

## **KEY POINTS FROM THE PARENT HANDBOOK**

The following points are essential for the smooth day-to-day running of Villa Di Maria Montessori and will be enforced without exception:

### **Uniform Policy**

To ensure all primary students adhere to the school's dress code, the following policy will be enforced:

- **Uniform Days:** Students are required to wear a full uniform from Monday through Thursday.
- **Free Dress Day:** Friday is designated as a free dress day, allowing students to wear casual attire.
- **Non-Compliance:** Students not in full uniform on designated uniform days will not be allowed to attend school.
- **Options for Parents:** Parents may either take their child home to change into the proper uniform or purchase a uniform shirt from the front desk if the child is already wearing khaki bottoms.

This policy aims to maintain a consistent and professional appearance among students while allowing some flexibility on Fridays.

**To ensure the safety and uniformity of student footwear, the following shoe policy is in place:**

- **Footwear Requirement:** Students must wear simple, closed-toe shoes while on campus.
- **Prohibited Shoes:** Any other types of shoes may be subject to removal upon entry, at the discretion of the head of school, to ensure student safety.
- **Zero-Tolerance Policy:** Light-up shoes, Boots, and Crocs are strictly prohibited.

This policy is designed to promote a safe and consistent environment for all students as the Montessori environment promotes freedom of movement.

### **Backpack Policy**

To maintain a clutter-free and uniformed environment, the following bag policy is enforced:

- **Backpack Prohibition:** Backpacks are not allowed at school.
- **Permitted Items:**
  - A reasonably sized lunch box.
  - The school-provided bag issued to all students at the beginning of the year.

### **Replenishment of Clothes & Diapers**

To ensure your child always has the appropriate clothing available at school, please adhere to the following guidelines:

**When soiled clothes are sent home, parents are responsible for providing clean replacements the next day without constant reminders from teachers.**

**If your child is a toddler, kindly make sure to send enough diapers for at least 2 weeks at a time.**

### **Food & Snacks**

To promote healthy eating habits, we encourage parents to follow these snack guidelines:

- Please send nutritious, non-packaged snacks for your child.
- The following items will be set aside and returned to parents at the end of the day:  
Crackers, Pretzels, Chips, Cookies and similar items.

**Kindly note that these items can be served only during after care.**

To ensure children have healthy and well-balanced meals at school, please adhere to the following lunch guidelines:

- **Preferred Lunches:** Lunches should consist of nutritious, well-balanced meals without packaged snacks. Examples of acceptable meals include:
  - Soup, grilled cheese, and an apple
  - Sandwich, carrots, and raisins
  - Rice and chicken dish, naan, and broccoli
  - Any similar items
- **Prohibited Items:** Packaged snacks such as crackers, pretzels, chips, popcorn, cookies, candies, and juice are not allowed and will be returned to parents at the end of the day.
- **Authority on Food Items:** All decisions made by the school regarding acceptable food items for snack and lunch are non-negotiable and final.



### **Medication at School**

To ensure the safe administration of medication during the school day, please follow these procedures:

- **Medication Presentation:** Parents must present the medication to the administrative staff on duty.
- **Required Documentation:** Parents must fill out a form detailing the instructions for administering the medication.
- **Parental Signature:** The form must be signed by the parent to authorize the administration of the medication.
- **Kindly make sure to not send any medication in the child's bag and to hand it over to the person at arrival.**

### **Arrival and Dismissal Policy**

To ensure smooth operations and maximize your child's experience, please adhere to the following arrival, dismissal, and care policies:

- **Building Entry:** Children may enter the building starting at 8:15 AM, unless enrolled in the Before Care program.
- **Dismissal Times:**
  - **Half-Day Students:** 11:45 AM to 12:00 PM
  - **School-Day Students:** 3:15 PM to 3:30 PM
- **Late Pickup Fees:** There will be a \$1 charge per minute, per child for pickups after the designated dismissal window (after 12:00 PM for half-day students and after 3:30 PM for school-day students). **Kindly note no invoice will be sent for it and it is the parents responsibility to send the late charges within 24 hours.**
- **Extended Care Enrollment:** Before Care and After Care programs are available on a monthly & daily basis, subject to availability. The charge per day will be \$15.

It is crucial for children to arrive on time to fully benefit from the Montessori 3-hour work period. Consistent tardiness can negatively impact their experience. Please notify the school of any excused or unexcused absences.



## **Tuition Policy**

To ensure timely payment of tuition and maintain financial stability, please follow these guidelines:

- **Payment Deadline:** All tuition must be received on or before the 1st of the month.
- **Late Fees:** A \$10 late fee will be applied for each day's tuition if not paid after the 1st.  
For example:
  - \$10 late fee on the 2nd
  - \$20 late fee on the 3rd
  - And so on.
- **Invoice Responsibility:** If you do not receive your invoice, it is your responsibility to contact the school and request a copy.

## **Billing Policy for Villa Di Maria Montessori**

### **Monthly Tuition Charges:**

- Tuition is charged monthly from August to May.
- Full payment is required each month for enrolled children.
- No refunds, credits, or discounts are offered.

### **Enrollment and Disenrollment:**

- Children are legally enrolled from the date of acceptance.
- To disenroll a child, parents/guardians must give one full calendar month's notice.
- "One full calendar month" is defined as the period from midnight on the last day of the previous month to midnight on the last day of the month under consideration.
- Example: To unenroll a child starting February 1st, notice must be given on or before January 1st. If notice is given after January 1st, February tuition must be paid.

### **Invoicing and Payment:**

- Invoices are sent out the last week of the previous month.
- Payments are due by the 1st of the month.

Thank you in advance for your cooperation.