



# Loudoun Montessori School

## **Parent Handbook**

### 2020-2021 Policies and Procedures / Consent Form

**Please read and review this document before signing and returning the last page to the LMS School Director.**

#### **Admission Process**

- 1) The first step in the admission process is for interested Parents/Guardians to schedule a tour of the facility.
- 2) Upon completion of the tour, Parents/Guardians who would like to become a part of the LMS community may submit an Application for Admission along with the applicable fees.
- 3) LMS will review the application and, if favorable, will offer the opportunity to the prospective student to return for a working interview.
- 4) During this interview (15-20 minutes), the prospective student will spend time in an age appropriate classroom, interacting with faculty and students without a parent present. This opportunity allows LMS to briefly evaluate the prospective student, and also allows the student to interact with potential teachers and classmates.
- 5) LMS will notify Parents/Guardians within five school (5) days of admittance status.

LMS reserves the right to deny admission to any applicant without explanation, appeals process, or justification.

LMS welcomes students of any race, religion, creed, color and national or ethnic origin. LMS solely determines the placement of students at the school, however, said placement may be subject to change at LMS's sole discretion.

#### **Application**

There is a non-refundable Application fee due (per child) at the time of application. 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 LMS.

#### **Registration / Enrollment**

If a student who has applied to LMS is granted admission, the following two payments are necessary to secure enrollment: the first month's tuition and the enrollment fee.

A student will have one week from the time of admission to accept the offer and submit requisite payments.

Failure to comply with this timeline will result in revocation of the offer. Once all requisite fees are paid, in a full and timely manner, the student will achieve Enrolled status at LMS.

#### **Tuition**

Tuition is due and payable on the first of each month and is considered late on or after the second. Payments received after the fifth of the month, will be subject to a 10% late fee and payments received after the seventh of the month will be subject to a 16% late fee. After a month, if the payment is not yet received, the student will be automatically removed from the class roll and the account will be handled as a delinquent account subject to collection process and related fees. The student will be able to return to the school only after the account has been cleared. Tuition for each month is fixed, regardless of the number of school days in the month or the number of days a student attends LMS.



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## **Program Change**

If you need to upgrade the program by the hours and/or attendance schedule for your child during the year, please visit the office to make a written request. We will do our best to accommodate your request depending on availability. Please remember that your child cannot start the new program until the new agreement has been signed and additional fees are paid. In order to cover the administrative work involved and the planning that take place in preparing the environment, a \$50 Program Change Fee will apply if you choose to downgrade your program. Also, please note that you are subject to the rates in effect on the day that the change is made.

Please note, if you cannot fulfill your agreement for the school year, a 30 day notice is required and you will forfeit your deposit.

## **Sibling Discounts**

A 10% sibling discount will be applied to students currently enrolled for the school year. The discount applies only when the siblings attend the same school year and cannot be used retroactively. This discount will apply to the sibling who is paying the lower tuition rate. Sibling discounts are not available for the summer learning program.

## **Diaper Service**

Parents agree to provide diapers, pull-ups and wipes as well as pay for the diaper service until their child is fully toilet trained. A child is not considered fully toilet trained if he/she arrives in pull-ups or requires more than two potty related changes per month. Teachers record and check all diaper changes on a daily basis. The teacher and/or director will notify parents promptly when a child is fully toilet trained. The Accounting Department checks the logs about once a month so that diaper service charges will appear on the following month's statement.

## **Release of Records and Recommendations**

Records and transcripts will be released to another school directly after receiving a request. A student's account must be paid off before any records are released. There is a minimum \$15 charge for the release of records, and there is a limit of two sets of records that can be released per student. Recommendation forms and referral letters for other schools are mailed directly to the school of interest. There is a minimum \$15 charge per recommendation form and/or letter and there is a limit as to how many can be completed for a student.

## **Summer Program for Young Scholars**

It is known that students can lose up to 30% of acquired skills and core knowledge during the summer months which is why LMS offers year round school programs for all enrolled students under the Young Scholars Program. This provides a unique opportunity for students to continue with the educational process and enhance their academic and social skills. This program is required for new students so that they can adopt routines and structure and develop a comfort level with the faculty, staff and school program in the preparation for the upcoming year. A Summer Activity fee (per child) is due at the beginning of each Summer Session. The deadline for this fee is May 30<sup>th</sup>.

## **Teacher Conferences/Calls/E-mails**

Teachers are always happy to communicate with parents. At LMS, teachers hold two formal conferences with their parents every year, usually one in early November and one at the end April. If you would like to talk to one of the teachers about your child at other times, please do not try to do so during transition times (arrival and

dismissal). In order to give you the attention that you deserve, please schedule a meeting with the teacher by contacting her in advance (the office will provide you with the appropriate contact information if you do not have it).



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## **Arrivals/Departures**

When students are brought to school, please accompany them to their classroom, do not allow your child to enter the school alone. Parents must escort students to their classroom and wait until a staff member comes to take them. Please have your child at the school by 8:30 AM. Upon picking up students from LMS, parents must sign their child out on the classroom roster. When a parent/guardian arrives in the classroom for pickup, LMS herein states that it will no longer accept responsibility for that child. Parents are advised not to communicate, touch or otherwise handle any child at LMS other than their own. Parents are responsible for ensuring that their child behaves in a safe and appropriate manner as they leave the facility.

## **Inclement Weather Policy**

The Academic Calendar follows Loudoun County's school calendar with respect to holidays only.

Under inclement weather conditions please, make sure that you;

- Check your email. It is your responsibility to ensure that the school has an updated email address to reach you.
- Visit our website. The most recent information will be posted on our home page.
- Visit our Facebook page for delay opening or closing

LMS will utilize all of the means above to communicate with you of our decision to open or close.

## **Authorization to Pick-Up**

If a parent wishes LMS to release their child to an Emergency Contact Person or Emergency Authorized Pick – Up Person, the parent must notify the Center's office. The authorized person must then present valid picture identification for release of the child. If picture identification is not available, LMS will not release the student. In such instances, parents will need to make an alternative arrangement before LMS closes for the day.

## **Loudoun Montessori School owners and staff will not provide any type of affidavits or statements in family issues unless subpoenaed**

## **Late Pick Up**

If a child is not picked up by 6:00PM, a late charge of \$20 per child shall be due to LMS for every 15 minutes or fraction thereof. In cases where students are not picked up within one hour of closing, the local police department and/or Child Protective Services Department (CPS) will be contacted to take custody of the child. Additionally, if a parent/guardian and/or emergency contact person(s) cannot be reached by 6:30PM, LMS will contact appropriate law enforcement officials, and possibly CPS, to take custody of the child. On days the center closes early, if a parent or emergency contact person cannot be reached within 30 minutes of an LMS School closing, LMS will follow the above referenced procedure to secure care for students left in its custody.

## **Additional Hourly Care**

We understand schedule sometimes changes and parents may need to leave their child at school beyond the hours scheduled in the enrollment contract. LMS offers hourly care option for LMS families only. Please make sure to check with the front office in advance to make sure if there is availability in the classroom. Hourly Care is \$12/hour OR Any portion of an hour.



# Loudoun Montessori School

## **School Closings**

School Closings are generally communicated to parents in three manners; posting to LMS's website, emails, and Facebook post. While LMS will attempt to make communication by all three methods, this cannot always be guaranteed. Accordingly, should there be cause for an LMS School to be closed, please consult each of these resources for the most updated information.

## **Emergencies Regarding Your Child**

In the rare event of an accident or other medical emergency regarding a child, a parent or designated emergency contact person will be notified immediately. Make sure that your Emergency Release Form is updated every year which grants permission to the school to take the necessary steps to obtain emergency medical care in the event that parents or the designated emergency persons cannot be contacted.

## **Emergencies Regarding the School**

In the event of a school emergency where evacuation is required, the students and faculty will relocate to Phenom Strength and Training (located at the other end of our school building) The address is 21690 Red Rum Dr. suite 107 Phone: 571-291-3225. A parent or designated emergency contact person will be contacted as quickly as possible with further directions and details regarding the situation.

## **Biting**

Biting, at any age is not acceptable conduct for an LMS 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 students involved. Secondly, first aid is rendered as appropriate. These two initial steps are followed by LMS staff, generally the classroom Lead Teacher and/or School Director, talking to the students and other LMS Staff, to determine the facts and context of the incident. The child or students guilty of biting are firmly and directly told, that biting hurts and that their behavior is unacceptable. Parents of all students involved in a biting incident are informed of the occurrence, and reminded of the fore mentioned policy LMS follows in such incidents as deemed necessary.

## **Health**

In order to protect your child's health and the health of others, please keep your child home when:

- Your child has a deep cough/heavy nasal congestion.
- It is less than 24 hours since your child had a fever.
- It is less than 24 hours since your child vomited or had diarrhea
- If you child has pink eye (Conjunctivitis). A child may return to school after having been treated with antibiotic eye drops for 24 hours.
- Your child has chicken pox. A child may return to school after all marks have scabbed over (usually 7 days) or when the doctor recommends resuming school in writing.
- Your child develops any type of rash. A doctor's note will be required for your child to come back to school.

\*Please note the listing provided above is in no way intended to be conclusive or final.

If a student exhibits any of these symptoms while at the school, they are required to be isolated from other students. Parents will then be contacted to come to the school and pick up their child within one hour. If you are more than 1 hour away, you must have a back-up person to come and pick your child up. Parents are required to inform the school when their child or anyone in their immediate household has been exposed to a communicable disease i.e. strep throat, meningitis, chicken pox, and conjunctivitis, etc. Please inform us as soon as possible, but no later than 48 hours after the exposure, so that we can take appropriate measures to control and manage the potential spread of the disease.

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



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## **Birthdays**

Student birthdays are a special classroom occasion and parents may provide a special treat for his/her classmates. 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. It is of paramount importance that foods served at these events take in to account the allergic and dietary restrictions of all students in the class. Parents can work with school staff to ensure these guidelines are followed. Food items should be store bought and not homemade.

## **Conferences**

Parents may choose to schedule a conference to discuss their child's progress in the classroom. Scheduling of conferences should be coordinated through LMS administration. These conferences will be attended by a parent/guardian, teacher(s), and a member of LMS administration. Additionally, if LMS staff deems it necessary, school administration has the right to schedule a mandatory conference with parents/guardians.

## **Discipline**

LMS staff will assure the students' compliance and cooperation with necessary procedures and proper behavior through positivity and respect, clear directions, reasoning, distraction, reflective language and questioning.

LMS considers any intentional inflicting of physical pain, or threat of such pain, on students by such means as pulling hair, grabbing, pulling, hitting, spanking, slapping, pinching, etc., as strictly inconsistent and contrary to our 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 follow this discipline policy at all times in their interaction with students on school premises. This includes the actions of parents/guardians or their agents in the treatment of their own students 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.

## **Safety**

The health and safety concerns of all our students are paramount to us. Parents must communicate with school staff and cooperate with our policies to keep our students' health intact. Please pay special attention to the requirements below and make sure you comply with all of them. As a general guideline, we ask that parents never instruct a child to take any medication as he/she could have an adverse reaction to the drug. Medications are dispensed under strict staff supervision and guidelines set forth by the Commonwealth of Virginia. Our staff is first aid, CPR and MAT certified. Please be sure that any regular medications that your child is taking or any allergies, conditions or dietary restrictions that your child has are noted on the Emergency Release Form. Also, please check with the office to be sure that he/she is included in our current Allergy List.

## **Medical Records and Forms**

A Virginia School Entrance Health Form and Immunization Record, signed by a doctor, must be completed by all students at the start of every school year. You can find the form on our website if the office has not provided you with the form yet. The health form must be returned by the first day of school for new students, and within the first month for returning students. A physical examination is necessary for students entering Kindergarten and all students in preschool programs. A new Emergency Release Form is required at the start of each school year. If at any time during the school year any contact information changes (including work information, or that of your emergency contacts) or your child develops any allergies or medical conditions, you must stop by the office to update your form.



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## **Medications**

A Medication Authorization Form must be updated at the start of each school year for any students with allergies or who receive medication on a regular basis. This form is available on our website or you can stop by the office to get a copy. Keep in mind that we will only administer medications that are prescribed by a doctor but we will not administer medications through nebulizers or medication in the ears or eyes. A Medication Authorization Form must be signed by a parent or guardian for each occurrence. Medications accompanied by a Medication Authorization Form should be turned in directly to the office. Please try all medications at home for the first time to find out about any reactions or the side effects before sending them to school to be administered by the staff. We strongly recommend that parents apply all possible medications before dropping the child in the school. Parents should never include medications (vitamins, over the counter drugs, prescribed drugs, or inhalers) in a child's lunch box, backpack, or pocket.

Diaper cream and ointment will require written authorization, application guidelines, the interval between the applications and specified time period for the needed application. Additionally, we would need to know about a possible reaction and the way to handle it.

## **Snacks**

The school serves students, at least, two snacks each day. Once a week, students take turns in bringing a special snack that they will share with the class. This moment emphasizes the value of sharing. Whole fruits, packaged cheese, fresh vegetables, or a variety of packaged crackers provide interesting "learning through tasting" opportunities. Students experience new flavors and cultures as international foods are encouraged. The teacher will assign each child's special snack week and parents will receive a notice from the teacher that specifies your child's turn. Please bring enough food for the entire class. Snacks that have been popular in the past are fruit, granola bars, raisins, goldfish, pretzels, graham crackers, mini bagels and rice cakes. Snacks brought from home should be prepackaged.

## **Students with Food Allergies**

If your child has any food allergies, all snacks, beverages, and lunch must be provided by the child's parents only.

## **Sunscreen**

It is LMS's policy not to apply sunscreen to your child. Your child will be going outside each day for recess. If you want sunscreen on your child, you must apply it in the morning before they come to school/camp or you may come to school/camp and apply it during the day

## **Clothing**

For the most part, students should be able to get in and out of their clothing without assistance. All clothes should be labeled for identification and a parent/guardian should provide a spare set of clothing to be kept at school in case of an accident or spill. This clothing should be replaced as needed and as the weather changes. LMS herein states that it accepts no responsibility for theft, loss or damage to such items.

## **Lice Policy**

If any live head lice are found on your child, we will notify you to pick up your child immediately and give you information about how to treat for head lice. At that point you may decide to treat your child at home or have your child professionally treated. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. We have two main goals concerning head lice at Loudoun Montessori. One is to prevent the spread of head lice at our school while supporting parents and children in addressing this annoying problem. The other is to take the stigma out of discussing and treating head lice when they do occur in our community. Your child may return to school only if there are NO LICE (DEAD OR ALIVE) present





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## Dress Code

<b>A short- or long-sleeved collared solid shirt, blouse or turtle neck.</b>	<b>Shirts must cover the chest and stomach areas fully.</b>
<b>Solid khaki or navy blue slacks, shorts, skirts, or jumpers. No cargo pants or cargo shorts, please.</b>	<b>In cooler weather, girls are encouraged to wear slacks or dresses with solid leggings/tights.</b>
<b>A solid Red/Navy Blue sweater or cardigan, for colder weather.</b>	<b>The sweaters should not have any strings, loops, or hoods on them which represent a potential danger for children.</b>
<b>Fully closed shoes with non-marking rubber soles.</b>	<b>Sandals, open toe shoes, or shoes with wheels, music or lights are not permitted.</b>

## Getting the Right Nutrition

Your child's nutrition is one of the most important factors to her/his overall health. Proper nutrition can prevent many medical problems and it will ensure that your child physically grows to her/his full potential. At LMS, you may choose to participate in our hot lunch program or to bring lunch from home.

## Bringing Lunch from Home

All students who are not participating in the Hot Lunch Program must bring their lunch from home. Lunches from home should consist of a serving from each of the four basic food groups. Please follow the below guidelines to packing your child's lunch:

- No heating or refrigeration is available so please use a reusable ice pack or thermos
- Do not pack any candy, gum, soda, sugary drinks or junk food
- Do not send open containers of food or drinks that might leak or spill
- Do not send any glass containers
- Include a cloth napkin as well as several paper napkins and disposable spoons or forks

There must be a separate lunch box for each child if you have more than one child in school. All items should be fully contained within your child's lunchbox (this includes all cups and utensils). Parents must comply with the Commonwealth of Virginia's requirements for packed lunches by following the guidelines below:

- All lunch boxes must be labeled with the child's first and last name. A daily date label is required. Please put the name and date label on the outside
- Food items must be cut into very small pieces before placing them in the lunch boxes: all carrots (including baby carrots), grapes, string cheese, hot dog, etc.

## Extracurricular Activity Waiver

During the course of both the school year and the summer session, LMS will conduct extracurricular activity programs on school property. Examples of these activities include soccer, martial arts, dance, etc. If a parent chooses to enroll his/her child in an extracurricular program, 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 and willingly waives their right to hold Loudoun Montessori School LLC and their respective landlords liable for any injury caused by such activities.



# Loudoun Montessori School

## **Aftercare Program Additional or Supplemental Care**

On days when LCPS is closed, and LMS is open, a parent may request full day care for their Aftercare student via email. The fee for such additional or supplemental care is billed at \$45/day.

Examples include; teacher workdays, spring break, inclement weather closures, etc.

## **Field Trip Waiver**

During the course of both the school year and the summer session, LMS may elect to take students on field trips. Such trips will take place under the supervision of LMS Staff and Faculty. LMS herein states that it will not be responsible for any injury or illness, whatsoever, caused by or occurring 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 LMS liable in connection thereof.

## **Front Door Policy**

The front door will be unlocked for students drop-off from 8:25am to 8:45am.

The front door will be unlocked for students pick-up from 2:55pm to 3:05pm,

or on after-school program days (Amazing Athletes and Bollywood Dance) from 3:30pm to 3:35pm.

If you arrive outside of these times, please ring the bell and a member of the School staff will let you in.

## **Discounts**

LMS proudly offers a 10% discount to active duty military members. To receive this discount, you will be asked to provide a current identification card or pay stub. We also offer a 5% sibling discount to families with more than one child enrolled in our school. The discount applies to the least expensive 5 days/week monthly tuition. Both children are required to be enrolled 5 days/week, full day. Not applicable to Kindergarten tuition.

## **Parent Referral Program**

LMS welcomes new families to our schools each week. If you know of a family that would benefit from an outstanding Montessori program, please be sure to tell them about us! When a new family enrolls as the result of a parent referral, the referring parent will receive a \$200.00 discount on their existing tuition. This \$200.00 will be credited during the month the new family begins school. Additionally, the new, referred family will also receive a \$200.00 coupon to be applied to their first month's tuition. Please note: this program is eligible for new families not currently on the wait list.

## **Absences**

### **Reporting:**

We look forward to seeing your child every day and plan for their participation in our program. Should he/she be absent or tardy, please notify your child's teacher in advance whenever possible. Should an unexpected absence or tardiness occur, please notify the school via telephone or email, prior to the morning work cycle of 8:45.

## **Extended Absence/Vacation**

There are no credits for vacation, absence, or illness. Families that are enrolled full-time and choose to leave for the summer or an extended period of time will be charged 50% of their monthly tuition in order to maintain their child's slot (up to two months). Requests for extended absence/vacation must be made thirty days in advance via email to the School. Returning families who do not elect to pay the 50% reduced tuition rate will be required to pay all fees for school registration; and cannot be guaranteed available space.





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## Parent Handbook

### 2020-2021 Policies and Procedures / Consent Form

Please complete, sign and return the next page to your LMS Director. Thank You.

Child's Name:	<input type="checkbox"/>	Male	DOB:
Address (Street, City, State, Zip Code):	<input type="checkbox"/>	Female	

By signing below I affirm that I have read and reviewed in its entirety the 2020-2021 LMS Parent Handbook that includes policy and procedure documentation and 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.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

#### For Office Use:

Days	Start Date	Class
_____	_____	_____
Director		
Time of Program: _____		Date _____