



**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



[www.montessoricgroup.com](http://www.montessoricgroup.com)

**Child Emergency Medical Authorization Form**

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Parent(s) or Guardian \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Parent's Employer's Name and Address \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_\_

Parent's Employer's Name and Address \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The parent(s) or guardian authorizes MCCNVA (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 \_\_\_\_\_

**\*\*CENTER USE ONLY\*\***

Place of Birth

Birth Date

Birth Certificate Number

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Other Form of Proof

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Location

Date Admitted

Date Withdrawn

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Date Registration Paid

Security Deposit Amount and Date Paid

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Other Remarks

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**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.
6. \_\_\_ MCC

**SIGNATURES**

Parent(s) or Guardian(s)

Date

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Administrator of Center

Date

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[www.montessoriccgroupp.com](http://www.montessoriccgroupp.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 **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

# MCC CORONAVIRUS COVID-19 WAIVER

## WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ understands that the novel corona virus (COVID- 19) respiratory infection as well as other infectious diseases, have been confirmed throughout the United States. In accordance with the most recent guidance and protocols issued by the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health for slowing transmission of COVID-19, I understand that MCCNVA LLC (MCC) has put in place preventive measures to reduce the spread of COVID -19; however MCC cannot guarantee that you or your child/children will not become infected with COVID-19 and/or other infectious diseases. I further acknowledge that it is my responsibility to monitor the health wellness of my family and child/children and acknowledge that it is my responsibility to inform MCC should I, or anyone in my immediate household have had a direct exposure to any person who has a suspected or confirmed case of COVID-19. In addition, I understand and agree that if it occurs I, or my child will not visit the facility for 14 days to minimize exposure to others at MCC. I also understand that MCC cannot guarantee that you or your child/children will not become infected with COVID-19.

## ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT

In consideration of being allowed to attend MCCNVA, Inc (aka MCC) daycare and preschool and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, I observe any unusual and/or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention to the main office staff official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS (MCCNVA LLC - MCC) their officers, officials, agents, and/or employees, other participants, owners and lessors of premises used/facility ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

**I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

This is to certify that I, as parent/guardian, with legal responsibility for this participant, have read and explained the provisions in this waiver/release to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child/ward understands and accepts these risks and responsibilities. I, for myself, my spouse, and child/ward do consent and agree to his/her release provided above for all the Releasees and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child's/ward's presence or participation in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.

Name of parent/guardian: \_\_\_\_\_

Parent guardian/signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

**PLEASE RETURN SIGNED COPY TO MCC**



[www.montessoriccgroupp.com](http://www.montessoriccgroupp.com)

## **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 remains 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 1<sup>st</sup> of each month. Payments received after the 5<sup>th</sup> of the month, will be subject to a 10% late fee. Payments received after the 7<sup>th</sup> 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 15<sup>th</sup>.

**3. Summer Activity Fee**

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

**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 if 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 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 classmates.

**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](http://www.montessoriccgroupp.com)) for the most updated information regarding MCC hours. Parents should also sign up for the school Brightwheel mailing list to receive emails containing the most current information. MCC will make public, via our website, Brightwheel 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 childcare 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.

## **13. In Case of SHELTER IN PLACE**

In Case MCC deems it is necessary to SHELTER IN PLACE, MCC will post such on its Front Door if possible. MCC will have with them, a flashlight, Emergency Radio, and Access to Emergency Supply of Food and Water and Emergency Contact Info and Authorization forms for all children. MCC will contact parents via phone if possible; or through its Brightwheel; or post on its website. [www.montessoriccgroupp.com](http://www.montessoriccgroupp.com)) as soon as it deems possible.

## **14. In Case of EVACUATION**

### **14.1 Herndon Location**

In Case of an Evacuation of the building, MCC will post such a message on its Front Door and walk the children to the church next door - The Church of Jesus Christ of Latter-day Saints (2727 Centreville Rd, Phone no. 703-793-3884). MCC will carry with them, Emergency Contact Info and Authorization forms for all children. MCC will contact parents via phone if possible; or through its Brightwheel; or post on its; website. [www.montessoriccgroupp.com](http://www.montessoriccgroupp.com)) MCC will provide parents with as much notice as MCC deems possible.

In Case of an Evacuation of the Area, MCC will transport children to a safe Area using Staff Vehicles, School vehicles and or the Vehicles of Emergency personnel. MCC will post such a message on its Front Door. MCC will carry with them, Emergency Contact Info and Authorization forms for all children. MCC will contact parents via phone if possible; or through its Brightwheel; or post on its; website. [www.montessoriccgroupp.com](http://www.montessoriccgroupp.com)) MCC will provide parents with as much notice as MCC deems possible.

### **14.2 Centreville Location**

In Case of an Evacuation of the building, MCC will post such a message on its Front Door and walk the children to the church on the opposite side -\_United Methodist Church. 6400 Old Centreville Road, Centreville, VA 20121 Phone :703-830-2684). MCC will carry with them, Emergency Contact Info and Authorization forms for all children. MCC will contact parents via phone if possible; or through its Brightwheel; or post on its; website. [www.montessoriccgroupp.com](http://www.montessoriccgroupp.com)) MCC will provide parents with as much notice as MCC deems possible.

In Case of an Evacuation of the Area, MCC will transport children to a safe Area using Staff Vehicles, School vehicles and or the Vehicles of Emergency personnel. MCC will post such a message on its Front Door. MCC will carry with them, Emergency Contact Info and Authorization forms for all children. MCC will contact parents via phone if possible; or through its Brightwheel; or post on its; website. [www.montessoriccgroupp.com](http://www.montessoriccgroupp.com)) MCC will provide parents with as much notice as MCC deems possible.

## **15. In Case of NATURAL DISASTER OR EMERGENCY**

In Case of a Natural Disaster or Emergency, MCC will chose to shelter in place, evacuate the building or Evacuate the Area. MCC will post such on its Front Door if possible and conduct themselves using the policies above.

## **16. MCC Chain of Command**

If you have any concerns, please let someone know.

Administrator

Director,

Office Staff

Class Lead Teacher.

Class Assistant Teacher 1

Class Assistant Teacher 2

## **17. Teacher consistency plan:**

All Montessori classrooms are assigned with a Lead teacher and an assistant teacher (depending on the classroom ratio). The Montessori Children's Center believes that Consistency helps teachers feel more organized and less stressed. Consistency helps students feel more relaxed and comfortable in the classroom, which increases participation and engagement. But if the assigned teachers are not present in the classroom, substitute teachers will take the place and follow-through on the routines, policies and procedures established for the classroom.

## **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 or 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**

MCC has a complete OPEN-DOOR policy to parents of children currently enrolled at MCC. A parent can have immediate access to their child if needed.

#### 6. **Scheduled Classroom Visits**

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 any time, 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.

#### 7. **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.

#### 8. **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.

#### 9. **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.

#### 10. **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.

#### 11. **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.

#### 12. **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.

#### 13. **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.

#### 14. **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.

#### 15. **Medications**

A *Medication Authorization Form* (downloadable at [www.montessoriccgroupp.com](http://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.

**16. 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 MCCNVA 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 its website and or Social Media outlets. 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 MCCNVA LLC. Any references to MCC in this document as stated herein to have served as a blanket reference to the entities named in the preceding sentence.

## **MCC COVID-19 INFO PAGE**

Montessori Children's Center, Inc (also known as MCC) has been operating since 1985. In the 30+ years of existence, we have not seen anything like the current Coronavirus pandemic. Our students, staff and parents' safety and health are at the top of our list of priorities.

We have established this set of guidelines to assist our families in returning to this new normal in the safest way possible.

### **STEP 1 – PREVENTION**

#### **INFECTION PREVENTION RECOMMENDATIONS**

- Stay more than 6 feet away from other people if possible. Wear face masks when close contact cannot be avoided
- Avoid touching your face, frequently wash your hands for 20 seconds with soap and water or using alcohol-based hand sanitizer with a minimum of 60% alcohol if your hands aren't soiled
- Cover your mouth and nose with tissue when coughing or sneezing, dispose of tissue in the trash, and wash your hands or use hand sanitizer after coughing or sneezing
- Frequently clean commonly touched surfaces (i.e.: doorknobs, sink areas) with antiseptic cleanser
- Wear a facemask when you are outside of your home and stay home if you have symptoms of a respiratory illness such as a cough, runny nose, or shortness of breath
- Stay home if you are sick and call your healthcare provider for further recommendations

### **STEP 2 – SIGNS AND SYMPTOMS**

- Common symptoms
- Fever (> 99.6)
- Cough, Shortness of breath
- Less Common Symptoms
- Sore throat
- Congestion, headache, chills, muscle and joint pain
- Nausea or vomiting, diarrhea
- Loss of sense of smell

### **STEP 3 – SELF MONITORING**

- Twice daily, check for the following signs or symptoms of respiratory infection:
- Fever (> 99.6), Cough Shortness of breath
- Other symptoms to pay attention to include:
- Sore throat Congestion Headache Muscle and Joint Pain Chills
- Nausea or Vomiting Diarrhea
- Loss of Sense of Smell

If you develop any of the above symptoms, please **DO NOT COME TO MCC AND DO** contact your healthcare provider to discuss how to proceed

#### **STEP 4 – DAILY SELF SCREENING**

Students/ parents / guardians and staff are required to complete this check prior to attending MCC.

This is being requested to ensure that you are free from COVID-19 symptoms and pose limited risk to others as well as assisting with slowing the spread of the virus.

- Are you currently diagnosed with or believe you may have COVID-19? ≤ Yes ≤ No
  - Have you had any of these symptoms of COVID-19 in the past 14 days?
  - High temperature (fever) ≤ Yes ≤ No
  - A new continuous cough ≤ Yes ≤ No
  - New unexplained shortness of breath ≤ Yes ≤ No
  - Have you been in contact with a COVID-19 confirmed or suspected case in the previous 14 days  
≤ Yes ≤ No
- *If you have answered YES to any of these questions you should stay at home and do not participate in any MCC activities. Please notify the MCC director and consult your primary doctor.*

#### **STEP 5 – FOR STUDENTS/PARENTS/STAFF**

- Face masks are to be used by all students over the age of 3/parents/and staff while inside an MCC facility or within close proximity of others when arriving or leaving an MCC facility.
- Practice Social Distancing – 6’ while indoors if possible
- Ensure child is properly prepared for the day to include individual snacks, lunch, and water
- Wash you/your child/children’s hand and face before coming to MCC and after leaving MCC
- No “high fives”
- No hand shakes
- Frequent cycles of hand washing
- Reduce body contact to a minimum
- No “hugging” of other students and/or “hugging” of staff
- Any high contact areas must be disinfected every two hours at the minimum