

EMERGENCY INFORMATION

Allergies or Intolerances to food, medication, etc; action to take in case of emergency, signs and symptoms

Name of Child's Physician

Phone

Names, Address and Phone Number of Two (2) People to Contact if Parents/Guardians **CANNOT** be reached

1. _____

2. _____

Additional Person(s) Authorized to Pick Up Child

****Person(s) NOT Authorized to Pick Up Child****

****Appropriate paperwork such as divorce decree shall be attached if a parent is not allowed to pick up the child.**

CARE INFORMATION

Child's Likes and Dislikes

Start Date of Attendance

Number of Days

Full Time

Part Time: A.M/P.M.

Class



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Child Emergency Medical Authorization Form

Name of Child _____ Date of Birth _____

Name of Parent(s) or Guardian _____

Home Address _____ Home Phone _____

Mother's Employer _____ Work Phone _____ Cell Phone _____

Father's Employer _____ Work Phone _____ Cell Phone _____

The parent(s) or guardian authorizes Montessori Children's Center (MCC) to obtain immediate care and consents to the hospitalization and/or the performance of necessary diagnostic tests upon, the use of surgery on, and/or the administration of drugs to, his/her child if an emergency occurs when he/she cannot be located immediately.

It is also understood that this agreement covers only those situations which are true emergencies and only when he/she cannot be reached. Otherwise he/she expects to be notified immediately.

1. I/we will be responsible for medical care expenses

2. Medical treatment costs are covered by:

A. Insurance Policy Name _____

Member ID _____ Group # _____

B. Secondary Insurance (if any): _____

Member ID _____ Group # _____

C. No Insurance Coverage _____

Child's Physician or Clinic _____ Telephone _____

Address of Physician _____

Signature of Parent (s) or Guardian

Date

AGREEMENTS

Please read, and initial the following agreements.

1. ___MCC agrees to notify the parent/guardian if child becomes ill while at center. Parent/guardian agrees to pick-up or arrange pickup of child as soon as possible if requested by MCC staff.

2. ___The parent/guardian authorizes this MCC center to obtain immediate medical care if any emergency occurs, and parent/guardian cannot be located immediately. This authorization is not required by State Regulation if the parent raises and/or states any objection to provision of such care on religious or other such grounds.

3. ___MCC herein states that tuition is charged at a fixed monthly rate. No reduction will be permitted, for any reason, including but not limited to: number of school days in a given month, number of days a child attends, vacation/holiday, etc.

4. ___The Parent/Guardian has read, understood, and agrees to be bound by and adhere to **ALL** terms and conditions set for the in the 'Policies and Procedures Consent" form.

5. ___MCC reserves the right to deny, sever, cancel or suspend a child's enrollment at any time, if deemed in the best interest of MCC.

SIGNATURES

Parent(s) or Guardian(s)

Date

Administrator of Center

Date

CENTER USE ONLY

Place of Birth

Birth Date

Birth Certificate Number

Other Form of Proof

Location

Date Admitted

Date Withdrawn

Date Registration Paid

Security Deposit Amount and Date Paid

Other Remarks



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2017/2018 Policies and Procedures Consent Form

Please read and review this document. Upon completion, please return the signed consent page to MCC.

Admission Process

The first step in the admission process is for a parent interested in enrolling their child with MCC is to schedule a tour of an MCC facility. Upon completion of the tour, parties who feel they would like to be a part of the MCC community may submit an *Application for Admission*. Once this document has been received, along with all requisite documentation and fees, MCC staff will review the application. Upon a favorable review, applicants will be informed.

The final step in the process is the scheduling of a working interview. During this fifteen to twenty minute meeting, the prospective MCC student spends time in their age appropriate classroom, interacting with a senior MCC Faculty member. This opportunity allows MCC to conduct a brief evaluation of the prospective new student, and also allows the child to meet one of their new teachers as well as see their possible new class. MCC will inform the prospective parent, within five days of the interview, if the prospective student is admitted to MCC. MCC admits students of any race, religion, creed, color and national or ethnic origin. MCC solely determines the grade placement of students at the school, and said placement may be subject to change at MCC's sole discretion.

1. Application and Registration

There is a non-refundable Application/Registration Fee due per child at the time of submission of an *Application for Admission*. This fee must accompany an *Application for Admission* in order for it to be considered complete. Payment of this fee in no way or manner guarantees admission to MCC. MCC reserves the right to deny, without explanation, appeals process, or justification, admission to any applicant.

2. Enrollment

If a student who applied to MCC is granted admission, two payments are necessary to secure registration and enrollment: first month's tuition, and security deposit. Once all requisite fees are paid, in a full and timely manner, the student will achieve an enrolled status at MCC. As part of this status, MCC will provide two electronic keys as rental property issued to the parents of enrolled students. Electronic door key remain the property of MCC, and must be returned within 4 days of a child no longer attending MCC.

Tuition and Fees

1. Tuition

Tuition is due in by the 1st of each month. Payments received after the 5th of the month, will be subject to a 10% late fee. Payments received after the 7th of the month will be subject to a 16% late fee. Tuition for each month is the same regardless of the number of school days in the month. MCC offers a 5% discount in tuition for families who have multiple children enrolled in full time programs in a Center, for whom tuition is paid by a maximum of one payment per month. The 5% discount will be applied to the tuition of the oldest child. This discount is not permitted to be applied in conjunction with any promotional offer.

2. Materials Fee

A Materials Fee is due once each School Year, per child. The deadline for this fee is Sept 15th.

3. Summer Activity Fee

A Summer Activity fee is due once each Summer Session, per child. The deadline for this fee is May 30th.

4. Security Deposit

One month's security deposit of tuition is due at the time of enrollment at an MCC Center. If necessary, this amount can be paid in three equal consecutive monthly installments to begin on the first month a student is enrolled in MCC. If MCC is given 30 days written notice of withdrawal, the security deposit may be used as the last month's tuition as long as MCC has determined that all applicable fees and payments have been satisfied. If an MCC Center is not given 30 days' notice of a student's withdrawal, or if parents no longer choose to send their child to the Center-with no notice- this security deposit will automatically become fully non-refundable. The term "written notice" shall be defined as a certified USPS mailing, addressed to the MCC center which the child attends, written and signed by the parent/guardian. The letter must indicate the date which parent/guardian intends to be their child's last day of attendance at MCC.

5. Promotional Rates

On occasion, MCC may choose to offer parents promotional tuition offers. Such offers are calculated on the basis of parents keeping their children at MCC for an extended period of time, no less than one calendar year. Once the promotional rate expires, tuition will re-set to the normal tuition rate for the class in which the child is enrolled. The "normal" tuition rate will be determined by the current rate at which MCC charges tuition for the class in which the child is enrolled. If a child moves classes during the promotional rate period, the tuition fee will not change.

6. Deposits for Securing Space

Any deposit funds paid MCC, to reserve space in a future term, are non-refundable. No credits, transfer or return of these funds are permitted. The purpose of such deposits, is to allow parents an opportunity to reserve a spot in a specific future program, term or session. Refunds or returns of the same are herein expressly prohibited.

7. Withdrawals

If a Parent/Guardian wishes to withdraw a child from MCC, parents must provide the Center with one month's written notice. If a child is withdrawn without one month's notice, tuition will be due for the month following the withdrawal. The term "written notice" shall be defined as a certified USPS mailing, addressed to the MCC center which the child attends, written and signed by the parent/guardian. The letter must indicate the date which parent/guardian intends to be their child's last day of attendance at MCC.

8. Legal Fees/Collection Costs

In the event that MCC determines a parent owing in fees/tuition, and these fees remain unpaid for a period of 30 days after their due date, MCC may pursue any and all legal remedies to secure payment of funds owed it. MCC may also elect to take on the services of a collection company and or legal counsel, to pursue repayment. In the event that any of the above mentioned means are used, parent and/or the undersigned herein accepts full and unequivocal responsibility for payment of any costs associated therewith, including reasonable attorney's fees. Liability will extend to all costs in addition to fees and tuition owed MCC.

General Procedures

1. Operating Calendar

Every MCC Center operates on a publicly advertised yearly schedule. The schedule of holidays is made available to parents and other interested parties. In addition, parents who seek admission to an MCC Center are herein presumed to have read, reviewed and accepted MCC Center's hours of operation, holiday schedules, and vacation periods.

2. School Year and Summer Session Defined

The dates defining the start and end of the school will be established by the school specific School Year Calendar and Summer Session Calendar published by each MCC Center.

3. Absences

Please inform the MCC Administration if your child will be absent on any particular day. Such notice may be provided via phone or email. MCC policy does not allow for any deductions or refunds in tuition or fees due to absences for **any** reason. Tuition is paid at a fixed monthly rate for all children enrolled on a full-time or part-time basis.

MCC defines a *prolonged absence* as a child not attending MCC for a period over 20 working days. For parties who chose to take a prolonged absence, and wish to retain their child's slot and classroom assignment at MCC, are herein required to pay 50% of tuition required for the prolonged absence period. If a Parent/Guardian chooses to dis-enroll their child from MCC, and re-apply for admission at a later date, parties re-applying to MCC will be treated as a new client, with no guarantee of class placement or tuition rate.

4. Expulsion

MCC reserves the rights to deny, sever, cancel or suspend a child's enrollment at MCC, at any time, if deemed in the best interest of MCC. In the event MCC deems an expulsion is necessary, MCC will, within five business days, return the remainder of any tuition paid for the month of expulsion. Security Deposit funds will be returned as per standard MCC policy.

5. Door Key

The electronic keys to an MCC Center function only during peak hours. The buzzer must be used at all other times. Please also note that if a key is misplaced, it is imperative that MCC Staff is informed, so that the key can be de-activated. It is MCC policy that all families **MUST** have at least one key. Re-placement or extra keys may be purchased from Center offices. **PLEASE DO NOT HOLD THE DOOR OPEN FOR ANY OTHER PARENTS/INDIVIDUALS AS SUCH CONDUCT PRESENTS A SECURITY ISSUE. MCC DOES NOT WANT UNAUTHORIZED PERSONS ENTERING OUR FACILITIES.** If a parent has neglected to bring their key on any given day, they need to ring the facility bell, and wait until an authorized Staff member can come to the door. It should be understood that wait time may be significant, as Staff are generally engaged in the class.

6. Arrivals/Departures

When children are brought to school, please accompany them to their classroom. Do not allow your child to get out of the car and enter the school alone. Parents must escort children all the way to their class, and then **sign their children in on the classroom roster sheet.** Please have your children at the Center by 9:00 a.m.

Upon picking up children from MCC, **parents must sign their child out on the classroom roster.** The signing in and out of children from their class is a procedure mandated by the Commonwealth of Virginia. Once parents have arrived in the classroom of their child, MCC herein states that it will no longer accept responsibility for that parent's child. Parents are advised that they are **NOT** permitted to communicate, touch, or otherwise handle **ANY** child at MCC,

other than their **OWN**. Parents are responsible for ensuring that their child behaves in a safe and appropriate manner as they leave their class, the playground, and more generally the entire MCC campus.

7. Breakfast

MCC does not serve breakfast. Children who come to school on or before 8:30 a.m. may bring a healthy breakfast to be eaten at school. No breakfast is permitted to be brought to MCC facilities after 8:30 a.m.

8. Late Arrival

If bringing a student to school late, i.e. after 9:00 A.M., please make sure to drop them off quickly and unobtrusively. The class is in session and this late drop off is an interruption. Speaking to the student's classroom Lead Teacher is not appropriate at this time, as they will be occupied conducting the class. Parents may however, call and leave a message for the teacher to contact you at a more convenient time. Even though a Teacher may not be directly interacting with a child or another adult, they are occupied in the task of managing the entire class.

Please have your children at the center by 9:00 A.M. If they are to benefit from the program, they need to be here on time. Children arriving after 9A.M., during "*circle time*" must be dropped off in the Great Room until *circle time* is over. MCC staff will walk your child down to their class when *circle time* is over so that they do not disturb their class mates.

9. Authorization to Pick-Up

If a parent wishes MCC to release their child to an *Emergency Contact Person* or *Emergency Authorized Pick-Up Person*, the parent must notify the center's office by phone or in writing. The authorized person must also present valid government issued picture identification for release of the child. If picture identification is not available, and/or consent from parent is not either, MCC will not release the student. In such cases, parents will need to arrange an alternative before the MCC Center closes for the day.

10. Late Pick Up

If a child is not picked up by 6:00 P.M., a late charge of \$30.00 per child shall be paid to MCC for every 30 minutes or fraction thereof. This fee will be due immediately upon picking up the child. Only authorized persons may pick up a child; those who are "authorized" will be determined based on information provided on the *Application for Admission*, completed when the student was initially enrolled at MCC. In cases where children are not picked up within one hour of an MCC Centers closing, the local police department and/or Child Protective Services Department (CPS) will be contacted to take custody of the child.

Additionally, if parents and/or an emergency contact(s) cannot be reached by 6:15 P.M., MCC will contact appropriate law enforcement officials, and/or CPS, to take custody of the child. On days an MCC Center closes early, if a parent or emergency contact person cannot be reached within 30 minutes of an MCC Center closing, MCC will follow the above referenced procedure to secure care for students left in its custody.

11. Center Closings

Before coming to the school on inclement weather days, please make sure to check the announcements page of MCC's website (www.montessoriccgroupp.com) for the most updated information regarding MCC hours. Parents should also sign up for the school listserv mailing list to receive emails containing the most current information. MCC will make public, via our website, listserv and recorded phone message (when available), any un-anticipated changes to Center hours of operation. If MCC plans to close a facility for the day, or delay its opening, parents will be informed of such no less than one hour before said Centers normal opening time. If MCC plans to close a facility early, MCC will provide parents with as much notice as MCC deems possible.

12. **Additional or Supplemental Care**

On days where an MCC Center is open, and a parent would like to request that a Center provide hours of care for a student which MCC normally does not, a *Daily Care Agreement* must be completed. This form documents that a student is at MCC for a defined time period. In addition, this form serves the purpose of informing parents of the additional sum a parent will owe MCC for child care services. This sum will take in to account the normal tuition rate a student pays, and will be assessed in excess of this sum. By signing the agreement, a parent will agree wholly to the terms set forth in such, and agree to pay MCC the extra sum within 48 hours.

Classroom Related Procedures

1. **Clothing**

Children should be able to get in and out of their clothing, unassisted for the most part. Coveralls, belts, back buttons and snaps discourage a child's independence, whereas elastic waistbands in pants and skirts, pullover tops and front buttons help children dress themselves. Children should not wear flip-flops, open-toed shoes, or high heel shoes to school. All clothes should be labeled for identification. Parents should provide a spare set of clothing to be kept at the Center for their children; this clothing should be replaced as needed- and as the weather changes. Accidents can happen at any age. As such, there should **always** be a parent supplied spare set of clothes for children left with the Center. MCC herein states that it accepts no responsibility for theft, loss or damage to such items.

2. **Toys**

Please do not allow your child to bring toys of any kind to school. Additionally, please do not let your child bring jewelry or money to school. However, students are permitted to bring articles of general interest, such as collections, pictures and books. Labeling items brought to school with first and last name of the owner is always recommended. Any items students bring to MCC are brought at the risk of possible loss or misplacement. MCC does not accept responsibility for loss or damage to such items.

3. **Outside Playground**

Outside playground time is often one of the most popular activities of the day. Children enjoy taking a break from the indoors, and experiencing the refreshing outside air. A reality of the Northern Virginia area is our dramatic seasonal temperature changes. MCC will **not** take children outdoors if the temperature in the Center's locality is below 45 degrees Fahrenheit or above 97 degrees Fahrenheit. If a parent would rather their child stay indoors on any given day, they should state the same in a written and signed note, and place this notice on record with the Center office. An operational reality of MCC Center dynamics makes verbal only notice by a parent insufficient to guarantee that a child stay indoors on any given day.

4. **Birthdays**

A Student's birthday will be a special classroom occasion. Parents may provide a special treat for his/her classmates. Birthday parties are to be held during the afternoon snack period, approximately 3:15 p.m. Due to privacy concerns, pictures or the use of other video or photographic devices is not permitted during these events. This rule is to apply, even if the focus of the pictures is a parent's own child. Please notify the Teacher at least 5 days in advance of plans to have an in-class celebration. It is of paramount importance that foods served at such events take in to account allergic and dietary restrictions of students in the class. Parents should work with Center Staff to ensure these guidelines are followed. In-class celebrations sponsored by parents must provide ample supply for ALL students in the class to participate.

5. **Open Door Policy**

We encourage you to come in and observe your child. This is the best way to find out how they are doing in their class. Such visits should be scheduled at least 24 hours in advance, such that

class events/activities can be planned accordingly. In-class visits are permitted to last no more than 30 minutes. Parents are advised that MCC fully reserves the right to ask a parent to observe from outside the classroom at anytime, via window or door. While a parent may choose to observe their child through such an opportunity, the privacy of other children and families must also be respected and protected. In addition, MCC reserves the right to ask a parent to cease their observation period if MCC Staff deems such a disruption or a distraction.

6. Cumulative Report

The Montessori curriculum is an approach to teaching whose benefits are not best highlighted by snapshot assessments, but rather by a cumulative study, spanning significant time periods. Thus, at the end of your child's academic term at MCC, a cumulative report/assessment will be made and put in their file. If a parent wants or needs a copy of this report, it must be made in writing, and if they wish such report to be made available to other entities, a letter of authorization for release of information must be given to MCC.

7. Conferences

Parents may schedule a conference with MCC Staff by calling the Center's office and requesting the same. Parent requested conferences will be attended by teacher, parent(s), and a member of MCC Administration. Parents may choose to schedule a conference to discuss their child's progress in the classroom at a more detailed level than regular meetings. Additionally, if MCC staff deems it necessary, Center Administration has the right to schedule a conference with parent(s). Such conferences will require **MANDATORY** parent(s) attendance.

8. Discipline

MCC is committed to discipline of children that always dignifies and respects their own inner guidance and self-directed purpose for harmony, order, cooperation and love towards their environment. Adults shall therefore only interact with children to support the principles of self-discipline in children. Consistent with this policy, adults assure the children's compliance and cooperation with necessary procedures and proper behavior through such positive, respectful means as example, clear directions, reasoning, distraction, reflective language and questioning.

MCC considers any intentional inflicting of physical pain, or threat of such pain, on children, by such means as pulling hair, grabbing, pulling, hitting, spanking, slapping, pinching, etc., as strictly inconsistent and contrary to its discipline policy. These actions are therefore prohibited on school grounds by any adult at any time.

This policy applies to all adults while on school premises, including regular staff, part-time personnel, volunteers and parents and their agents. All such adults are required to and agree to follow this discipline policy at all times in their interaction with children on school premises. This policy also includes the actions of parents or their agents in the treatment of their own children while on school premises. Any adult who violates this policy agrees to accept correction, direction or other suitable guidance to cooperate in a remedy of the situation, consistent with the discipline policy stated here.

9. Health

For the protection of all children, a student **CANNOT** attend an MCC Center if they exhibit any of the following symptoms:

- a temperature of over 99 degrees Fahrenheit by mouth
- an intestinal disturbance with diarrhea or vomiting
- any undiagnosed rash
- sore or discharging eyes and/or ears
- significant nasal discharge
- symptoms or signs of a contagious condition (i.e.: lice, pink eye)

**Please note that listing provided above is in no way intended to be a conclusive or final. MCC herein reserves the right to refuse to care for a student on any day.*

If a student exhibits any of these symptoms while at the school, they will be isolated from other students. Parents will then be contacted to come to the Center and pick up their child within one hour. If your child is not going to be coming to school due to a health condition, whether contagious or not, please inform the Center.

MCC reserves the right to, at its sole discretion, require a letter from a medical doctor, authorizing a child to return to the MCC school environment. If a letter is requested by MCC Staff, a child may not attend MCC until such a letter is provided to MCC.

10. Biting

Biting, at any age, is not acceptable conduct for an MCC student. Incidents involving biting are dealt with in a deliberate, swift, and direct manner. The first step in dealing with such an incident is to immediately separate the children involved. Secondly, first aid/or care is rendered as appropriate. These two initial steps are followed by MCC Staff, generally the classroom Lead Teacher and/or Center Director, talking to the children and other MCC Staff, to determine the facts and the context of the situation. The child or children guilty of biting are firmly and directly told, that biting hurts, and that their behavior is unacceptable. Parents of all children involved in a biting incident are informed of the occurrence, and reminded of the aforementioned policy MCC follows in such incidents as deemed necessary.

11. Communicable Diseases

Parents are to notify MCC within 24 hours if their child OR anyone in the family contracts any communicable diseases. Life threatening diseases such as meningitis are required to be reported to MCC immediately.

12. Child Abuse

If MCC Staff suspects that a child has been abused, the Center will report such to appropriate authorities. Center Staff may also report such suspicions to CPS.

13. Food

If your child has any relevant allergies, parents will be responsible for providing lunch/snack and/or milk substitutes. For children enrolled at an MCC Center which does not provide lunch (MCC Falls Church) parents will be responsible for sending a pre-packaged lunch to school. This lunch **MUST be 'ready to eat'** and require **NO** warming, refrigeration, handling, or preparation of any kind by Center Staff. This requirement will be strictly enforced as per State regulatory law.

While MCC will work hard to adhere to the dietary and allergic diet restrictions of its students, MCC herein states that it will not be responsible for any adverse reactions whatsoever caused as a result of food or liquid ingestion.

MCC is committed to the creation of a completely **NUT FREE FACILITY**. Please do not bring any food items to school that contain any form of nuts. MCC will work hard to adhere to this mission.

For students enrolled at MCC Centers that offer catered lunch programs, parents wishing to sign-up for the service must file with the Center Office, all applicable paperwork by the 1st of the upcoming month. For parents wishing to cease enrollment in this program, written notice articulating the same must be provided to MCC no later than the 20th of the month.

14. Medications

A *Medication Authorization Form* (downloadable at www.montessoriccgroupp.com) should be filled out every time a child needs to be given medicine while he or she is at the Center. Please hand over the medicine to the Center Administrator on duty. Label the bottle with the child's name, dosage and time at which the medicine is to be administered. Prescription medicine is to be brought in its original container. Medicine that is to be kept at the Center permanently, i.e. Epi-Pens, need to be accompanied by a *Physicians Medication Authorization Form*. Medications need to be taken home daily, with the exception of Epi-Pens. Failure to take medicines home daily, will require MCC to dispose of them.

15. Sunscreen/ Diaper Ointment/Insect Repellent

If your child requires sun screen, diaper ointment, and/or insect repellent applied-please make sure to fill out the appropriate authorization forms. All lotions/sprays need to be in their original containers, and labeled with the student's name. Each child needs his/her own; sibling to sibling sharing is not permitted.

Waivers

1. Extracurricular Activity Waiver

During the course of both the School Year as well as the Summer Session, MCC will provide its facilities as a venue for outside vendors to conduct extracurricular activity programs; for instance soccer, martial arts, dance, etc. If a parent chooses to enroll his child in a program of this type, they do so of their own free will, and at their own risk. By enrolling his/her child in an extracurricular activity, a parent knowingly waives their right to hold Montessori Children's Center Inc., Centreville Road LLC, or Creative Play liable for any injury caused by such extracurricular activities.

2. Field Trip Waiver

During the course of both the School Year as well as the Summer Session, MCC may elect to take students on field trips. Such trips will take place under the supervision of MCC Staff and Faculty. MCC herein states that it will not be responsible for any injury or illness, whatsoever, caused by, or occurred during or in anticipation of a field trip. All parties understand that by signing below, they relinquish any and all possible legal rights to hold MCC liable in connection thereof.

3. Pictures/Videos

During the course of both the School Year as well as the Summer Session, MCC will periodically take pictures and or videos of its students and post it on school premises as well as on it's website for the sole purpose of providing parents a visual of their child/children. If a parent does **NOT** want their child included in such matter, it is the parent's responsibility to provide a letter in writing to the Center's office stating such.

4. "MCC" Defined

"MCC" is herein defined as a trade name. As referenced in this document "MCC" is intended to denote Montessori Children's Center Inc. Any references to MCC in this document as stated herein to have served as a blanket references to the entities named in the preceding sentence.



www.montessoricgroup.com

Please Sign and Return this page to your MCC Center Director. Thank You.

By signing below, I affirm that I have read and reviewed in its entirety the preceding **2017/2018 MCC Policies and Procedures** documentation, and agree to consent fully and wholly. I understand and appreciate the fact that I will be bound to follow and conduct myself by **ALL** the terms and conditions put forth in the preceding.

Signature of Parent (s) / Guardian(s)

Date