



GENERAL POLICY AND PROCEDURES

Montessori and Enrichment is established in Albany, GA as a private, co-educational enrichment program. We serve children from 3 1/2 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 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 BEFORE THEY BEGIN.

- Completed Application/ Enrollment Forms including the students Release Form, emergency Medical Authorization Form & Parental Agreement.
- Signed Enrollment Agreement & accompanying Fee Schedule.
- Application Fee, Supply fee, and 1st week or Months Payment

GENERAL ADMISSION INFORMATION

Montessori & Enrichment accepts children between the ages of 3 1/2 years through 6 years. All children must be potty trained.

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 working, come in quietly. Students shall not arrive 5 minutes prior to their class. Parents needing an update or progress on their child should arrive at least 10 minutes before their child's class 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 the premises 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 class. 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.

DISCIPLINE & GUIDENCE 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 limited to **fever, rash, (until diagnosed and determined to be non- contagious), cough, discharge of discolored or profuse amounts of mucous 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 aid, 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) will be the same as announced by the Dougherty County School System. Your local news should provide updates for the next school day.

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's 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, Tuition & Fees Schedule, and Student Release 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 fee is due (each term) upon application to Montessori & Enrichment.

Payment shall be made in advance monthly. *Payment is due on the 1st of each month.* **(NO EXCEPTIONS).** **(See Tuition & Fee Schedule)**

- Equipment & supply Fee (paper, glue, 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 or other obligation under the Enrollment Agreement, Montessori & Enrichment reserves the right to refuse/admit the child to class. A Parent or guardian will also be responsible for all attorney, court, legal fees, and other charges incurred by Montessori & Enrichment to collect any tuition & fees.

No deduction in tuition or fees can be made for withdrawal, absence, or vacation.

TERMINATION

Agreement may be cancelled by the parents or guardians in writing, without penalty (except forfeiture of registration & supply fees) prior to May 1, 2026. After April 30, 2027, this agreement may not be cancelled, and the full tuition becomes due unconditionally. No portion of outstanding charges will be refunded or cancelled.

