

Five Star Montessori School Parent Acknowledgement

Holidays -We are closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve and Christmas Day. When a traditional holiday falls on the weekend, we observe the holiday in accordance with the national Monday Holiday Bill. Because our tuition is set on annual basis, there is no reduction in tuition for holidays.

Birthday Celebrations - We have a special way of celebrating Birthdays at Five Star. Our celebration is much different than a traditional American Birthday and is more conducive to the classroom environment. Please do not bring birthday cake, etc. However please do participate in our Montessori Birthday celebration. Also, please no balloons. Balloons are a choking hazard. Latex is almost impossible to remove from the throat, even with the Heimlich maneuver.

Medication Policy – Each day that a child is required to take medication at the center, parents must sign up on the “Medication Authorization Form”. The medication must be kept in its original container and following information must be stated: the child's name, doctor's name, prescribed dosage, and date. Please leave medication spoon with your child's name on it. Please do not leave any type of medicine in your child's bag. Medications will only be administered at 11:00 am and 3:00 pm.

Communication –Parents are encouraged to speak to the Director or Assistant Director regarding any concerns they may have. We work closely with our parents to provide quality education and care for the children. It is important to have this communication with the parents regarding their child. The school reserves the right to ask parents to make alternative arrangements for their child if we are unable to provide the environment that the child needs, we are unable to manage the child's behavior, or if the parent(s) are unwilling to work with us in a positive manner. The school is not required to give the parents notice if the problem cannot be resolved.

Emergency Dismissal - Occasionally Houston has flash flood warnings and other severe weather conditions. Five Star will be closed on any day that HISD has cancelled school because of weather conditions, or if it is not during the school session if city employees are excused from work. As with any missed days tuition cannot be refunded for a missed day due to weather.

Clothing - Please dress your child comfortably and appropriately for safe play. Soft soled, closed toed, and closed heeled shoes are required. Also, please label any items sent to school. The center cannot be responsible for lost or ruined clothing and personal belongings.

Parent Discord – The school is a safe haven for your child. If parents are going through a custody battle or any legal proceedings they will not involve the school or allow their attorney to subpoena any staff. We are here for your child, not to make any judgment about parent's abilities. If we believe that a child is in danger we will call Child Protective Services, as is required by law.

Financial Policies

Tuition - Monthly tuition is due and payable on the first of the month. A \$5.00 a day late fee may be added if the monthly tuition is not paid prior to the close of business on the 5th of the month. Tuition and other fees must be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as “make up” days. Tuition paid will not be refunded without 30 days notice of withdrawal.

Short Day Late Fee - The short day schedule is 8:45 to 2:45. If your child is in a short day program and they remain at the school after 3:00pm, you will be billed a \$5.00 late fee (unless arrangements are made in advance) plus \$5.00 for each additional hour your child is at the school.

Late Fee - Students must be picked up by 6:30 pm. There is a late fee of \$2.00 per minute per child for parents who arrive after 6:30. If a child is left at the center for more than one hour after closing and no emergency contacts can be reached, legal authorities may be contacted.

Class or Schedule Change – If your child transitions to another class with a lesser tuition, no mid-month adjustments are made. You will be billed the new rate in the following month. A 30 days notice is required for schedule changes.

Deposits - A non-refundable deposit of \$100 is required for each child and will be applied to your child's last month of tuition, provided that written notice of withdrawal is received at least 30 days in advance.

AMS Fee - There is a \$18 AMS fee per family for American Montessori Society Affiliation. This fee is charged annually in August or upon enrollment.

Supply Fee – An annual supply fee of \$165 for the first child enrolled and an additional \$100 for each additional child in the family enrolled is required. This fee is billed in August for classroom maintenance, laundering nap items, class supplies, art and craft supplies, and manipulative materials. AMS fees and supply fees are not refundable if you leave before the end of the year.

Returned Check Fee - A \$25 returned check fee will be charged if a check is returned NSF. The school may then require money order as payment.

Sibling Discount - Families enrolling more than one child in the Montessori full time program will receive a 10% discount on the tuition of the second and additional children that are enrolled. The discount will be given to the lesser amount of tuition.

Absences and Vacation - We cannot offer tuition reductions for absences and vacations.

Temporary Absences of Three Weeks Or More - If you want to guarantee that your spot will be held for you, you must pay the tuition. We understand that this may be a burden for some families, but it is also a burden for the school to have an unfilled position. If you do not pay the tuition, your spot may be filled, but you will be put on the top of our waiting list. We will do everything possible to get your child back in on the day you want, but we cannot guarantee it. We require a 30 days notice of temporary absences or you will forfeit your deposit.

The policies and procedures of Five Star are subject to change in whole or in part with one weeks notice to parents. A child may be expelled by the Center without prior notice if, in the sole opinion of the Center, it is in the best interest of the child or the Center to expel the child.

I acknowledge that I have received a Five Star Montessori School Parent Handbook. I understand this policy will supersede any previous policies and that additions and changes may be made to school policies without notice.

IMPORTANT NOTICE – The school has chosen to be a “peanut free” environment. We have a couple of children who have a severe and possibly fatal allergy to peanuts. Please do not send any peanuts, peanut butter, or peanut products to the school.

Child's Name (please print) _____

Signature of Parent _____ Date _____