



SPRING VALLEY

MONTESSORI ACADEMY

Parent Handbook 2022-2023

Welcome to Spring Valley Montessori Academy where children learn, grow and blossom. At SVMA, we plant the seeds for early learning by providing our families with quality first-school experiences. Our teachers work in small class settings, employing Montessori and creative learning methods to meet the needs of the individual child. SVMA embraces the guiding principles of safety and kindness.

Spring Valley Montessori Academy values the partnership between parents and school. We strive to offer a nurturing atmosphere, an extension of home for your child. After reviewing the Parent Handbook, please complete and return the policy agreement form. Our handbook and parent resources are available on the SVMA website.

Parent Portal ID: svma Password: svma20

SPRING VALLEY MONTESSORI ACADEMY
5144 Massachusetts Avenue
Bethesda, MD 20816
202-316-2200
info@springvalleymontessoriacademy.org



SPRING VALLEY

MONTESSORI ACADEMY

TABLE OF CONTENTS

- 2022-2023 School Calendar.....4

- Policies and Information.....5 -11

- COVID-19 Health and Safety Guidelines.....12

- Policy Agreement to be signed and returned to SVMA.....13

SPRING VALLEY MONTESSORI ACADEMY School Calendar 2022-2023

2022

August 30 - September 2

Individual Orientation Visits for New Children
Registration begins in August

September 6, 7

Staff Team Meeting Days

Thursday, September 8

First Day of School

Monday, September 12

Early Birds, Lunch Bunch & Enrichment Begin

Friday, September 30

Parent/Teacher Cocktails 6:00 to 8:00 pm

Friday, October 7	Staff Development School Closed
Monday, October 10	Columbus/Indigenous Peoples Day School Closed
Monday, October 31	Halloween Parade 11:30 No Afternoon Lunch Bunch or Enrichment Class
Friday, November 11	Parent/Teacher Conferences School Closed
November 17, 18	November Open House for prospective families School Open
November 21- 25	Thanksgiving Break
December 7	Ledo Pizza Night *Tentative
Tuesday, December 20	No Lunch Bunch/Afternoon Enrichment
December 21 - January 3	Holiday Break Return on Wednesday, January 4
<u>2023</u>	
Wednesday, January 4	Back to School for 2023
Monday, January 16	Martin Luther King's Birthday School Closed
January 19, 20	January Open House for prospective families School Open
Thurs. & Fri. January 26 & 27	Parent/Teacher Conferences School Closed
February 17	Professional Development Day School Closed
February 20	President's Day School Closed
March 13-17	Spring Break Return on Monday, March 20
Friday, March 31	Pajama Day with Teddy Bear Tea Party
April 7 - 10	Bunny Break Return on Tuesday, April 11
Friday, April 21	SVMA Circus Day
Friday, April 28	SVMA Spring Cocktail Party * Tentative
Wednesday, May 24	No Lunch Bunch/Afternoon Enrichment
Thursday, May 25	End of the Year Program 10:00 to 11:00 9:00- All Students Arrive 9:45- Doors open for parents/families Followed by End of Year Gathering at Westmoreland Park

Program and Policies

School Hours

Early Bird	8:15 a.m.
Arrival	8:55 a.m.
Dismissals 1 st	11:50 a.m.
2 nd	1:50 to 2:00 p.m. Lunch Bunch & Enrichment
	*A charge of \$20.00 is applied for late pick up.

Daily Schedule

Our morning routine offers a consistent order to our days. Although the schedule differs from class to class, each includes a balance of child and teacher-initiated activities, exercise and outdoor play

periods. Here is a sample schedule.

8:55–9:00 a.m.

Arrival

9:00–9:15 a.m.

Welcome songs, calendar, numbers, weather and plans for the day

9:15–9:45 a.m.

Sports and Games class

Hand-washing

9:45–10:00 a.m.

Songs, movement, and stories

Visit bathroom and hand-washing

10:00–10:30 a.m.

Outdoor play

10:30–10:45 a.m.

Hand-washing and snack time

10:45–11:45 a.m.

Thematic circle time and guided lessons

Small group learning

Children explore the classroom, receive individual instruction, work independently or with friends

11:45 a.m.–noon

Hand-washing, closing songs

11:50

Dismissal

A teacher will place and secure your child in the car seat.

.

ARRIVAL & DISMISSAL

The following Arrival/Dismissal steps will be implemented

- During arrival and dismissal, parents remain in the car (unless there are two or more children). Teachers remove and secure children in car seats.
- Students participating in the Early Bird program, may enter the school at 8:15 a.m. An adult (not the child) rings the bell for admission. We offer Early Bird Drop In when space is available. The fee is \$20.00 per morning.
- For those arriving after morning arrival, please ring the bell once and a staff member will come to meet you.

- Each family receives two dismissal cards with child's name. Dismissal card is to be clearly displayed in car window whenever you or another authorized person picks up your child.
- For those cars departing school: Please STOP and allow oncoming SVMA cars to turn left into the school.
- Drive slowly. NO CELL PHONES. When arriving to the school's entrance, pull up as far forward as possible. Orange cones indicate where first car is to stop.
- Car seats are to be placed on passenger side.
- Walkers: Child must be in stroller or holding an adult's hand.
- Children (siblings) are not allowed to play on playground before school or during dismissal. Please advise nannies of this rule.

Daily Health Screening and Arrival Details

- The safety and health of your child is our top priority. Cooperation of parents is needed to help prevent the spread of communicable disease. Before leaving for school, parents should carefully check their child to be sure there are no symptoms of cold, sore throat, fever or other communicable illness.
- Children with the following symptoms will not be permitted to attend school: Fever of 100.4 or higher, chills, cough, sore throat, nasal congestion or runny nose, nausea, vomiting, loss of taste or smell, diarrhea, fatigue, muscle pain, loss of appetite, other symptoms of illness or not feeling well.
- Face coverings are optional.
- If your child is hesitant to leave you, our staff is prepared to facilitate a positive transition from parent to school. Even if there are tears in carline, children become happy and engaged soon after entering the classroom. Our staff is well trained to meet your child's needs with sensitivity. When time permits, teachers may text/email pictures of their child at work and play.

Early Bird

Students participating in the Early Bird program, may enter from 8:15 to 8:50. We also offer Early Bird Drop In when space is available. The fee is \$20.00 per morning and must be paid upon arrival.

Enrichment (noon to 2:00 p.m.)

We offer Enrichment by the semester and on a drop-in basis. For drop-in, please submit your request 24 hours in advance. We will do our best to accommodate. However, space is limited. The fee for drop-in is \$50.00. Payment for extended care is required on that day.

Lunch

Children in the afternoon program should bring their lunch in a lunch box with a beverage labeled with the child's name. Lunches must be nut free.

Grapes, carrots and other foods that are potential choking hazards should be cut into safe, bite-size pieces.

Nut Free Policy

Food containing nuts or peanuts, or traces of nuts or peanuts, are not allowed in school. For allergy purposes, coconut is also considered a tree nut. Please check ingredients on store bought items to ensure they are nut-free and made in a nut-free environment without exposure to peanut or nut dust. Soy or sunflower butters are good alternatives to peanut butter.

Authorized Pick-up

The school must have on file the names of persons who are authorized to pick up your child. No child will be permitted to leave the premises with any unauthorized person, including the parent or babysitter of another child. Please state in writing any change from the person(s) we have on file that your child is to go home with. This must be done for each instance your child goes to play at another child's home. This policy is in place for the security and safety of your children.

Playground Hours

For the safety of our students, children are not permitted to play on the playground before or after school hours.

Enrollment Forms

The following forms must be completed and returned in order to attend the first day of school.

- Emergency
- Health Inventory
- Immunization Certificate
- Blood Lead Testing
- Medication Administration Authorization Form
- Directory Information
- Photo Release Form

Supplies /Activity Fee

To simplify What to Bring on the First Day, we ask parents to pay a Supplies/Activity Fee of \$100.00. This is a once-a-year, per student fee, which is applied to disinfectant supplies/cleaning, learning kits, student portraits, guest performers and more.

Change of Clothing

Please bring two change of clothes in separate zip lock bags with your child's name on it. One for "accidents" and one for the Emergency Preparedness Packages.

Snack

Each family is asked to contribute two boxes of crackers for snack three times a year (September, December, and March). If your child has allergies, please write a note for us to post on the Teacher's Information Board.

Diapers

If your child wears diapers, you must provide two packages of diapers and two packages of wipes. **No Pull Ups**

Clothing – What to Wear

Please dress your child in comfortable, weather-appropriate clothing each day. Closed toe shoes are preferred for safety and comfort. No flip-flops are to be worn. We encourage, whenever possible, children dress in clothing that allows them to independently use the toilet.

Labeling Personal Items

Rain jackets, coats and lunch boxes/water bottles should be clearly labeled with the child's name. Please keep rain boots and umbrellas at home.

Tote Bags

No backpacks. Information and work will be sent home in your child's new tote bag provided by the school.

Toys from Home

Please discourage your child from bringing toys or beloved treasures. Items from home will be placed in child's tote bag.

Visitors and Parent Involvement

Spring Valley Montessori Academy values the partnership between parents and school. We welcome parents to share in the life of our community through in-person opportunities such as Halloween parade and guest reader program.

We welcome your contributions to support teacher appreciation, circus day and teddy bear tea. In addition, activities are planned to extend social connection through events at parents' homes, Westmoreland Park and neighborhood restaurants. We welcome everyone to join the fun and support our community!

Parent-Teacher Conferences

We offer two opportunities for parent-teacher conferences (November and January). The conferences include a discussion of your child's progress and to answer any questions you may have.

Communication

We value your communication. All special communication should be through email, text or written note to your child's teacher or the director.

You are welcome to call our director with your inquiries in the morning 8:15 - 9:00 or the afternoon 12:15- 3:00. Contact: Christine Lonergan 202-316-2200 e-mail: Lonergan00@aol.com or info@springvalleymontessoriacademy.org

Attendance

We maintain a daily attendance record. If your child is absent, we kindly ask that you send an email. There are no make-up days for absences.

Birthdays

We are happy to celebrate your child's birthday at school. Please provide a special, nut-free snack for the class. We ask that snacks are pre-packaged and unopened. We cannot accept homemade treats, cake, brownies or cupcakes. If you do not know the number of treats to provide, a safe number is 24.

Children with food allergies will not receive birthday treats from other children. We ask their parents to bring a package of suitable/ non-allergenic treats. We will store them and serve as a substitute.

Health and Safety

Before leaving for school in the morning, parents should conduct a Daily Health Check to be sure their child has no symptoms of a communicable illness. Children with any of the symptoms below or other symptoms indicating a reportable communicable disease will not be permitted to attend school.

- Fever of 100.4 or higher
- Chills
- Cough
- Sore throat
- Nasal congestion or runny nose
- Nausea
- Vomiting
- Loss of taste or smell
- Diarrhea
- Fatigue
- Muscle Pain
- Loss of appetite
- Other symptoms of illness or not feeling well
- Body Rash
- Open sores
- Eye drainage
- Pink Eye
- Continuous irritable crying

We require that parents notify the school if their child has any of signs of or has been diagnosed with a contagious illness. Before a child returns to the preschool after having a communicable illness, a doctor's note may be required for re-admittance to assure that returning is safe for the child and others.

During school hours, children exhibiting any symptoms of a communicable illness will not be permitted to remain at school and will be isolated from other students until they can be collected by a parent or authorized caregiver. Children must be without a fever and symptom free for 24 hours before returning to school. Again, a doctor's note may be required for re-admittance to the school.

If your child is taking MiraLax, another stool softener or has diarrhea, please keep them home until the situation is resolved. While we are happy to change diapers and help in the potty training process, our staff is not equipped to change a child multiple times or clean a classroom after messy accidents. We appreciate your understanding.

Medication

Only prescription medication accompanied by a doctor's written permission may be given to children at school. The staff is not permitted to apply diaper cream, lotion or sunscreen on children.

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 includes 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 engage the child in a productive and interesting activity.

Safety Procedures

If a child sustains an injury while at school, parents will be notified. Parents are asked to inform the staff of accidents that occur when their child is away from school so we may be sensitive to their condition and assist in maintaining their overall safety.

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

Snow/ Emergency School Closing Policy

SVMA follows Montgomery County Public Schools' closing policy:

- If MCPS is closed, we're closed.
- If MCPS has a delayed opening, we open at 10:00.
- If MCPS closes early, we close early with no Enrichment Class.
- If MCPS is operating remotely, closings will be a decision made at the discretion of SVMA.
- When school is delayed or closed, families will be contacted via email.
- There are no make-up days.

School Closure due to Pandemic

If there is an extended school closure, Spring Valley Montessori Academy will operate remotely and offer a quality educational program.

SVMA will provide:

- Remote learning sessions
- Daily virtual circle time

- Teacher-made video recordings of books, songs, crafts, and exercise activities
- Age-appropriate learning activities
- Learning kits for the home which complement lessons
- Connection with teachers using 1:1 check-ins
- Connection through written cards and letter

Tuition Payments

There is a \$100.00 service charge applied to accounts where tuition payments are late.

Refunds

All fees and tuition payments are non-refundable.

COVID-19 Health & Safety- Community Responsibility

The health and safety of our students, teachers, and families is our top priority. Each of us must remain vigilant in engaging in practices to reduce the risk of COVID-19. While SVMA implements safety measures during the school day, it is important that our families, caregivers, and staff understand their obligation to ensure the same when the school day ends. Outside of the school, we ask our entire community to practice daily health and safety screenings, frequent handwashing and following the CDC, state, and local guidelines.

Spring Valley Montessori Academy COVID-19 Health & Safety Guidelines

Spring Valley Montessori Academy places the health and safety of our children and staff as our first priority. As more information becomes available, we adapt and make changes to our safety measures and protocols. We follow the guidance from the [CDC](#) and [Maryland State Department of Education](#). In line with safety measures, we implement the protocols on the following page to prevent the spread of COVID-19.

COVID-19 Safety Protocol Measures

All staff, families, children and their household members must conduct a daily health screening before coming to Spring Valley Montessori Academy. This includes a daily temperature check. Individuals exhibiting any of the following symptoms must stay home and will not be permitted to enter the school building.

- Fever of 100.4 or higher
- Chills
- Cough
- Sore throat
- Nasal congestion or runny nose
- Nausea
- Vomiting
- Loss of taste or smell
- Diarrhea
- Fatigue

- Muscle Pain
- Loss of appetite
- Other symptoms of illness or not feeling well

Staff or Student/Child with	Guidance for Management
COVID-19 symptoms	<ul style="list-style-type: none"> • COVID-19 testing is recommended • If test is negative, may return when symptoms have improved, no fever for 24hours without medication, and applicable criteria in the Communicable Diseases Summary have been met.
Positive test for COVID-19, regardless of symptoms	<ul style="list-style-type: none"> • Staff or student/child must stay home for 5 days from the start of symptoms or from the date of the positive test if no symptoms • After day 5, may return if symptoms have improved and no fever for at least 24 hours without medication • Upon return, must wear a mask for 5 additional days (except while eating, drinking, sleeping or outside) • If unable to wear a mask, may return if they have a negative test at day 5 or later; otherwise, they should remain at home for days 6 -10
Close contact with someone with known or suspected COVID-19 but no symptoms	<ul style="list-style-type: none"> • Staff or student/child can continue to work in or attend school and child care regardless of vaccination status • Those who can mask should do so for 10 days from the last day of exposure • A test at 3-5 days after exposure is recommended, especially for those who cannot mask (ex. children under 2 years old)

*The COVID-19 pandemic is a challenging and fluid situation. Federal, state, and local orders and guidance may change; therefore, our policies and procedures are subject to change accordingly.



SPRING VALLEY

 MONTESSORI ACADEMY

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

Parents,

Please sign this agreement page and return it to SVMA. Your signature confirms receipt of this Parent Handbook and your understanding of the policies and procedures of Spring Valley Montessori Academy.

Thank you for your cooperation,

Christine Lonergan
Christine Lonergan, Director

.....

I have read Spring Valley Montessori Academy Policy and Information, including the COVID-19 Health & Safety Guidelines, and do hereby agree to the conditions set forth in the 2022-2023 Spring Valley Montessori Academy Parent Handbook.

Student: _____

Parent(s) Name: _____

Signature: _____ Date: _____
(Parent/Guardian)

Signature: _____ Date: _____
(Parent/Guardian)