











## Payment Requirements

Tuition rates as of 0D\

Toddler Half Day	8:30 AM - 12:15 PM	\$75 /month
Toddler Full Day	8:15 AM - 3:15 PM	\$50 /month
Preschool Academic Half Day	8:30 AM - 12:15 PM	\$/month
Preschool Academic Full Day	8:15 AM - 3:15 PM	\$75 /month
Kindergarten Academic Full Day	8:15 AM - 3:15 PM	\$675 /month
Elementary Academic Full Day	8:15 AM - 3:15 PM	\$675 /month

1. Parents understand all tuition fees are due in advance. Parents agree to pay the tuition fee according to the following arrangement: Monthly payment, due on the first school day of each month.
2. Parents understand that there will be a charge of \$35.00 on any check returned to Palm Valley Montessori School by the bank. Parents understand Palm Valley Montessori School reserves the right to require guaranteed funds; cash or money order.
3. Parents understand that expenses continue whether or not a child is present at school each day. Parents will be charged according to the fee schedule even if the child is absent. No tuition refund will be made in the case of absence for illness, vacation, or any other reason, as long as a place is being held for the child. Charges will continue until the child is officially withdrawn. A two-week notice will be provided prior to withdrawal.
4. Parents understand balances due must be paid before evaluations can be released.
5. Parents understand that in the event payment has not been received by the office within ten (10) days after the due date, the student(s) may be removed from Palm Valley Montessori School.

In the event that the account should remain delinquent after the said time in item #5 and upon the discretion of Palm Valley Montessori School, our account may be turned over to a professional agency for collection.

Academic instruction begins at 8:30am with all Lower Elementary students expected to arrive by 8:30am  
\$ll Primary students expected to arrive by 8:30am. Academic instruction ends at 3:00pm. However, it is acceptable to pick-up your full day student anytime between 3:00pm and 3:30pm. Those students enrolled as "full day" must be picked up by 3:30pm or additional charges will accrue. The rate will be \$5 per hour per child for parents picking up after their contracted time. If you require occasional after-school care for your "full day" student, please notify the school in advance so the staff and student know what to expect.

## Discipline Guidelines

Discipline in the Montessori classroom is built on a balanced foundation of freedom and structure. The words "freedom" and "structure" may sound like opposites, but the Montessori community does not hold them as such.

Just as citizens of the United States enjoy many freedoms, we are limited by how our actions affect other citizens. There are rules, written and unwritten, about how we are to behave and, for the most part, these limits are respected. When the young child enters the prepared environment of the Montessori classroom, he is naturally drawn to the experience. He wishes to belong and assimilates quickly. Children experience freedom of movement and freedom of choice in the Montessori environment. Every parent knows a child cannot be forced to do anything. Instead, the Montessori teacher guides the child to work and group participation by winning his affection and interest. Most of the time, the children are working independently on various tasks. Competition is minimized and interests are aroused. As the child develops self-discipline he is given more freedom and responsibility in the classroom community. This is a natural progression that he wills for himself.

If the child is misbehaving or distracting others, he will be redirected. The teacher will attempt to delight his senses and engage him in another activity. If the child continues to misbehave and distract then he is removed from the group of children. In the Montessori environment, nothing is so upsetting to the child as isolation and lost opportunity.

## **Illness Policy and Medication Procedures**

Ill children will not be admitted to school. If your child should become ill while in our care, we will attend to his needs until a parent can pick up. If your child has an illness please notify us. We are required to report any contagious illness to the Arizona Department of Health Services and to have a communicable illness record on file. Do not bring your child to school with the following symptoms:

- Fever
- Diarrhea
- Vomiting
- Rash
- Infectious disease

Children may return to school after being symptom-free for 24 hours without the use of fever reducers. Medications will not be administered to children.

## **Emergency Procedures**

If an emergency arises, we will immediately contact the parents. If parents cannot be reached, we will then phone the emergency contact on the child's file. If the child requires immediate medical attention, Palm Valley Montessori School will not hesitate to call 911 and the child will be taken to the nearest medical facility.

In the case of minor injuries or accidents, parents will be notified of the incident at the end of the school day.

## **Notification Procedures for Pesticides**

A document will be posted in the school lobby notifying parents that a pesticide will be applied on the facility's premises at least 48 hours before application.

## **Liability Insurance**

Palm Valley Montessori School's liability insurance policy covers only students enrolled at the facility and not other children. Therefore, if parents bring to school children other than those enrolled and they should sustain injuries on said premises, they hereby release and absolve Palm Valley Montessori School completely and totally from all responsibility or blame for any and all such injuries and subsequent consequences thereof. The above also pertains to any animals brought onto the premises. A copy of the Liability Insurance policy is available for review on the facility premises.

## **School Policies**

See separate document or go the school's website under the "Enrollment" page.

## **School Supplies List**

See separate document or go the school's website under the "Enrollment" page.

## **School Calendar**

See separate document or go the school's website.

## A few words about...

**Allergies** - There are several students with food sensitivities and a couple of students with *SEVERE* and *LIFE-THREATENING FOOD ALLERGIES* at our school. For this reason, we do not allow any peanut or tree nut foods on the school grounds. The risk of exposure is too great. The staff closely monitors food consumption for these children. Please be mindful of these restrictions when packing your child's lunch, providing snack for the class, or preparing a potluck dish. For example, peanut butter, Nutella, and trail mix are potentially life-threatening foods in our school environment. If you are participating in a school function which includes food, such as International Day or Peace Day, do not give food to any student but your own.

**Lunches** - All students will need to bring a packed lunch from home. All lunches will be refrigerated, and food can be reheated for students. \*\*\* Please package food items requiring reheating in microwave-safe storage (i.e. glass instead of plastic containers). Food warm ups should be placed in a separate container, packed away from other food items that do not require reheating. \*\*\*

We ask that lunch boxes be relatively small in size. Lunch boxes are kept refrigerated in the classrooms and oversized lunch boxes take up too much space. A fork or spoon, and napkin should also be provided with the child's lunch.

Lunch boxes should be free of characters (no Spider Man, Barbie, Disney Cars, etc.). For example, a lunch box with a turtle design is great, but a Teenage Mutant Ninja Turtle is not acceptable. A horse picture is fine, but My Little Pony is not. Every lunch box should be clearly labeled with the student's name. At school, we do our best to promote and model healthy eating and good table manners.

- Please DO NOT SEND junk food, milk/milk boxes, or juice/juice boxes in your child's lunch.
- Please DO NOT SEND squishy packet foods such as Go-Gurt or squeezable apple sauce.

Foods packaged in this way discourage the table manners we are working so hard to achieve.

- Please DO NOT SEND Lunch-able kits, Macaroni and Cheese kits, or packets of noodles.

These items take too much time to assemble and/or cook, causing the student to be behind schedule. Foods requiring reheating are fine, but foods requiring cooking are not. The teachers and assistants help the students to unpack their lunches, but our goal at lunch is the same as the rest of the school day in that we try to encourage independence and have the student do as much as he can on his own. Please support us in this way by having your child practice unzipping his own lunch box, opening his containers, and eating independently and politely.

\*\*\* Please remember **NO PEANUT or TREE NUT products** may be brought to or consumed at school. \*\*\*

**Water Bottles** - All students need to bring a water bottle to school daily. The water bottle will only be filled with water. Please ensure the water bottle is character-free and clearly marked with your child's name. The water bottle should be relatively small (child-sized) with a non-spill spout. Please DO NOT SEND any beverages other than water.

**Extra Clothes** - Toddler and primary students should come to school dressed for the work of the day. All toddler and primary students should bring a complete change of clothes on the first day of school. A shirt, shorts, socks, and underwear should be enclosed in a clear zip-lock bag with the child's name clearly marked. These items will remain at school. The clothes are not only for toilet accidents, but are also helpful to have on hand in case of water spills, bloody noses, illness or injury, mud, etc.

**Birthdays** - We love to celebrate children's birthdays, but in the Montessori classroom, we do not celebrate with goodies, cakes, prizes, etc. Instead, the birthday child carries the globe around the birthday mat "sun" symbolizing their own journey. Parents are welcome to attend the ceremony or to send in pictures and short stories to share with the class. We share the child's experiences and accomplishments (visiting the Grand Canyon, getting a dog, learning to swim). We ask what they would like to do in the next year of life. Birthdays are a time for reflection and goal setting. If your family would like to donate a book to the Palm Valley Montessori School library in honor of the occasion, please write your child's name and birthday message inside. This is a wonderful way for the young child to contribute to the classroom community and remember his special day. Due to allergy restrictions and a desire to minimize treats, we ask that parents DO NOT celebrate your child's birthday at school with food. Sharing baby photos or making a poster board presentation about your child's year are fun ways to celebrate a birthday in the classroom. Please schedule a birthday celebration in your child's classroom by contacting our administrator at [Eva.Foster@PalmValleyMontessori.com](mailto:Eva.Foster@PalmValleyMontessori.com) or 623-986-9516.

**Dress Code** - It is our goal to provide the best possible learning environment for our students. The Montessori classroom is referred to as "the prepared environment" because teachers are meticulous in their selection and presentation materials and design of space. Everything has a place and a purpose. Dress also should serve as an aid to the child's safety and development and not be a distraction to learning. However, uniforms are not desirable as they take away from our individuality and cultural expressions. At this age, we want children to practice making appropriate choices within a reasonable framework. In an effort to shield our students from distraction and commercialism, Palm Valley Montessori School adheres to the following guidelines for dress:

- Sensible play clothes are the best choice for school. Please have your child dress as if he were going to the park for the day. While we do teach children to wear aprons, it is not advisable to send children in clothes that cannot get dirty.
- Shoes, clothing, and accessories should not distract your student or others. Light-up shoes, shoes with wheels, noise making watches, slap bracelets, colored hair pieces, etc. are not permitted.
- Hats are permitted for sun protection while playing on the playground or working outdoors. Students are asked to remove hats indoors.
- Do not allow your student to wear excessive jewelry to school. For example, simple earrings are not a problem, but large bracelets and necklaces are distracting to the child and are unsafe on the playground.
- Movie and television characters on clothing encourage distractibility, silly behavior, and inappropriate fantasy play in the classroom. For these reasons, we have imposed a character-free clothing rule. This rule also applies to lunchboxes, water bottles, folders, and other items.
- Please also evaluate whether the image or message on your child's clothes are aggressive, violent, or sassy in nature. For example, "here comes trouble" or "talk to the hand" are not appropriate school messages.
- Logos and advertisements based in reality are fine. For example, wearing a Diamondbacks cap or a Phoenix Zoo is fine.
- Please do not allow your child to put distracting items from home (lip gloss, stuffed animal, action figures, etc.) in their cubby.
- NO FAKE TATTOOS are to be worn at school.

**Pick-up and Drop-off** - Please be mentally and emotionally present when picking up and dropping off your child. Cell phone conversations should be finished outside. During this transition period, your child deserves your full attention. When your child is being picked up or dropped off, please do not allow him or her to run around the property. The school's parking lot is a potentially dangerous place and should be treated as such.