

VILLAGE MONTESSORI SCHOOL
HANDBOOK

rev. August 2011

ADMISSIONS

TODDLERS (18 months – 35 months)

- Personal interview with parent(s) or guardian(s) *and* child
- Current immunization record
- Completed current contract accompanied by registration and supply fee
- Completed information form
- Signed Handbook Acknowledgment form
- Other information as may be requested by the Director

Required Supplies for Toddlers

- Diapers or pull-ups (as appropriate)
- Baby Wipes

PRESCHOOL, PRE-K, KINDERGARTEN (3 years (toilet trained) – Kindergarten)

- Personal interview with parent(s) or guardian(s) *and* child
- Current immunization record
- Completed current contract accompanied by registration and supply fee
- Completed information form
- Signed Handbook Acknowledgment form
- Other information as may be requested by the Director

Siblings of current VMS students receive priority preference for available openings.

Registration and Fees 2011-2012 (August 22 – May 25)

Age	Registration/Supply Fee	Weekly Fee	Additional items supplied by parent
18 mo. – 35 mo.	*\$125 per semester 1. Payable - August or upon enrollment 2. Payable - January	\$180	Diapers or pull-up (as appropriate) baby wipes
3 year olds (toilet trained) through Kindergarten	*\$125 per semester 1. Payable - August or upon enrollment 2. Payable - January	\$175	
	*Registration and supply fees are non-refundable		

ARRIVAL & DISMISSAL

Arrival: Class begins with Circle Time each morning at 8:30. On time arrival ensures a smooth morning transition beginning with the teacher's greeting and welcome into the classroom. Circle time sets the tone for the morning with calendar and weather activities and group participation. This begins the day with a community atmosphere. Children who miss this time are deprived of the class routine. Arrival during this group activity is disruptive to students and teachers who are engaged in Circle Time.

Dismissal: All children must be picked up no later than 6:00 pm. Any parent arriving after that time is subject to the \$1.00 per minute, per child, late fee for the first offense. Additional offenses, thereafter, will be increased to \$2 per minute, per child. We understand that emergencies and unforeseen circumstances will occasionally arise. Please call the office if you know will be late. Late fees must be paid separately from your regular weekly fees.

Please give the office notice and permission if someone other than a parent will be picking up your child. That person must provide a photo ID in the front office.

CHECK IN/OUT:

Toddler/Early Preschool Building only: Parents are required to walk children to class and notify a teacher of your arrival. Children are not allowed to enter or leave the building without parental supervision. Please do not send a brother/sister alone to pick up your child. **PLEASE HELP US KEEP THE HALL SAFETY GATE LOCKED AT ALL TIMES.** Park only in a designated parking space. Avoid parking in the NO PARKING ZONES and areas by the entrances/exits. Never park by the front door and leave your car. Turn off the engine and lock the door. Never leave valuables in your car (purse, phone, and especially CHILDREN.) PLEASE ASK YOUR CHILD TO HOLD YOUR HAND ON THE WAY TO AND FROM THE BUILDING.

Preschool, Pre-K, & Kindergarten Building only:

Morning Drop Off: There should at all times be only one direction of traffic. Please do not let your child out of the car until you are in front of the door.

Afternoon Pick Up: Please use your “car numbers” each day in order for your child to be brought to the car. **This service is offered after three o'clock p.m. only.** Please be mindful of traffic building up behind your vehicle during peak pick up times. In this case, pull forward as far as possible.

You may park and walk your child to class each day. If you choose to park and come inside, use a designated parking space. Turn off the engine and lock the door. Never leave valuables in your car (purse, phone, and especially CHILDREN.) Avoid parking in the NO PARKING ZONES and areas by the entrances/exits. Please do not park in front of the door and leave your car unattended.

ATTENDANCE

Regular attendance is important to fulfill your child's need for order and consistency. It is vital for classroom participation, individual success, and overall stability. Please contact the office when your child is absent.

CLOTHING

Please dress your child in clothing appropriate for the weather, the classroom, and outdoor play. **Toddlers who are potty training should wear loose, easy to manage clothing without snaps, button, or zippers.**

Shoes such as flip-flops, high platform shoes, or slide in shoes are not suitable for running and playing on the playground. **Please help your child choose shoes that will stay on the feet and protect them.**

Please keep a complete change of clothing (including socks and underwear) in your child's cubby. Label all these items.

Label all coats, jackets, sweaters, hats, caps, scarves, mittens, etc. Unclaimed items will be placed in Lost and Found for a reasonable amount of time, and then donated to Goodwill.

COMMUNICATION

Communication between parents and teachers is vital. However, teachers have a limited time for conversation when they are in the classroom overseeing the safety and well being of children. A quick word upon arrival or dismissal of your child is welcomed, but you may find it helpful to write a note expressing your thoughts if further communication is necessary. Please feel free to schedule a conference with your child's teacher. This is done through the office using the proper form, indicating proposed time, date, etc. Of course, you may also discuss immediate needs with the Director.

DAILY SCHEDULES

These are posted in the lobbies and/or individual classrooms. You may ask for a copy.

EMERGENCIES

In the event that your child is involved in an emergency situation, he/she will be brought to the office to receive the appropriate attention. You will be notified at soon as possible. It is ***imperative*** that your emergency information it kept up to date.

FINANCIAL POLICY

WEEKLY FEES are due on Monday of each week. If your child is ill, the weekly fee can be paid the first day of the week he/she is in attendance. * Weekly fees are to be paid continuously, regardless of attendance. We cannot make exceptions for vacations, etc. Late fees of \$10 per week, per child will be added to all late payments.

RETURNED CHECKS will result in a \$10 charge. If we receive more than one returned check, we reserve the right to request that future payments are made in cash.

REFUNDS: * No refunds or exceptions in weekly fees will be made for illness, absences, holidays, or vacations as VMS must continue to meet the expenses continuously incurred at the facility. VMS reserves the right to dismiss a student due to inappropriate behavior or conduct of the student, parent, or guardian. Inappropriate behavior or conduct shall be determined solely by the officers and management of VMS. In such case there will be no refund of any part of tuition or other charges.

Registration Fees and Supply Fees are not refundable.

WITHDRAWALS: You may withdraw your child during the school year (August 22, 2011 – May 25, 2012) with a two-week written notice. You are then released from the school year contract. There is no such provision for the full time Summer Session Contract. Part time Summer Sessions Contracts are available.

FIRST DAY INFORMATION

You can help prepare for the first day at Village Montessori by discussing with your child such things as the new classroom, the teacher, new friends, and the fun and exciting things he/she will engage in while at school.

Plan to arrive well before 8:30 (Circle Time) on the first day. After his/her greeting and welcome into the classroom, say a short, but very confident good-bye. Remind your child that you will be back later. Your positive words and a smiling face as you leave will be remembered. In our experience, transition is easier when good-byes are kept brief and positive. While some children will appear very upset as the parent leaves, they usually become settled and calm in a short time.

Feel free to call the office throughout the day to see how your child is doing.

ILLNESS

State laws do not allow us to accept or keep your child if he/she has a temperature, is vomiting, or has diarrhea. Children with a fever of 100 degrees or greater must be kept at home until they are fever free, without fever medication, for 24 hours. We are staffed to provide a safe atmosphere for groups of children and are not able to offer the prolonged, individual attention a sick child needs.

IMMUNIZATIONS

We must have a current immunization for your child. Please supply any updates.

LOST & FOUND

If your child loses something, inquire in the office about the item. Lost and found will be kept for a reasonable amount of time, and then donated to Goodwill. VMS is not responsible for lost or stolen items. Please label all clothing and other belongings and **DO NOT SEND VALUABLES TO SCHOOL.**

MEDICATIONS

We do not dispense medications at VMS. If your child needs medication, you must administer it yourself or arrange for someone else other than a VMS employee to do so.

MEALS & SNACKS

BREAKFAST

Cold cereal and juice is served from 7:00 – 8:15 am. If your child brings breakfast to school, we must suggest healthy choices. Donuts and sweet treats would, of course, be discouraged. We will not save any left over breakfast items.

LUNCH

We serve a healthy, hot lunch each day, based on guidelines provided by the DHS. We will occasionally ask you to provide a sack lunch for various picnics, in which case parents are usually invited to attend.

Lunch Schedule:

All Toddlers (Little Bears, Busy Bees, Junior Mont.)	11:15	
Montessori A & B & C) (Early Preschool)	11:30	
Mrs. Carolina's Class (Mont. D Preschool)	10:50	
Mrs. Lopez's Class		11:20
Miss O's Class		
11:50		

SNACK TIME

Toddlers & Early Preschool	3:00	(after naptime)
All others		2:30

If your child has food allergies or special dietary concerns, please inform us and plan to provide a sack lunch on the day there is an item which he/she cannot eat.

Please do not send sack lunches or personal snacks on a regular basis except for special dietary concerns.

Menus are posted in the lobbies and classrooms, or are sent home in the Weekly Folder (weekly folder- Montessori C, D, Pre-K, & Kdg. only). Additional menus are available in the office.

MOVIES & MUSIC

VMS has a large selection of age appropriate movies and music, so please do not allow your child to bring these items to school.

PARTIES

BIRTHDAYS: Children enjoy celebrating their birthdays with friends and teachers at school. We invite and strongly encourage you as a parent to join in the celebration of your child's birthday. Parties are observed at snack time. Please notify the office the day before the special day indicating your intentions to attend. Bring all refreshments, favors, etc., to school on the morning of the party, labeled with your child's name. According to state health standards, all baked goods must be commercially prepared.

If you are planning a party outside of school, please be responsible for distributing personal invitations. You may help your child place them in "cubbies" before or after school. We cannot pass them out at the door.

HOLIDAY PARTIES: To help with a special holiday party, please sign the helper list at the front desk. Each class will have a clearly marked list posted about one week before the party. Items should be delivered the morning of the party, clearly labeled with your child's name and homeroom. It is helpful to have items such as fruit or vegetables already cleaned and sliced into servable portions. According to state health standards, all baked goods must be commercially prepared. We ask that you do not include party favors such as balloons, suckers, or hard candy for toddlers or early preschool classes.

SCHOOL CALENDAR 2011-2012

2011-2012 SCHOOL CALENDAR OF HOLIDAYS & SPECIAL EVENTS
August 22, 2011 – May 25, 2012

August 22, 2011	First Day of Fall Session
September 5, 2011	Labor Day - Entire Campus Closed
September 22, 2011	Open House 6:30-7:30 (parents only, please)
October 20-21, 2011	Fall Break

	(facility open, no classroom instruction)
October 28, 2011	Class Halloween Parties and Parades
November 24, 25, 2011	Thanksgiving Break - Entire Complex Closed
December 16, 2011	Class Christmas Parties
	Last day of classroom instruction
	Progress Reports available
December 19-23, 2011	Christmas Break
	(facility open, no classroom instruction)
December 26, 2011	Christmas Holiday - Entire Campus Closed
December 27-30, 2011	Christmas Break, continues
	(facility open, no classroom instruction)
January 2, 2012	New Year's Holiday - Entire Complex Closed
January 3, 2012	Classes Resume
	Second Semester Fees Due
February 14, 2012	Class Valentine's Day Parties
March 19-23, 2012	Spring
Break	
no classroom	(facility open, instruction)
April 6, 2012	Classroom Easter Parties
April (Specific dates to be announced)	Metropolitan Achievement Tests
	KINDERGARTEN ONLY
May 23, 2012	Kindergarten Graduation Exercises 10:00 am
May 25, 2012	LAST DAY OF SCHOOL
	Progress Reports available
May 28, 2012	Memorial Day - Entire Complex Closed
May 29, 2012	Summer Session Begins*
	*See SUMMER SESSION

CALENDAR

SCHOOL CLOSINGS

If inclement weather or other circumstances make it necessary for VMS to close, you will be notified by a text message* that alerts you with a message or to advise you to check our web site (www.villagemontessoriokc.com). There you will find the necessary information posted regarding closings. You may also call either of the school phone numbers (751-9448 or 755-3904) and hear the latest closing information on our phone message greeting.

*See the office for sign up procedures for this service.

SCHOOL MATERIALS

Our Montessori shelves are full of colorful, attractive items. Many of these are small and will inevitably make their way home with children. Any equipment with missing parts must be removed from the shelves until they are found or replaced. Some parts are not available for replacement and therefore the entire set must be purchased and this, of course, takes time. Please help us avoid the inconvenience of materials being removed from our shelves by promptly returning any small parts that find their way home.

TELEPHONE USAGE AND MESSAGES

Except for an emergency, a faculty member will not be called to the telephone during class time. Teachers will return phone calls when they are not directly involved with a group of children.

TOYS & PERSONAL BELONGINGS

Please do not allow your child to bring toys to school. Special days to bring "home toys" will be specified on the monthly calendar or by a word from the teacher. We do welcome educational items (postcards, nature items, books, travel souvenirs, etc) for sharing or Show & Tell. We cannot, however, be responsible for loss or damage to these items.

WEBSITE

VMS does have a website, www.villagemontessoriokc.com. Here you will find helpful links, downloadable menus and activity calendars, pictures of current events, etc. "Parent Pages" are password protected. See the office for the current password.

WEEKLY FOLDER *

Each Tuesday your child will bring home the WEEKLY FOLDER. In it you will find weekly paper work, artwork, monthly menus, monthly activity calendars, notes from the teacher, party invitations, etc. Look at it with your child and **please be sure to send it back on Wednesday**. It is very important in the classroom and is used every day to file and store class work.

*Weekly Folder pertains to Preschool, Pre-K, & Kindergarten only. Toddlers and Early Preschool will take home a monthly folder or bag.