #1, 510 Clifton Ave, Collingdale.

Modified Operation may include, cancellation, postponement or rescheduling of normal activities. These actions are usually taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions,) but may be necessary for a variety of situations.

Please listen to CBS for announcements relating to any of the emergency actions listed above. We will also notify parents via Facebook and/or by phone as quickly as possible should we need to evacuate.

Our Safe School compliance file is available for review in our front office.

Medical Guidelines

When a child becomes ill at school, parent or emergency person designated will be notified to come for a child as soon as possible. If you may have difficulty leaving work to pick up your sick child if he/she should become ill at school; please make arrangements in advance with someone else that can come for him/her. Notify us on your registration form who this person is and how to reach him/her. Please list a person you know would be available during an emergency.

1. Children with the following symptoms will be considered a health risk to the group and will NOT be admitted to the school in the morning, or they will be removed from the group for the parent to pick up.

FRESH COLD SYMPTOMS, SEVERE COUGH, SORE THROAT, DIARRHEA, VOMITING, FEVER, RASH, SORES, INFLAMED EYES, PULLING AT EARS OR EAR PAIN, ABDOMINAL PAIN, BONE OR JOINT PAIN, PAIN ON VOIDING (URINATION OR BOWEL), BREATHING DIFFICULTIES, REPEATED COMPLAINTS FROM CHILD OF NOT FEELING WELL.

2. A child who has been ill may return to school.
 - a. With a Doctor's note saying the child has been checked and is not contagious and may participate in all activities.
 - b. With a Doctor's note 24 hours after an antibiotic has been started if there are no other symptoms such as pain, vomiting, diarrhea, etc.
 - c. 24 hours AFTER all symptoms have stopped if the child does not see a Doctor.
3. A parent or Doctor must write special instructions regarding a child's health.
4. NON-PRESCRIPTION MEDICATIONS such as baby aspirin, cough syrups, decongestants, Kaopectate, etc., may NOT be given unless requested by a doctor's note. Once you have a doctor's note, we must also have a letter from you. The over-the-counter medication must be in the original container, labeled with your child's name, the date, and the dosage requested. All medicines are stored in the school kitchen away from the students.
5. PRESCRIPTION MEDICATIONS may be administered when accompanied by a Doctor's note. It must be in its original drug store container and clearly labeled with the child's name, the name of the medication, dosage and Doctor's name. **Medication should be handed to an adult in the morning and will either be returned to the parent by a staff member, or the parent will be asked to get it from the school kitchen at the end of the child's school day. PLEASE BE SURE THAT NO MEDICINES ARE NOT SENT IN YOUR CHILD'S BOOKBAG OR LUNCH BOX.**

6. Particular medications for allergic reactions or asthma may be kept at school if adequately labeled with instructions for administering it written by the Doctor. Discuss this with us when you enroll your child so we will be prepared.
7. Make sure we know all of your child's allergies and the type of reaction he/she gets, each in writing.
8. If your child has been diagnosed with a contagious disease such as Chickenpox, Strep Throat, Scarlet Fever, Pinworms, Head Lice, etc., please call and let us know. We will be on alert for complaints from the children who might also have been exposed, and we can alert the parents, too.
9. Please keep your child home long enough after being ill to avoid his-her becoming ill again. Children tire easily after being sick and need rest.
10. All children must have a completed Physical and immunization record. We will **NOT** accept a student who has not had their vaccinations.

Notification of Illness or Infestation

When TDRMont is notified of a severe illness or infestation, notification to parents will be sent home. If your child becomes ill during their stay with us, we will attempt to contact both parents. If we do not hear from either parent within 20 minutes, we will then contact the individuals that have been designated as authorized pickup personnel for your child. Any child remaining at the facility after one hour will begin to accrue charges for ill childcare for \$20 per hour.

Inhalers and Nebulizers

1. Before we can administer medication, we must have a signed note from the doctor with the prescription and with the beginning and end date. You should bring a letter to the office from the doctor explaining what your child is being treated for. The letter should also include your child's name and age date and time the medication is to be given, I dosage needed. Please also bring all medicines in the ORIGINAL BOX.
2. If your child's medication is taken by either using a nebulizer or inhaler, these devices should be brought to the office with your child's name on it. Both the machine and the medication need to be labeled. They will be stored in our kitchen on a high shelf. They are not permitted to be in the classroom. NEVER PUT ANY MEDICINES in the child's school or lunch bag.
3. The medication that needs to be administered to your Child should already be measured out to single dosages. Please only send in the medicine that is required for that day. This also should be brought to the office and never put in your child's schoolbag.
4. Before we administer the medication, we need to know precisely the time you want your child to receive treatment. However, if you should not have a form available, please be sure to write down the times your child needs to be given their treatment and give to a

staff member. If there is a time lapse of us administering medicine, you are required to sign our medication log form and get a note from the doctor once again.

5. Only two or three staff members are designated to administer this medication using the nebulizer or inhaler. Please keep in mind our staff members are not trained medical professionals; however they have been trained in basic first aid. You will need to sign the Medication-Log Book before the medication is administered.
6. Both the machine and medicine will be sent home every day unless you have an additional machine you would like to keep here at the school. You will need to come to the office to pick up your child's medication.

Please be aware- that we will be unable to administer your child's medication if the above procedures are not followed. We ask for your patience as we continue to review these policies. Please understand we may feel the need to make changes as we get this new procedure underway.

Discipline

You are responsible for notifying TDRMont when events could have an impact on your child's behavior, such as a parent going back to school or work, changes in schedule, etc. TDRMont will do their best to support your child during these times. However, if a child refuses to follow directions, attempts to injure another student or themselves we will follow these steps to help your child bring themselves back under control.

1. Step one will include class warnings and redirection. During this time your child may be asked to take a break from regular class activity to calm down and reflect on the challenging behavior. Time is calculated by adding one minute for each year of life.
2. Step two requires removing your child from the classroom to prevent distractions for other students. The offending child will be provided activities to help redirect behavior and reduce stress. We will work with them one on one to identify the source of the behavior. Once your child has brought themselves under control, they will be returned to the classroom. Children will not be left unattended at any time, and you will be notified when this occurs.
3. Step three step entails family involvement.

If we cannot identify the issue causing behavioral problems, you will be consulted to draw up a plan of action, which may include obtaining behavioral counseling to continue in our program. It is expected that you take an active role in developing a feasible plan and ensuring consistency at home.

While we do not believe that expelling a student is conducive to teaching child self-control, we must take into account the safety of our staff and the other students. Expulsion is considered an extreme step and will only be found in situations involving student and staff safety. TDRMont retains the right to terminate the Enrollment Contract without notice if a child or a parent's behavior is destructive, uncontrollable, violent, abusive or threatening to other children, other parent or staff at the facility.

Damage to Property

Children are expected to treat all property located at the facility with respect, including but not limited to toys and furniture. You will be charged for the willful destruction of any property

situated in the facility, whether owned by TDRMont or any other person, at the replacement cost, if such damage was, in the sole opinion of TDRMont, caused by your child.

Child Abuse

Pennsylvania Statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for a child. This includes non-accidental physical or mental injury, sexual abuse or neglect. Anyone, who has reason to believe that a child has been abused, is required to promptly contact the county office of the Department of Human Services **1-800-346-2929**. Failure to do so is a misdemeanor. Also, our employees are expected to make a report in writing to the Center Director or Operations Manager.

Confidentiality

TDRMont Staff members (Director, office personnel, and teachers) are the only people who have access to children's records. Children's records, including parent information, are confidential and will not be shared. You have the right to review your own child's file. An appointment to do so must be made in advance.

Financial Policies of the Ted Di Renzo Montessori School

Terms of Enrollment:

- All sick days, snow days, holidays and vacation days are to be paid in full.
- All children are enrolled on a probationary basis. If for any reason at any time we feel that issues arise that are not to the best interest to your child, school and/or staff, we reserve the right to dismiss them from the program. We will do our best to assist you in finding an alternative plan for your child.
- You are responsible for your child's tuition for the entire school year (42 weeks), regardless of whether they attend or not. **Any student remaining in the program after May 1st will be considered a full-time student and tuition must be paid until the end of the school year.** If your student is not attending the summer camp, you have the option to "opt out" of the summer program. However, if you plan to return in the Fall, please make sure that you complete all necessary paperwork before the current school year closes. A student will not be permitted to return to school in the Fall if all tuition from the previous year is not paid.
- If you need to withdraw your child from our program, you are required to give us two weeks written notice of termination. If notice is not provided, two weeks of your reserve will be forfeited. However, ANY student remaining in the program after May 1st will be considered a full-time student and you will be responsible for paying your child's weekly tuition until the last day of our 42 week school year. School records will NOT be transferred or released until tuition is paid in full for the school year.
- It is not the school's policy to become involved in domestic relations that involve legal concerns such as custody, adverse domestic relations, financial issues, etc. The school reserves the right to discontinue service to any family until these concerns become resolved.
- School records including progress reports will only be released for students whose financial account is current or has a \$0.00 balance.

Upon Enrollment:

- Each year there is a \$50.00 registration fee to secure your child's placement for the school year. This fee is not refundable.
- We ask for three weeks advanced tuition payments are required. This is sometimes called your "reserve or your security deposit."
 - One week is used for the week we are closed between Christmas Eve and New Years (when we are closed).
 - Two weeks are applied to the last two weeks of your child's attendance at our school

Families who enroll in our Tuition Express automatic withdrawal program will only need to hold one week in reserve which will serve as the last week of tuition at the school.

Tuition Payments:

- All tuition must be paid in advance. Your tuition payments will be accepted weekly, biweekly or monthly. Monthly payments are due on the first Monday of the month. Weekly payments are due each Monday.

- **All students account balances must be at \$0 by Friday. Students with outstanding balances on Friday will not be able to attend school on Monday until the balance is paid in full.**
- All tuition checks or money orders need to be dropped off in the locked office tuition box. Please **DO NOT** send tuition checks or money in your child's lunch box. Please be sure your child's name is listed on the memo of the check. If you are paying with a Money Order, you may use a spare envelope available above the box to write your child's name on it.

Bounced Checks or Unavailable Funds:

- There will be a \$25.00 charge for any checks or Tuition Express payments returned by the bank. After the third returned check or unavailable bank funds, it will be necessary for you to pay by money order as long as your child attends our school.

Check of Schedule or Rate Changes

- If you wish to make any changes to your child's schedule, we ask that you provide us with one week's written notice. You must come to the office in person to complete a Change of Schedule Form. A parent must complete this form. You will also be responsible for bringing your reserve tuition up to date. There will be NO hour changes or tuition adjustments during the last four weeks of school. During those weeks, any additional hours must be paid on the day services are rendered.
- When your child makes a transition into a new class during the year, rates will be updated four weeks after the transition is made to allow for adequate transition time.
- Rates and policies are subject to change and modification. You will be notified at least two weeks before the effective date of the change.

Late Pick-Up Fees

- If your child is picked up after their scheduled pick up time, a fee will be applied of \$5.00 for the first ten minutes, and then \$1.00 for each additional minute.

POLICIES FOR PART-TIME SCHOOL SCHEDULE

The Ted Di Renzo Montessori School is fundamentally a 5-day-a-week program, and the events and activities are planned accordingly. However, we do provide families the option of attending on a part-time schedule, i.e., less than five days a week. It is crucial that the below policies are understood if you choose to have your child attend on a part-time basis. They are as follows:

- If space is available, you can always add a day for an additional fee, based on your child's daily rate. Please let the office know as soon as possible.
- Switching days is not permitted.
- If you desire to change your child's days on a regular basis, please contact the week prior and put your request in writing.
- Remember all sick days, holidays, vacation and snow days are to be paid in full.

Communication Standards

Staff and Administration always welcome and feel it is essential to keep communications open. Faculty and administration will communicate respectfully to all parent's and family members. In return we also expect parents to communicate their questions and concerns in a respectful manner.

Parent Participation

We encourage parents and guardians to be as active as possible in their child's educational experiences. The more a child sees you getting involved in an activity, the higher the priority of importance they will apply to that activity. TDRMont has an "Open Door" policy and encourages parents to visit our program often. You are welcome to visit your child during the day, but we ask you not to visit during naptime (12:00 am to 2:00 pm). We also ask that you schedule this in advance when possible so the teachers can prepare the class as well.

Parent-teacher conferences will be held throughout the year and scheduled in advance. Your feedback is essential to our continued success. We encourage you to email our director with your thoughts and suggestions. If you are interested in participating in the development of our facility, please contact our Director to sign up for our Parent Involvement Group, which will meet quarterly.

First Day Check List

Hello,

We look forward to having your child begin with us ! A few reminders of things to bring in with you when you come:

- 1) **Medical Forms.** Is important that we have your medical records on file when you begin. It must be signed by a doctor. Please bring these with you if the office still needs this file.
- 2) **Extra Clothes.** We like to keep a spare set of clothes on hand for every child. Please be sure they are labeled with your child's name on it.
- 3) **Diapering Needs.** Please bring a surplus of any diapering needs or bathroom related supplies for your child.
- 4) **Lunch.** When packing lunch for your child please be sure to pack an ice pack, as we will not be refrigerating their lunch bags. Additionally, if there's hot food, please be sure to bring in a thermos as we will not be able to heat up food either.
- 5) **Blankets for Nap.** We have a cot for your child and will need a blanket to cover them with during nap. There are special cot blankets you can also purchase if you would like. We can show you what to look for on your first day should you choose to get one for your child.
- 6) Have a lunch bag and backpack for your child's belongings.
- 7) Make sure your child is wearing sneakers.

Please clearly label all personal items.

We will be sending notes home in your child's bag, please check backpack each day for any communications from your teacher or the school

Thank you for reading this over and we look forward to greeting you and your little one on Monday!

Tamara

Infant Room Additional Reminders:

- Individual feeding schedule must be filled out on your child's first day. Please update us when any changes are made. (Only for children under the age of one.)
- Bottles ready made with formula or empty bottles/can of formula
- Extra Binky is if used
- Plenty of diapering supplies (we will send a note home when they need to be restocked)
- Food needs to be in the thermos already warmed in the morning.
- Socks or socks shoes must be worn each day, if walking must wear sneakers.