

Denham Springs Montessori

8091 Vincent Road
Denham Springs, LA 70726

225.791.0950
225.243.5263 (Fax)

Policy Agreement 2016-2017

Tuition

Preschool Program Tuition	\$120.00 weekly Holiday Care... No additional fee
One-year old Program	\$130.00 weekly Holiday Care... No additional fee
Infant Program	\$140.00 weekly Holiday Care... No additional fee
Before/AfterCare Program	\$75.00 weekly Holiday Care.....\$25.00 daily School ½ days....\$10.00 extra daily Summer.....\$120.00 weekly

Tuition is ongoing during absences and school holidays.

Late fees of \$5.00 per day will be assessed beginning on Tuesday of each week. After tuition is 3 days past due, students will not be allowed to attend classes at DSM.

***The curriculum/supply fee is due September 1, 2016. If it has not been paid prior to September 1, 2016 it will be drafted on September 1,2016.**

Tuition is due on the first day of each month. Monthly tuition may be divided in half.

Please complete the Electronic Funds Transfer Authorization Form.

Monthly tuition fee schedule not including holiday care:

Month	PreSchool Program	One-year-old Program	Infant Program	Before/AfterCare (Excluding Holiday Care)
August	\$600.00	\$650.00	\$700.00	\$325.00 <small>\$400.00 if attending 8/1-8/3</small>
September	\$480.00 + \$125.00 curriculum/supply fee \$605.00	\$520.00 + \$125.00 curriculum/supply fee \$645.00	\$560.00	\$300.00 + \$50.00 supply fee \$350.00
October	\$600.00	\$650.00	\$700.00	\$375.00
November	\$480.00	\$520.00	\$560.00	\$225.00 <i>plus holiday care</i>
December	\$480.00	\$520.00	\$560.00	\$150.00 <i>plus holiday care</i>
January	\$600.00	\$650.00	\$700.00	\$325.00 <i>plus holiday care</i>
February	\$480.00	\$520.00	\$560.00	\$300.00
March	\$480.00	\$520.00	\$560.00	\$300.00
April	\$480.00	\$520.00	\$560.00	\$225.00 <i>plus holiday care</i>
May	\$600.00	\$650.00	\$700.00	\$325.00 <i>plus holiday care</i> <small>\$120.00 5/29-6/2 if attending</small>
June	\$480.00	\$520.00	\$560.00	\$480.00
July	\$600.00	\$650.00	\$700.00	\$600.00

Holiday Care for our AfterCare students is \$25.00 daily and must be paid in advance.

Holiday Care is only charged to those students who attend Holiday Care.

NSF Charge: \$25.00

Parent Signature

Date

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Holidays/Holiday Care

Please refer to our holiday care schedule. Fees are ongoing during holidays.

AfterCare Program Holidays: Fees are ongoing during school holidays, with the exception of Easter (one week), Thanksgiving (one week), and Christmas (3 weeks). Holiday care is provided for \$25 daily during these weeks. Holiday Care is provided for an additional \$10 for school half days. For random holidays throughout the school year, other than those listed above, tuition is ongoing and holiday may be provided for an additional \$25.00 daily.

Please review the Holiday Care schedule for days that we are closed.

Withdrawal

A 30-day written notification is required prior to the withdrawal date. We reserve the right to dismiss a student if a child or parent is determined to be too disruptive to the learning environment.

Supply/Curriculum Fee

A \$50.00 Supply/Curriculum fee is due prior to June 1st for students attending the summer session. A \$125.00 Supply/Curriculum fee is due prior to August 1st for students attending during the school year. This fee will be assessed each year. This fee will be used to purchase additional educational curriculum, manipulatives, craft supplies, and workbooks for our students. 100% of the money is used to supplement our current educational material.

Supplies

Parents are required to furnish the following items:

One-year-old program – PreSchool program:

- Zipped* booksack (bedding comes to school on Mondays and goes home on Fridays in booksack)
- Small blanket and pillow
- 34-quart tote (used to store nap mat)
- Nap mat
- Lunch box
- Pull-ups (one-year-olds)
- Wipes (one-year-olds)
- An extra set of clothes in booksack

Infant program

- Diapers
- Wipes
- Formula/Water or Breast milk (frozen)
- Bottles (sent back and forth daily)
- 2 Crib sheets (small)
- Extra clothes and bibs
- Any personal items for your child
- Please send footed pajamas or swaddlers, in lieu of blankets.

Please label all supplies with your child's name. Please wash bedding in hot water on the weekends and return it to school in a zipped booksack. Please label jackets with child's name.

Registration Fee

A \$55.00 non-refundable application fee must be remitted with the completed application. This is a one time fee that is not required each year, unless the student leaves for the summer.

Parent Signature

Date

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Security

Only adults, authorized by the parents, will be allowed to pick-up children. Identification is required at pick-up. Parents are asked to sign children in and out daily. **Please do not give your entry code to anyone who is not regularly responsible for dropping off and picking up your child.**

Illness

Parents are asked **not** to send their children if they are ill!!
No medication of any type, including aspirin, will be administered.

Parents are required to pick-up children if they exhibit any of the following symptoms:

- Vomiting
- Diarrhea
- Fever
- Unexplained Rash (requires physician note if the rash is still present when child returns)
- Nose Discharge other than clear

Children absent with a contagious disease are asked to bring a release form from a physician when returning. If a child has vomited or has a fever, he/she **may not** return to school the following day.
Tuition must be paid if a child is absent due to illness.

Emergencies/Mother Nature

In the case of an emergency the parents will be contacted immediately. If the parents cannot be reached the child will be taken to the nearest emergency room or urgent care center. **If Livingston Parish Schools are closed due to weather issues; we will also be closed for the safety of our students and staff. Tuition must be paid during closures.**

In the case of emergencies such as hurricanes, tornadoes, floods, etc., parents will be asked to pick-up their children. We are closed for all emergencies that Livingston Parish Schools find it necessary to close. Please watch the news if weather conditions are questionable. If the news station states that Livingston Parish Schools are closed or will be closing early for dangerous weather conditions, we will also be closed or will close early on those days. The Livingston Parish School Board has more access to information regarding emergency conditions; thus, we find that this is the safest way to determine if we should be closed. Also, it is a good way for parents to always know if we are open or closed.

Lunch and Snacks

Parents must provide a lunch, drinks and snacks for their child daily. Please send lunches that can be stored in the student's lunch box. Please include a cold pack if needed; space is limited in the refrigerator. Please do not send frozen meals. Leftovers or other types of meals that require heating are allowed. If sending Easy Mac, please send in a small bucket rather than the envelope. Please only send items that require heating in microwave safe containers (no cans or pouches please). Cold water is available for children without drinks for lunch and snacks.

Parent Signature

Date

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Breakfast

Parents may send breakfast items such as cereal, pop tarts, cereal bars, instant grits or oatmeal, etc... These items may be sent in bulk and stored in our pantry. Please label each item with your child's name. We provide bowls, plates, cups, spoons, and milk. If your child is going to eat breakfast at school, he or she must be a school no later than 8:00 a.m. Once class has started, a teacher is not available to supervise students while eating breakfast. If your child will arrive a school later than 8:00 a.m., please have him/her eat breakfast prior to arrival.

Hours of Operation

Our school hours of operation are 6:00 a.m. - 6:00 p.m. Circle time begins at 8:30 a.m. Educational activities are end at 3:00 p.m. and after care activities begin. **Please do not bring students after 9:30 a.m.**

Please have students to school by 8:30 a.m. In order for each child to benefit from the program. School will begin promptly at 8:30 a.m. And students who are not present will miss valuable subject matter.

Biting Policy

Biting will not be tolerated!! Parents will be notified if their child has been bitten or has bitten another child. If a child consistently bites other children you will be asked to find another school for him/her.

For each incident of biting, the child will be placed in time out for one minute per age of child.

Bites will be cleaned and ice will be applied if necessary.

Behavior Management Policy – Time Out

Time out shall not be used for children under age 2. A time out shall take place within sight of staff. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age. For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

Parent Involvement Policy

Parental involvement is always encouraged. Parents are welcomed at any time. We want to feel comfortable to check on your little one and participate in his/her learning experience. Parents are invited to attend all holiday parties. We also schedule a minimum of two field treips yearly. Parents accompany students on fieldtrips. Each year parents are also invited to attend our Christmas Program and Graduation Program.

Just for Fun!

Pizza Friday:

Every Friday you will have the option to purchase pizza instead of sending lunch. The price for pizza day is \$5.00 and includes pizza, drinks, and a special snack.

Fit N Fun:

Fit N Fun visits our center the first three Fridays of each month. It is a tumble fitness class that is filled with fun. This is an optional service and it is not required that your child participate. **Please remember to make all checks payable to Fit N Fun (\$15.00 monthly)**

Parent Signature

Date

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Electronic Devices Policy

All activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. Electronic device activities for children under the age of two are prohibited; and
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

Computer Practices Policy

Computers that allow internet access by children are equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

Programs, Movies and Video Games Policy

Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.

All television, video, DVD, or other programming shall be suitable for the youngest child present.

“PG” programming or its television equivalent shall not be shown to children under age 5.

“PG” programming shall only be viewed by children age 5 and above and shall require written parental authorization.

Any programming with a rating more restrictive than “PG” is prohibited.

All video games shall be suitable for the youngest child with access to the games.

“E10+” rated games shall be permitted for children ages 10 years and older.

“T” and “M” rated games are prohibited.

Licensing Authority: Department of Education
1201 N. Third Street
Baton Rouge, LA 70802
1.877.453.2721

Parents Signature

Date

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I have read and agree to comply with Denham Springs Montessori policies and fee schedule.

Parents Signature

Date

Student's First Name

Student's Middle Name

Student's Last Name

Student's First Name

Student's Middle Name

Student's Last Name

Student's First Name

Student's Middle Name

Student's Last Name

Student's First Name

Student's Middle Name

Student's Last Name

Thank you for taking the time to review our policies and fee schedule. If you have any questions please feel free to talk to Allison.

***Please sign and date each page of the policy agreement. If you would like a copy we will provide one.**

***Please complete a master card.**

***Please complete the Electronic Funds Transfer Authorization Form.**

***Please submit a current immunization record.**

***The curriculum/supply fee is due September 1, 2016. If it has not been paid prior to September 1, 2016 it will be drafted on September 1, 2016. If you are enrolling after September 1, 2016, please include the \$50.00(AfterCare)/\$125.00(excluding infants) curriculum/supply fee.**

***Please review all additional policies regarding acceptance, discipline, and dress code in the DSM information packet.**

***Please review withdrawal policy:**

A 30-day written notification is required prior to the withdrawal date.

Thank you for the opportunity to be part of your child(ren)

's lives. We will do everything we can assure that your child has an academically successful year while feeling loved and secure.