



# Policies & Information

## School Hours & Child Care

School hours for preschool are 8:30 a.m. to 2:45 p.m. Monday through Friday. School hours for elementary are 8:30 a.m. to 3:00 p.m. Monday through Friday.

There is a 15-minute, no charge, grace period before school and a 15 minute grace period after school; students who are on campus without a parent/guardian beyond the grace period will be signed into the Child Care room and parents will be charged accordingly. Child Care is available from 7:30 a.m. to 8:15 a.m., and afternoons from 3:00 p.m. to 5:30 p.m. at \$25 per day. If you use Child Care for more than ten days for the month, you will pay a flat rate of \$250. After 5:30 p.m. there is a charge of \$1 per minute that needs to be paid directly to the Child Care Staff.

Any student dropped off before 8:15 a.m. will be signed into Child Care in Room 4 and the family will be billed. Students will be escorted to their classes at 8:15 a.m. by the child care attendant. Students arriving between 8:15 and 8:30 a.m. should be walked to their room.

- Elementary students' (Rooms 6&7) grace period ends at 3:15 p.m., Monday-Friday.
- Preschool students' (Rooms 1, 2, and 3) grace period ends at 3:00 p.m., Monday - Friday.
- Preschool students whose sibling is enrolled in the Elementary program and present on the same day, will have the same grace period as their Elementary sibling.

## Pick-Up/Drop-off

The gates will open at 7:30 a.m. and all students arriving for child care will go directly to Room 4 with their backpacks and lunch bags. At 8:15 a.m., these students will be escorted to their home classroom. Any student arriving after 8:15 a.m. should walk directly to their classroom. When visiting the school between 8:30 a.m. and 2:45 p.m., please be sure to call ahead of time and sign-in at the front office for a visitor's pass.

### Preschool:

Students will be officially released for pick-up at 2:45 p.m. Students will remain in circle time throughout the pick-up period until 3:00 p.m. During normal drop-off and pick-up hours, please use the large "black-top" parking lot only. If you are dropping off or picking up from child care, you may use the small parking lot directly in front of the office. There will be a sign-in and sign-out sheet available outside the classrooms where all students should be checked in and out.

### Elementary:

Please use the small parking lot directly in front of the office for pick-up and drop-off only. Drop your student off in the drop-off lane or park your car in the parking lot and walk them to the front gate by the office. If the child needs assistance to the classroom, a staff member will be available. There will be staff supervision on the campus grounds before school to ensure student safety.

For pick-up, students will be escorted to the bench area in front of the office promptly at 3:00 p.m. and wait there under teacher supervision until 3:15 p.m. Monday through Friday. At this time, any student who has not been picked up will be brought to Room 4 for Child Care.

## Observation Days

Understanding that a child's education is a team effort between school and home, all parents are strongly encouraged to visit their child's class. Parents of new students should schedule an observation after their child's second month of attendance. Beginning the third week in November and continuing through May (excluding the weeks before Winter and Spring vacation), we have set aside Tuesdays for a 30 minutes observation between 9:00 a.m. to 10:00 a.m. for observation appointments. Be sure to schedule your appointment early to ensure a date that is convenient for you. Please contact our school office for further information.

## Conferences

Parent/Teacher conferences are held in November and May and are an important part of understanding and supporting your child's growth. Your child's teacher is available to take your telephone call or speak with you after class between 3:00 and 3:45 p.m. Monday through Friday. If you wish to make an appointment with your child's teacher, please call the school office to schedule a date and time. In consideration of our teachers, please allow at least one day advance notice.

## Nap Time

The Department of Social Services requires that children under the age of 4 years, 9 months, have a rest period in the afternoon. Parents of preschool children shall send a small crib sheet and baby-sized blanket, **clearly marked with the child's name**, to school. Sheets will be returned to you for laundering on Fridays. Please return clean sheets the next school day.

## Personal Items

Children under 4 years of age should have an extra set of clothes at school in case of an accident. Please **clearly mark your child's clothes with his/her name**. If the school provides dry underwear for the child, the underwear should be laundered and returned to school as soon as possible. Children shall not bring any purse, toy, games, money, or costume jewelry to school. Items of special interest, such as flowers, seeds, small plants, books, pictures, insects, rocks, etc., are always welcome.

## Lunch

The school provides milk, juice, and crackers for snack. Children should bring their own lunch, wrapped and marked with their name. Please do not send any candy or soda with your child's lunch. Each lunch should have a source of protein, fruit, and a vegetable. To register for hot lunch with School Eatery, please see attached 'Welcome Letter' from the company.

## Health

Children who are running a fever, vomiting or exhibiting contagious symptoms, such as sore throats, coughs, sneezes, and runny noses are not allowed to attend school and are to be kept at home. *Children with cold-like symptoms caused by an allergy may attend school with a note from their physician.* If a child becomes ill at school, the parents will be notified to come and pick him/her up. If your child is unable to attend school, please notify the school office as soon as possible and state the reason your child will be out. For your convenience, a message may be left on the school answering at any time.

## Change of Address & Emergency Contact Information

For the safety of your child, address changes, as well as parent and emergency contact information are to be reported to the school office as soon as possible. This includes cell phone numbers.

## Dress Code

A school uniform is not required; however, all students shall comply with the following basic standards of school attire:

- Clothes are to be neat and clean

- Costumes (such as, but not limited to, cowboy attire) may not be worn
- Primary (preschool) children should wear closed-toed shoes with socks; sneakers are recommended
- Removable clothing, such as jackets, sweaters, hats, etc., should be marked with the child's name
- Children should wear clothing which they can manage themselves

### **Newsletter**

Our school newsletter and calendar are primary sources of communication between school and home. Please take the time to read both carefully.

### **Tuition Payments**

All parents are required to complete a TUITION AGREEMENT form indicating whether tuition payments will be made *lump sum* or in installments as set forth by the school. Tuition payments are expected to reach the office on the dates specified. Late payments or checks returned for insufficient funds are subject to additional fees. Tuition payments that are more than one month in arrears may result your child being expelled from school. Parents are encouraged to communicate with the office regarding any payment concerns. You can either pay with cash, check, or Venmo (@CasaMontessoriNorthridge)

### **Parent Involvement and Volunteer Opportunities**

At Casa Montessori, we strongly encourage and welcome parent volunteers in the classrooms, in the school, and throughout the community. Some activities that parents and community members can participate in to support the school and students include:

#### **Volunteering**

##### *\*Ways to Volunteer\**

- chaperoning students on a field trip (Elementary)
- volunteering in the classroom by preparing your own “workshop day” based on your culture, special skills, occupation, or interests
- assisting with and donating to our school library
- assisting in organizing community events
- volunteering at a community event
- bringing your children, family, and friends to school/community event

#### **Support at Home**

The way that parents communicate with their children and support their children at home greatly impacts a student's success at school. Parents can support their student's learning through:

- role modeling
- reading with their children
- talking with their children about school
- encouragement

#### **Communication**

On-going communication with the school and teachers is vital to children being successful at school. Parents are encouraged to:

- stay informed through the Casa Montessori webpage and MontessoriCompass
- keep updated through the Casa Montessori newsletter and classroom e-mails (please be sure that we are always provided with an updated and fully-functional e-mail address)
- attend parent-teacher conferences, and email, call or set up a meeting with the classroom teacher