



## PARENT HANDBOOK

Montessori and Enrichment admits students of any race, color, gender, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. Montessori and Enrichment does not discriminate on the basis of race, color, gender, religion or ethnic origin in administration of its employment practice, educational policies and admission policies.



## GENERAL POLICIES AND PROCEDURES

Montessori and Enrichment is established in Albany, GA as a private, co-educational enrichment program. We serve children from 3 ½ years to 6 years. Our open environment is designed to efficiently meet the needs of each individual child. Each child is a unique individual, with his own learning style. Therefore, strengths are identified, strategies, materials and individual programs are customized for your child. The common element among parents is their interest in providing their child/children with an education which enables students to learn to read, write, and calculate far beyond what is considered usual or even thought possible for such young children.

### ADMISSION REQUIREMENTS

ALL STUDENTS MUST HAVE THE FOLLOWING FORMS COMPLETE AND ON FILE AT MONTESSORI AND ENRICHMENT.

- Completed Enrollment Forms including the students Release Form, emergency Medical Authorization Form & Parental Agreement.
- Signed Enrollment Agreement & accompanying Fee Schedule.
- Payment shall be made in advance weekly or monthly at the first session.
- No student may attend without all forms completed and on file.

### GENERAL ADMISSION INFORMATION

Montessori & Enrichment accepts children between the ages of 3 1/2 years through 6 years. This agreement shall be effective only upon signature of a parent or legal guardian & acceptance of the contract by Montessori & Enrichment.

Montessori & Enrichment, agrees to enroll the child named below for **July 30, 2025 – May 22, 2026**. In consideration of the acceptance of the Enrollment Agreement by Montessori & Enrichment Agreement, the undersigned agrees to pay all required fees charged & comply with the following terms & conditions.

1. **Registration Fee** – In order to secure a space for my child at Montessori & Enrichment, this signed agreement & a non-refundable registration fee shall be submitted to Montessori & Enrichment with the **July 30, 2025 - May 22, 2026**, student enrollment form. This agreement shall become valid only upon payment in full of past-dues & present fees. I understand that the registration and supply fee are due upon enrollment.



### ARRIVAL AND DISMISSAL

Be sure to sign your child on our Sign-In or Sign-Out sheet located by the door. Due to other students tutoring please come in quietly. Students shall not arrive 5 minutes prior to their session. Parents needing an update or progress on their child should arrive at least 10 minutes before their child's session ends. Students arriving late will only be tutored for the remainder of their scheduled session. There will be no prolonged sessions. No child may ever enter or leave unaccompanied by an adult.

### ALTERNATIVE DRIVER

If someone other than you will be picking up your child, please let us know or give us a call. Otherwise, your alternative driver will need to wait patiently while we check for authorization to release your child to him/her.

### LATE PICK UP

To be courteous to others, students must be picked-up immediately at the end of their session. A late pick-up fee of \$15.00 will be charged for every 5 minutes your child is not picked-up at the end of their session. Late fees are due upon arrival and are to be paid directly to the instructor or at the beginning of the next session.

### DISCIPLINE & GUIDANCE TECHNIQUES

We feel that if children understand the rules and know the expected behavior, they will generally choose to behave. Therefore, expected behavior is geared to the child's age, and limits or rules are developmentally appropriate and understandable to the children to whom they apply.

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rules of the individual child, the group, and the adult. The methods of discipline used include distraction and brief verbal command.

Parents, please teach your child to follow directions. To teach your youngster listening skills, you must be consistent. Every time you tell your child to do something, insist that he/she follows through with what you direct him/her to do. Don't expect perfection. Changing an old habit sometimes takes many tries and some practice. Try "Oops, your toys are not put away!" instead of "Didn't I tell you to put those toys away?" Following directions is one of the most important skills your child can learn. It will be important in school and everyday life. It is imperative for the safety of your young child to be able to follow your directions. You must be able to believe that your child will stop an activity or come to you without delay or reservation when you call.

### STUDENTS DISMISSAL

Montessori & Enrichment reserves the right to dismiss any student at any time at the discretion of the director when the student's conduct is not in the best interest of the program and its students.



### HEALTH AND SAFETY

For the health of all children and staff, a child shall not be brought nor allowed to remain for enrichment if the child has the equivalent of a one hundred one(101) degrees Fahrenheit or higher oral temperature or and another contagious symptom, such as, but not limit to **fever, rash, (until diagnosed and determined to be non- contagious), cough, discharge of discolored or profuse amounts of mucus from nose, diarrhea, vomiting, sore throat, eye inflammation (conjunctivitis or “pinkeye”)**.

When a child shows symptoms of illness during enrichment, the child will be provided with a mask and moved away from others, supervised and provided with the necessary attention until the child leaves. When professional medical attention is required, or when a child experiences symptoms of moderate discomfort such as elevated temperature, vomiting or diarrhea, parents will be immediately notified. Parental instruction on the care of their child will be followed until the child can be picked up.

When professional medical attention is **not** required, or when a child experiences a mild adverse reaction to prescribed medication which does not constitute moderate discomfort, the parent will be notified by the end of the session.

If your child has been exposed to a communicable disease, a notice will be sent home within twenty-four (24) hours of the next session, after we become aware of the illness.

### MEDICAL EMERGENCIES

Except for first aide, personnel shall not dispense prescription or nonprescription medications to a child.

### INCLEMENT WEATHER

In the event of inclement weather (snow, flooding, tornado, and severe thunderstorm) it will be left up to the discretion of the Parent and Tutor as to whether tutoring will be held. Please contact your tutor on your session day if there is inclement weather. The tutor shall reschedule missed session(s) at a time agreeable to both parties if tutoring is cancelled due to inclement weather.

### EMERGENCY CLOSING

During the period of emergency, the Director shall have the authority to close the center, or to institute other necessary measures to ensure the safety and welfare of the students and personnel.

Montessori & Enrichment closures will be the same as announced by the Dougherty County School System for emergency weather conditions.

### PARENTS RESPONSIBILITIES

Parents are responsible for supplying and maintaining accurate information on all required forms prior to their child's admission. They must keep these forms up to date throughout their child's enrollment at Montessori & Enrichment. These forms include the Enrollment Form, Student Release Form, and Parental Agreement Form.



The parents are responsible for keeping the staff advised as changes occur in the information previously provided in all forms, especially information concerning phone numbers, emergency contacts, family physicians, etc.

Parents must also agree that when they (the Parents), (or persons authorized by them), pick up or drop off any child/children, they will not be allowed to enter or leave the premises without an **adult** escort.

#### TUITION AND FEES

A non-refundable registration and supply fee is due (each term) upon application to Montessori & Enrichment. Payment shall be made in advance on a weekly or monthly basis. Payment is due in advance weekly or monthly at the **beginning** of your child's first session (NO EXCEPTIONS). (**See Tutoring Rates**)

- Any payment not made when due shall be subject to a \$25.00 late charge per week.
- Equipment & supply Fee (workbooks, erasers, erasable color pencils etc.).

*Please submit the correct payment amount in an enclosed envelope with your child's name and date.*

**There will be a \$45.00 charge for any returned check.** If the student's parent or guardian defaults on any payment, all attempts will be made to collect debt. If the student's parent or guardian defaults on any payment or other obligation under the Enrollment Agreement, Montessori & Enrichment reserves the right to refuse/admit the child to class. Parents or guardians will also be responsible for all attorney, court, legal fees, and other charges incurred by Montessori & Enrichment to collect any tuition & fees.

#### SELECTION OF DAYS

After selecting, you are welcome to add days to your contract. However, additional days may not be available, and No days may be subtracted from your original contract. A new contract will need to be signed by the parent/guardian and administrator.

#### CANCELLATION OF SESSIONS

The tutor may cancel lessons by giving 24 hours prior notice. If sessions are cancelled on the part of the tutor, a makeup session must be arranged within 7 days or those missed hours will be lost.

If sessions are cancelled by the parent due to an illness or medical emergency, the tutor must be contacted as soon as possible. The tutor shall be made aware of non-emergent cancellations 24 hours prior to session, otherwise the session will be considered a no-show. Please plan extracurricular activities around your child's session. Lessons not attended by the student without giving **prior** notice to the tutor are considered **no-shows** and will be **charged** for missed session(s); there will be no make-up days or refunds given.

All no-show sessions will be charged for the loss of the tutor's time and preparation of the session. The tutor has limited availability.



### TERMINATION OF ENRICHMENT

Agreement may be cancelled by the parents or guardians in writing, without penalty (except forfeiture of registration & supply fees). Inadequate notice of termination will result in financial payment for the remaining 30-day enrichment sessions. No portion of outstanding charges will be refunded or cancelled. Please keep in mind that if tutoring is discontinued or terminated, the student will risk losing their spot and being placed on our waiting list if they decide to return.