

 **Monarch Montessori School**

**Parent Handbook**

**Welcome to Monarch Montessori School!! Thank you for choosing us to be your education provider.**

**\*\*Monarch Montessori School reserves the right to modify its policies and this handbook at any time.**

**General School Information**

Monarch Montessori School is a private, for-profit, non-sectarian school licensed to serve students ages 6 weeks - 8 years.

We welcome students of all races, national and ethnic origins and sexual orientations with all rights and privileges. Guides (teachers) are carefully selected based on their ability, qualifications and experience to respond to children’s needs in developmentally appropriate ways. A copy of the licensing standards, which contains the minimum requirements is posted and available to parents for review.

**Hours of Operation**

Our hours of operation are 8:00 AM-5:30 PM Monday through Friday.

**Our Montessori program takes place between 8:00 AM and 3:30 PM.**

**Our Extended Day Program takes place between 3:30 PM and 5:30 PM. Children 3 and up are eligible for enrollment in this program. There is an additional fee of $100/week or $25/day.**

**Drop Off & Pick Up**

Drop off takes place between 7:45 AM and 8:00 AM. Pick up takes place between 5:15 PM and 5:30 PM. Parents will be given a yellow decal to place in their car so that your vehicle is recognizable on campus or when parked on the street.

**Sign In/Sign Out**

All parents/guardians are required to sign students in and out each day. The electronic log serves a legal record and is required by law. A dedicated laptop is available for sign-in/sign out. Each person will be given an ID Number which corresponds to your account number. You will sign in and out using that 4-digit ID number when you drop off and pick up your child. **Please do not share the 4-digit code with anyone who is not on your emergency contact list.**

**Inclement Weather and Delay Policy**

In the event of inclement weather or other weather emergencies, Monarch Montessori may be closed for safety reasons. Please check local news stations for weather delays and school closings. Our school will be listed as a part of the area school either delayed or closed due to inclement weather. If inclement weather worsens throughout the school day and it is absolutely necessary to close early, parents will be notified to pick up their child.

**School’s Calendar**

\*\*Monarch Montessori School will follow Alexandria City Public Schools’ calendar.

**We are closed for the following holidays:**

* MLK’s Birthday
* President’s Day
* Memorial Day
* Independence Day
* Indigenous People’s Day/Columbus Day
* Veteran’s Day
* Thanksgiving Day (the school is closed on Wednesday, Thursday & Friday in observance of Thanksgiving)
* Christmas Day
* New Year’s Day

**Spring & Winter Break**

Winter Break takes place December 23rd-January 6th.

Spring Break takes place April 3rd- April 7th

**Summer Camp**

Monarch Montessori School offers Summer Camp to children ages 5-12. Summer Camp begins on June 26th and ends on August 19th. Parents can choose to enroll their child for any or all of the sessions offered. Each session lasts approximately 3 weeks and offers different activities. **Registration for Summer Camp begins on March 19.**

**Checklist: *What to Pack for the First Day of School***

1. Two complete changes of clothing (i.e. shirt, undershirt, pants/skirt, underwear, socks, indoor shoes).
2. Small blanket (no pillows please)
3. Spill-proof water bottle (labeled with your child’s first and last name)
4. Lunch bag
5. Diapers/pull-ups, wipes and cream
6. Seasonal outerwear (hats, gloves, scarf, boots)
7. Sunscreen
8. Extra underwear if child is being potty-trained
9. Medication ***(SEE PARAGRAPH ON MEDICATION PROTOCOL)***
10. Masks
11. Any application forms you might not have submitted via email
12. Signature page of the parent handbook
13. Tuition payment (required upon entering)

**Checklist: *What to Pack for the First Day of Day School (Ages 5 and up)***

1. Backpack
2. Pencil Box
3. Colored Pencils
4. Washable Markers
5. No. 2 Pencils
6. Pencil Grips
7. Pencil Sharpener
8. Glue Sticks
9. Erasers
10. Ruler
11. Lunchbox
12. Masks
13. Wide-ruled notebook (2)
14. Plastic folders & 3-ring binder
15. Calculator (grades 4-6)
16. Any application materials that haven’t been submitted via email
17. Tuition payment (required upon entering)

**Medication**

If your child is taking medication (non-prescription or prescription), then the medication must remain in its original container with directions included. Your child’s name must be written on the container. Parents will need to complete the ***medication consent form*** which the school will provide in order for the medication to be administered by school staff. Medication will only be administered once per day unless special arrangements are made/required by a physician.

**COVID-19 RESTRICTIONS**

Due to the COVID-19 Pandemic, we are expected to follow the guidelines set by CDC, and the Virginia Department of Health to prevent the spread of the virus. Upon arrival and departure, temperature checks will be conducted at the station set up outside of the school’s main entrance. Students will wash their hands before going to their respective classrooms and wear masks while in the classroom. All staff members are required to wear a mask when on campus.

**A child who arrives at school with a fever of 100.4° or above will not be admitted.** All children will be checked for other symptoms of illness related to the virus. Any child displaying symptoms of illness will not be admitted. The school will provide notice of exposure to any contagious illness via email. If your child becomes ill while at school, parents will be notified and expected to pick up their child as soon as possible.

Class size and teaching staff will be limited to prevent the spread of the virus. The current ratio is 15 students to 2 adults. Teachers and students will not be permitted to intermingle with students in other classrooms except when outdoors. **Please see our *Guidelines for Opening School* for additional information on COVID-19 procedures.**

**\*\*Parents and staff will be requested to sign a COVID-19 Waiver of Liability.**

**The Montessori Method**

Montessori is an education philosophy and practice that fosters rigorous, self-motivated growth for children and adolescents in all areas of their development, with a goal of nurturing each child’s natural desire for knowledge, understanding, and respect (AMI, 2020). Montessori school centers around the premise that a child learns through play. Each activity is carefully designed to use their experiences to teach concepts and ideas. The classroom is designed to engineer individual exploration. Since the Montessori method recognizes the fact that each child learns at their own pace, lessons and activities are tailored to the needs of each child based on their academic ability.

What sets Montessori apart in the elementary years is the individually-paced curriculum that challenges children academically while safeguarding their sense of well-being. Students are challenged to contribute as members of their community, think critically about the world around them and *lean into* the learning process. The classroom affords every opportunity to students to work individually or in small groups at tables or on the floor. Spaces are uncluttered and promote mindfulness.

In Montessori classrooms children make creative choices affecting the learning process. The subjects in our curriculum are: Math, science, reading, writing, and language. Unlike the traditional school curriculum, Montessori curriculum focuses on a child’s developmental readiness to learn new material rather than assuming all children should learn the same material based on grade level expectations. Our program also offers yoga, botany, music appreciation, chess, basketball, choir, robotics, swimming, language immersion and culinary arts. Some activities will require an additional fee. *Please see our school’s administrator for more information.*

**Parent Involvement**

Parents are the child’s first caregivers and teachers, the first adults to play a significant role in the child’s development and learning. Parents are encouraged to play a positive role in their child’s education experience. We encourage you to ask probing questions about any material your child may be learning in the classroom, read to your child, boost self-esteem and independence and inspire motivation to learn.

Research findings have included the following as effects of parent involvement:

***For children:***

* Positive effects on academic performance
* Positive effects on self-esteem and motivation to learn
* Smoother transitions for setting to setting

***For parents:***

* Improved understanding of child development, parenting and education
* Better idea of how best to contribute time and effort to the setting
* Larger support network

**Parent Participation Policy**

Parents are encouraged to attend special events, assist with field trips and school-wide programs. Parents are also welcome in our classrooms (post-COVID-19).

**Assessments**

Assessments will be held twice during the year, November and May. Montessori-approved assessment tools will be utilized to measure your child’s academic progress. For our K-3 students, assessments will include in-class assignments and projects. **We are a homework-free zone and believe that all required work should be done during classroom instructional time.**

**Nutrition and Food Service**

Monarch Montessori School provides a catered lunch by Good Foods, a company who caters food to many area schools. Due to the COVID-19 pandemic, the Department of Health prohibits schools from serving family-style meals. Families are asked to provide a nutritious bagged lunch and the school will provide healthy, individually wrapped snacks for our students. Please label your child’s lunch and water bottle with his/her name. We serve snacks with disposable bowls and utensils. A morning and afternoon snack will be served on a daily basis. **Catered meals are included in the price of tuition.**

**\*\*\*Monarch Montessori is a nut-free school. Nuts and nut products can cause serious health risks to children including anaphylaxis and even death.**

**Code of Conduct**

Monarch Montessori School is committed to providing a safe, engaging, equitable, inclusive and well-ordered school environment for all enrollees. In order to facilitate this, students, teachers, administrative staff and parents are expected to adhere to the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity while on campus/school property or at school-sponsored events. Monarch Montessori School has a zero-tolerance policy for violence of any kind and reserves the right to terminate any contract for service should violence against any person or group of persons occur. Cigarettes and use of alcoholic beverages are not permitted on our campus. Weapons, gang-paraphernalia, clothing with offensive slurs or images are not permitted on campus.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

**Student Dress Code**

A Student’s dress, grooming and appearance, including hairstyle/ color, jewelry, make-up and nails, shall:

* Be safe, appropriate and not disrupt or interfere with the education process
* Ensure that underwear is completely covered with outer clothing
* Include footwear at all times. Flip-flops are not permitted on campus.
* Not include items that are vulgar, obscene, libelous, denigrates or discriminates against others on account of race, color, weight, religion or religious practice, disability, sexual orientation or gender.
* Not include the wearing of hats in the classroom except for medical or religious purposes.

Parents should insist that children give proper attention to personal cleanliness and dress appropriately for school and school functions. Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item and if necessary, replacing it with an acceptable item. Any student who refuses to adhere to the school’s dress code may be subject to discipline, up to and including suspension.

**Discipline Policy**

Discipline is a very important part of our education program. Unacceptable behavior is addressed in a timely fashion, and in a positive manner. Children are given limited instructions, and the freedom to make the correct/better choice. Self-adjustment is highly encouraged in a calm manner. Allowing the child enough time to process the information and change his behavior. Removing the child from the classroom is not done unless the child seems to be out of control or is consistently harming other students.

Our approach is to collaborate with parents, using a behavior modification plan, to support the child/family in the process. We treat children with respect, and trust them to learn from the mistakes they make and to choose to self-correct because it's the right thing to do.

Monarch Montessori School will do its best to work with any family in need of childcare, but reserves the right to terminate any contract for prolonged offensive, violent and inappropriate behavior.

**Termination Policy**

 Montessori School reserves the right to terminate a contract for the following reasons:

* Failure to pay tuition
* Failure to complete required forms
* Lack of parental cooperation or involvement
* Prolonged offensive, violent or disruptive behavior in the classroom
* Physical or verbal abuse of any person or property
* Serious illness of the child
* False information given by parent/guardian (verbally or in writing)
* Program incompatibility
* Returned checks or credit card payments

**Should a client wish to terminate their contract, they must do so in writing (via email) and must give the school 30-days notice!**

**Tuition and Payments**

A non-refundable registration fee of $900 must be paid at the time application for admission is made.

Tuition is due on the **first of each month** unless prior arrangements have been made with the school’s administrator and an alternative payment schedule has been approved. A late fee of $35.00 will be charged if payment is received after the 10th of the month. There will be a $36.00 charge for returned checks. Monarch Montessori School reserves the right to terminate any client contract for non-payment. Tuition balance must be paid before voluntary contract termination goes into effect.

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**\*\*Tuition payments can be made via check OR by credit card on our website. Please contact the school administrator to arrange a payment plan should you need one, or to pay the yearly tuition in full.**

**\*\*Please make checks payable to: Monarch Montessori School**

**DROP-IN FEE**

$62/Day

**WAITLIST FEE**

$50

**EXTENDED DAY FEE**

$100/Week

**DAY SCHOOL RATES**

Non-Refundable Registration Fee: $600

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Tuition: Grades K-3 - $1650/Month (Full Day)

 $1400/Month (Half Day w/ 1PM Dismissal)

Annual Activity Fee: $125/Year

**SCHOOL RATES**

Non-Refundable Registration Fee: $600

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Tuition: Toddlers 20 months- 2 years $1850/Month (FULL DAY ONLY)

 Age 3-4- $1590/Month (Full Day)

 $1290/Month (Half Day 1PM Dismissal)

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**SUMMER CAMP**

​Non-Refundable Registration Fee: $75

Tuition: Ages 5-12- $300/Week

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I have read and accept the policies herein and agree to be bound by these policies while my child is enrolled at Monarch Montessori School

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

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_