

SPRING VALLEY MONTESSORI ACADEMY, L.L.C.
Parent Handbook
Program and Policies

During arrival and dismissal, please remain in your car.

A teacher will be there to meet you from 8:55 to 9:10 **and** 11:55 to 12:10.

Only students who participate in the Early Bird program, 8:30- 9:00 are to enter the school with a parent before 9:00 a.m. **Late pick up and fees: After 12:15 & 1:45 the charge is \$20.00.**

1. On the first days of school, parents are welcome to stay briefly. (Only if you feel it is necessary.) However, we do ask that you park in the lot a safe distance from the school's entrance.
2. Following the initial adjustment period (Opening Week), please allow us to take your child from the car. Walkers can leave child at gate with a teacher. Should your child be hesitant to leave you when taking him/her from the car, be confident that almost always a child will become happy within minutes after a parent has gone. The staff is trained to meet your child's needs with great sensitivity. If your child continues crying more than 15 minutes after you have left, we will call to advise you.
3. Parents are welcome to visit the classroom in session any time after October 1st. This will allow the children to become familiar with the program without distractions. Please make an appointment if you are planning a visit. We greatly enjoy parents' visits, but we do ask that you participate in the life of the class. i.e. reading books
4. Children in the Enrichment Programs should bring their lunch in a lunch box with their name on it. A beverage should be included. Lunch will be eaten between 12:00 to 12:30.
5. Please bring a **two** change of clothes in separate zip lock bags with their name on it. One for "accidents" and one for Emergency Preparedness Package.
6. Each family is asked to contribute two boxes of crackers for snack time in September and January. If your child has allergies, please write a note for us to post on Teacher's Info Board.
7. If your child wears diapers, please contribute one package of diapers, no Pull Ups.
8. All rain jackets, coats, boots, and lunch boxes should be clearly labeled with the child's name.
9. No backpacks please. Information and work will be sent home in your child's new tote bag provided by the school.
10. Please discourage your child from bringing toys. Those items will be placed in his/her cubby.
11. All special communications should be written down and given to the teacher who greets you in carline. Verbal communications are easily misunderstood or forgotten.

12. The school must be notified in advance and in writing of any variation in the normal dismissal procedure involving your child. For example, if your child will be going home with a friend or relative.
13. We will have a daily attendance record. Parents or Authorized adult will be required to provide signature for our records on a bi-weekly basis. It is mandatory to have signatures. (Montgomery County Regulation)
14. Communication is important. Please call with your inquiries between 8:30-9:00 am or after 12:30 pm.-- Christine Lonergan **202-316-2200 or 301-320-3646** or e-mail Lonergan00@aol.com
15. Birthdays will be celebrated. Bring a simple treat for 20 children. Treats will be shared with others in your child's age group. Treats should be ready to serve and easy to manage. No cupcakes. If your child has a food allergy (*peanut, wheat, cheese*) we will not serve birthday treats to him/her treats from other children. You can bring a package of suitable/ non allergenic treats. We will store them and serve as a substitute.
16. If you find that your child has brought an object home from school (i.e. puzzle pieces, beads, blocks) Never feel embarrassed about returning one of our odds and ends. The children are very honest. Sometimes they simply desire to take part of the school home with them.
17. Do not bring a sick child to school. If your child contracts a contagious illness (other than a cold), please inform the school so that other parents may be advised. Children who have a sore throat fever, earaches, vomiting, or diarrhea at school will be sent home. A child who has any of these symptoms the previous day or night should not be brought to school. When recovering from a fever, a child should be kept home for one full day after the fever subsides.
18. Only prescription medication may be given to children at school or medicine accompanied by a doctor's written permission. Teachers may not administer aspirin, vitamins, etc. unless the parent brings a note from the doctor.
19. Extended care is available Monday- Friday from 8:30 a.m. to 9:00 a.m. If you are not participating in the *Early Bird Program*, there will be a charge of \$10.00 for morning care. Payment for extended care is required on that day.
20. There are no make-up days for absences.
21. **Emergency Contingency Plan:** If there is an unexpected situation that requires us to evacuate the building, we have a contingency plan to relocate Teachers/Students to Westmoreland Church, 1 Westmoreland Circle. Parents will be contacted by email or phone.
22. **Snow/ Emergency School Closing Policy:** We will follow Montgomery County Public Schools' closing policy. If Montgomery County is closed, we're closed. If Montgomery has a delayed opening, we will open at 10:00. There will be no Snow Make Up Days.
23. **Tuition Payments:** There will be a 10% service charge applied to accounts where tuition payments are late

24. **Refunds:** All fees and tuition payments are non-refundable.

25. **Discipline Policy:**

There are two guiding principles practiced at **Spring Valley Montessori Academy:** *to be safe and kind – with ourselves, and the people and things around us.*

Our environment and materials are designed to attract and engage. Children are free to move around the room, work with purpose, socialize or simply enjoy a book. The balance to these freedoms include moving around the room with care and maintaining a volume of voice so as not to be too loud or intrusive.

A child who demonstrates behavioral problems will be redirected to an activity that better suits his/her interests. Often misbehavior is simply a sign of boredom. Therefore, we will not use time-outs and will try to engage the child in a productive and interesting activity. If this approach does not seem to be effective, the parent will be contacted. “Corporal Punishment such as spanking with the hand or any object, slapping, swatting, pulling hair, yanking the arm or leg, or similar activity is **prohibited**. Verbal abuse, threats, derogatory remarks, withholding or forcing food or isolating a child in a confined space is also **prohibited**.”

26. Parents must sign and return attached policy agreement and return by first day of school.



Spring Valley Montessori Academy, L.L.C. Policy Agreement Form

Parents,

Please sign this agreement form and return it on or before the first day of school.

Thank you for your cooperation.

Christine Lonergan, Director

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*I have read the Program and Policies Guidelines and do hereby agree to the conditions set forth in the **2011-2012 Parent Handbook**.*

Parent's Name: _____

Child's Name: _____

Signature: _____
(Parent/Guardian)

Date: _____