



2010/2011 Policies and Procedures Consent Form

Please read and review this document, and then sign and return page 5 only to your MCC Center Director. Thank You.

1. Door Key

The electronic keys to the center function only during peak hours. The buzzer must be used at all other times. Please also note that if you misplace your key, it is imperative that you let the MCC center director know, so that it can be de-activated. It is MCC policy that all families **MUST** have at least one key. Re-placement or extra keys may be purchased from center offices. **PLEASE DO NOT HOLD THE DOOR OPEN FOR ANY OTHER PARENTS/INDIVIDUALS AS SUCH CONDUCT PRESENTS A SECURITY/MONITORING ISSUE. MCC DOES NOT WANT UNAUTHORIZED PERSONS ENTERING OUR FACILITIES.**

2. Arrivals/Departures

When you bring your child to school, please accompany him/her into the school. Do not allow your child to get out of the car and enter the school alone. Please have your children at the center by 9:00 A.M. If they are to benefit from the program, they need to be here on time. Children arriving after 9:00 A.M. will have to be dropped off in the great room/office, as late comers disrupt the entire class. Please also remember to sign your child in and out of his class, on the roster located inside of the classroom.

3. Late Arrival

If you are bringing your child to school late, after 9:00 A.M., please make sure to drop your child off quickly and unobtrusively. The class is in session and this late drop off is an interruption. Speaking to your child's classroom lead teacher is not appropriate at this time, as she is occupied conducting the class. Parents may however, call and leave a message for her to contact you at a more convenient time.

4. Late Pick Up

If a child is not picked up by 6:00 P.M. (Falls Church, Herndon) or 6:30 P.M. (South Riding, Centreville), a late charge of \$20.00 per child should be paid to the center for every 30 minutes or fraction thereof.

5. Authorization to Pick-Up

If a parent wishes the center to release their child to an emergency contact person or emergency authorized pick-up person, the parent must notify the center's office by phone or in writing. The authorized person must also present valid picture identification for release of the child. If the

picture identification is not available, and/or consent from parent is not either, MCC will not release the student.

6. Emergency

If parents and/or an emergency contact person(s) cannot be reached by 6:15 P.M. (Falls Church, Herndon) and 6:45 P.M (South Riding, Centreville), MCC will contact appropriate law enforcement officials, in addition to child protective services, to take custody of the child.

7. Center Closings

Before coming to the school on inclement weather days, please make sure to call the center, and/or check the centers website (www.montessoricc.org), for the most updated information regarding MCC hours. MCC will make public, via our website and recorded phone message (when available), any un-anticipated changes to center hours of operation. If MCC plans to close a facility for the day, or delay its opening, parents will be informed of such no less than one hour before said centers normal opening time. If MCC plans to close a facility early, MCC will provide parents with as much notice as MCC deems possible.

8. Open Door Policy

We encourage you to come in and observe your child. This is the best way to find out how they are doing in their class.

9. Discipline

Our policy on discipline is to distract, redirect, or reason out with the child.

10. Conferences

Parents may schedule a conference with MCC staff by calling the center's office. Parents may schedule a conference to discuss their child's progress in the classroom. Additionally, if MCC staff deems it necessary, the center director will schedule a conference with parent(s)

11. Breakfast

The center does not serve breakfast. Children who come to school on or before 8:00 A.M. may bring a healthy breakfast to be eaten at the center. No breakfast should be brought in after 8:00 A.M.

12. Clothing

Children should be able to get in and out of their clothing, unassisted for the most part. Coveralls, belts, back buttons and snaps discourage a child's independence, whereas elastic waistbands in pants and skirts, pullover tops and front buttons help children dress themselves. Children should not wear flip-flops or high heel shoes to school. All clothes should be labeled for identification. You should provide a spare set of clothing to be kept at the center for your child, and this clothing should be replaced as needed- and as the weather changes. Accidents can happen at any age.

13. Birthdays

Your child's birthday will be a special classroom occasion. You may provide a special treat for his/her classmates. Please notify the teacher a few days in advance.

14. Toys

Please do not allow your child to bring toys to school. They are welcome to bring articles of general interest, such as collections, pictures and books. Additionally, please do not let your child bring jewelry or money to school.

15. Health

For the protection of all children, your child must be kept at home if he shows any of the following symptoms:

- a temperature of over 99 degrees Fahrenheit by mouth
- an intestinal disturbance with diarrhea or vomiting
- any undiagnosed rash
- sore or discharging eyes and/or ears
- significant nasal discharge

If your child contracts any of these symptoms while at the school, they will be isolated from the other children. Parents will then be contacted to come to the center and pick up their child as soon as possible. If your child is not going to be coming to school due to a health condition, whether contagious or not, please inform the center.

16. Communicable Diseases

Parents are to notify the center if their child OR anyone in the family contracts any communicable diseases. Life threatening diseases need to be reported immediately.

17. Food

If your child has any relevant allergies, parents will be responsible for providing lunch/snack and or milk substitutes.

18. Medications

A *Medication Authorization Form* (downloadable at www.montessoricc.org) should be filled out every time a child needs to be given medicine while he or she is at the center. Please hand over the medicine to an adult. Label the bottle with the child's name, dosage and time at which the medicine is to be administered. Prescription medicine is to be brought in its original container, Medicine that is to be kept at the center permanently, ex. Epi-Pens, need to be accompanied by a Physicians Medication Authorization Form. Medications need to be taken home daily, with the exception of Epi-Pens. Failure to take medicines home daily, will require MCC to dispose of them- in accordance with Center for Disease Control mandates.

19. Sunscreen/ Diaper Ointment/Insect Repellent

If your child requires sun screen, diaper ointment, and/or insect repellent applied-please make sure to fill out the appropriate authorization forms. All lotions/sprays need to be in their original containers, and labeled with your child's name. Each child needs their own, we do not permit sibling to sibling sharing.

20. Child Abuse

If the staff suspects that a child has been abused, the center will report it to the appropriate authorities. Center staff may also report such suspicions to CPS.

21. Extracurricular Activity Waiver

During the course of both the school year as well as the summer session, MCC will provide its facilities as a venue for outside vendors to conduct extracurricular activity programs; for instance soccer, martial arts, dance etc. If a parent chooses to enroll his child in a program of this type, they do so of their own free will, and at their own risk. By enrolling his/her child in an extracurricular activity, a parent will knowingly give up their right to hold MCC, AMZ Industries, Montessori Children's World, and any landlords, responsible for any injury or risk resulting, to parents or their children, caused by partaking in extracurricular activities.

22. Application and Registration

There is a non-refundable Application/Registration Fee due per child at the time of submission of an application for admission. Upon admission to MCC, this fee will guarantee your child's enrollment for up to two weeks. If you wish to guarantee your child's enrollment for longer than the two week period, the first month's tuition must also be paid at the time of registration. After the first month's tuition has been paid, this fee will also satisfy the rental costs for two electronic keys.

23. Tuition

Tuition is due in by the 1st of each month. There will be a late fee of 10% of the monthly tuition, applied to payments received after the 5th of the month. Payments received after the 7th of the month will be subject to a 16% late fee. Tuition for each month is the same regardless of the number of school days in the month. Operating expenses are calculated on the basis of the school year. If two children are enrolled at the center, a 5% discount in tuition can be applied to the tuition of the oldest child.

24. Absences

As MCC center operational expenses do not decrease due the absence of an individual student, we regret that there can be no deductions or refunds due to absences for any reason. Tuition is paid at a set monthly rate for all children enrolled on a full-time or part-time basis. Please understand that there are no tuition deductions due to illness, vacation or holidays.

25. Security Deposit

One month's security deposit of tuition is due at the time of enrollment at the center. This amount will be offset as the last month's tuition. If necessary, this amount can be paid in three equal consecutive monthly installments. If the center is not given one month's notice of withdrawal, or if parents no longer choose to send their child to the center-with no notice-, this security deposit will become non-refundable.

26. Withdrawals

If you need to withdraw your child, you need to give the center one month's notice. If your child is withdrawn without one month's notice, tuition will be due for the month following the withdrawal. The center will provide parents with 1 months notice if it needs to request a withdrawal.

26. Expulsion

Though a very rare occurrence, MCC does reserve the right to provide parents notice for permanent and immediate withdrawal of their child. In such cases, MCC will, within five business days, return the remainder of any tuition paid for the month of expulsion.

27. Materials Fee

A materials fee is due once each school year per child.



Please Sign and Return this page to your MCC Center Director. Thank You.

By signing below, I affirm that I have read and reviewed the preceding 2010/2011 MCC Policies and Procedures documentation, and agree to consent fully and wholly. I understand and appreciate the fact that I will be bound to follow and conduct myself by the terms and conditions put forth in the preceding.

Signature of Parent (s) / Guardian(s)

Date