

MONARCH CHRISTIAN MONTESSORI



PARENT HANDBOOK

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Monarch Christian Montessori Parent Handbook

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Chapter 1

About Our School

Welcome to Monarch Christian Montessori

Thank you for entrusting Monarch Christian Montessori with the privilege of serving your precious child and your family. We are very excited and honored to have your child at our school and fulfill his/her spiritual, social, emotional, cognitive/intellectual, and developmental needs.

Our desire is to see the children have a positive experience and flourish while exploring the great joys of learning, with our Heavenly Father's blessings and guidance. As we take on the commitment of caring for and teaching your child, we strive to foster the natural curiosity of each child into a lifelong love of learning and a passion for excellence. We look forward to collaborating with you to nurture your child during his/her precious early years.

History of Our School

Monarch Christian Montessori (formerly Monarch Christian Montessori) originated from Monarch Christian Schools Inc. in California. Mrs. Jan Pendergast, the founder of Monarch Christian Schools Inc., established Monarch Christian Schools in 1981, in various locations throughout the Bay Area.

With our heavenly father's grace, Monarch Christian Montessori opened its first campus in Chantilly, Virginia, in September 2009. Its philosophy and curriculum, with permission and support, originated from Monarch Christian Schools Inc. and were modified accordingly, in compliance with the Virginia Department of Social Services.

In November 2016, Monarch Christian Academy was renamed to Monarch Christian Montessori, in conjunction with its relocation to its current building.

Monarch Christian Montessori is operated by Tiny Miracle Consulting and Investments, LLC.

Our Mission

Our mission at Monarch Christian Montessori is:

- To reach children to build the Kingdom of God.
- To provide the children the very best educational foundation, combining the excellence of the Montessori Method, with a Christ-centered curriculum, in all areas of their lives – spiritually, mentally, physically, emotionally, as well as socially.

Our Affiliations

Monarch Christian Montessori is a non-denominational Christian school with the following credentials:

- Member of Association of Christian Schools International (ACSI)
- Associate Member of the American Montessori Society (AMS)
- Affiliated member of The Virginia Council for Private Education (VCPE)
- Licensed by the Virginia Department of Social Services (VDSS)

Our Philosophy

Monarch Christian Montessori is based on Christian, biblical principles and beliefs. A strong foundation in the basics is blended with the "hands-on" Montessori Method; the integration of a Christ-centered curriculum and the Montessori approach enables a child to grow to his/her fullest potential and become "whole" child, spiritually, intellectually, physically, emotionally, and socially.

We believe that each child is a special gift from the Lord and should be cared for with passion, love, and guidance. We emphasize Christian character development and value integrity, manners, obedience, respect for authority, and self-discipline. Our school seeks to reinforce standards set forth in the Bible.

Our philosophy and Statement of Faith shall be the guiding tools to apply biblical principles to teaching practices.

Statement of Faith

Monarch Christian Montessori was founded and functions upon the basic fundamental principles of the Word of God. It endorses the Christian view of life, as presented in the Bible. Monarch Christian Montessori employees should profess the following statements of faith and practices.

1. We believe the Bible (Scripture) to be the inspired, infallible Word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe that there is one God, eternally existent in three persons, the Trinity: the Father, the Son, and the Holy Spirit. (Deuteronomy 6:4, Genesis 1:1, 1 John 5:7)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His vicarious and atoning death through His blood shed on the cross, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (John 10:30, Matthew 1:18, Hebrews 4:15, John 10:32, Romans 3:25, Matthew 28:6, Luke 21:27)
4. We believe in Jesus Christ as our Personal Savior; we are saved and born again. That regeneration by the Holy Spirit is absolutely imperative for the salvation of lost and sinful men, and all those who receive the Lord Jesus Christ by faith are born again and become the children of God. (John 3:3, Acts 16:31, 1 Peter 1:23, Titus 3:6)
5. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of condemnation. (1 Thessalonians 4:16, 2 Thessalonians 1:9)
6. We believe that salvation is by grace through faith alone. (Ephesians 2:8)
7. We believe that Heaven is the place for the saved who gain Eternal Life with eternal blessedness and that Hell is the place of eternal conscious punishment of the lost. (2 Corinthians 5:1)
8. We believe in the present ministry of the Holy Spirit, by whose indwelling Christians are enabled to live a godly life. (Galatians 5:16)
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ. (John 17:20-23)

The statement above integrates the basis on which all Christian training is established at Monarch Christian Montessori. The specific classroom emphasis and teachings will vary according to the experience and maturity of the students. We strongly emphasize the love of Jesus, as this is the purpose of Monarch Christian Montessori's existence: to love, give, and serve the children and their families to the very best of our abilities, with His guidance.

"For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do."
~Ephesians 2:10

Our Goals

Spiritual

1. To impart to the students, the love and saving knowledge of Jesus Christ and that the Bible is the written Word of God, inspired by the Holy Spirit.
***"I am the way, the truth, and the life. No one comes to the Father except through me."* ~John 14:6**
2. To teach the students obedience in the principles of the Word (obedience to parents, teachers, and to all those in authority over them, according to the Word).
***"Children, obey your parents in the Lord, for this is right."* ~Ephesians 6:1**
***"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account."* ~Hebrews 13:17**
3. To hear about Jesus and His love on a daily basis. A solid, educational foundation is a tremendous benefit for life; however, coming to know Jesus as our personal savior is the only way to make Heaven our home for eternity. You are investing in more than one area of your child's life at the most important time of his/her growth.

Social

1. To teach the students character-building principles:

a) Sensitivity to the needs of others, not just themselves.

“Do nothing out of selfish ambition or vain conceit, but in humility, consider others better than yourselves. Each of you should look not only to your own interests but also to the interest of others.” ~Philippians 2:3-4

b) Kindness and compassion.

“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” ~Ephesians 4:32

c) Honesty

“Do not lie to each other, since you have taken off your old self with its practices and have put on the new self, which is being renewed in knowledge in the image of its Creator.” ~Colossians 3:9-10

Emotional

To develop a positive self-concept while learning to love and accept others as he or she is loved and accepted, helping your child to express both positive and negative feelings.

Cognitive/Intellectual

1. To impart to the child a desire for learning. The early childhood years (0-5) are crucial in laying the foundation to prepare the child for life.

“Let the wise listen and add to their learning, and let the discerning get guidance--” ~Proverbs. 1:5

1. To teach the children how to make wise decisions in learning and daily living.

“But whoever listens to me will live in safety and be at ease, without fear of harm.” ~Proverbs 1:33

2. To provide a rich environment that stimulates the child’s natural desire to discover and explore, which promotes independence, confidence, motivation, and self-discipline.

3. To give the child experiential learning through hands-on and concrete materials to develop cognitive and motor skills.

4. To meet the individual needs of every child through differentiation of developmentally appropriate materials of every age and skill level. The child is encouraged to learn at his/her own pace through individual work and lessons, or groups.

5. To promote independence in the child, in order, the child may develop greater confidence, motivation, and discipline in their learning.

6. To allow opportunities to make choices within a structured setting. The desire to explore and learn is in the nature of children.

General Information

Monarch Christian Montessori combines the excellence of the Montessori Method and a Christ-centered curriculum, in all aspects of life – spiritual, intellectual, physical, emotional, and social.

Admission is on a first-come, first-served basis.

Monarch Christian Montessori accepts enrollment for children 18 months to 12 years of age, regardless of race, color, national origin, religion, and sex.

Monarch Christian Montessori is a member of the Association of Christian Schools International (ACSI) and a member of the American Montessori Society (AMS).

Monarch Christian Montessori is a member of The Virginia Council for Private Education (VCPE) and is licensed by the Virginia Department of Social Services (VDSS).

Monarch Christian Montessori is owned and operated by Tiny Miracle Consulting and Investments, L.L.C. The board members are Philip Cho and Grace Cho. The school board serves to support the mission, vision, and philosophy of Monarch Christian Montessori.

Organizational Chart and Lines of Authority

Monarch Christian Montessori:

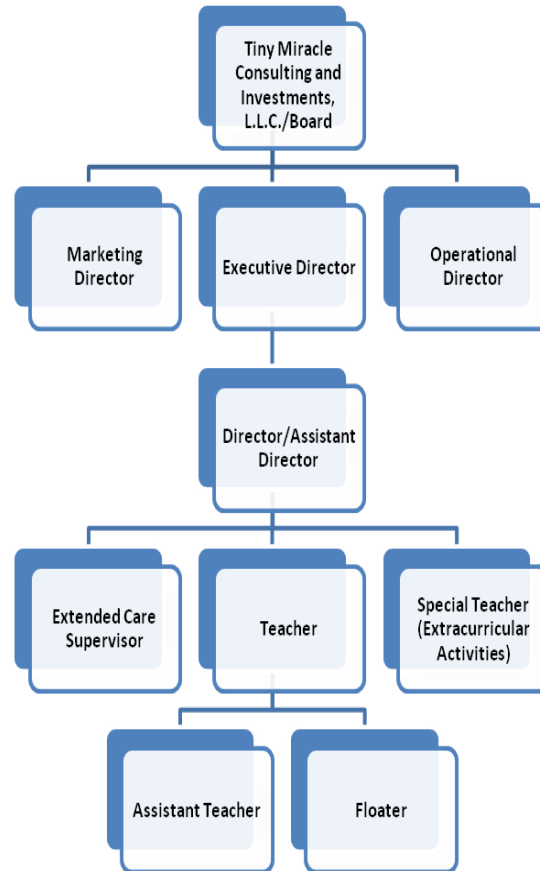
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The role of the head of the School is to develop and implement policies that will guide the management and operation of the school.

Chapter 2 *Enrollment and Financial Information*

Admissions Process

To ensure the best service for each family, please follow the instructions below.

1. Schedule a school tour.
2. Submit a registration form (signed by both parents) with a non-refundable registration fee & tuition deposit.
3. The school will send a confirmation/acceptance letter.
4. Submit the following documentation:
 - Proof of the child's identity
 - The Virginia School Entrance Form (needs to be signed by a physician)
 - Emergency Information Card
 - A copy of the child's Immunization Card
 - Medication Authorization Form (if applicable)
 - Parent Handbook Acknowledgment and Agreement
 - Annual tuition in full or the FACTS Enrollment Form
5. The school will send a confirmation letter of enrollment and set up a parent orientation/trial day for the child to review the curriculum and policies.

***All documentation needs to be submitted at least one week prior to the child's first day at our school.
No child will be allowed to start until the school office has received all necessary documentation.**

Enrollment and Financial Information

General Overview

- Monarch Christian Montessori has various tuition and fee levels, based on the child's age and time requirements, and is charged based on the choice of programs and lunch options. The tuition does not include snacks.
- Monarch Christian Montessori only offers a 12-month contract for enrollment, unless the school and parents mutually agree upon a contract.
- The tuition may be paid annually, bi-annually, or in monthly installments (12 installments). All monthly tuition payments (12 installments) are the same, regardless of student absences, teacher's in-service days, school closure due to inclement weather, and holidays.
- **A 2-year-old tuition rate will be applied to the non-toilet trained child at any age.**
- The school has full discretion in the appropriate classroom placement of each child, based upon the child's emotional, social, and cognitive status, and may move the child to a different classroom during the contract year if appropriate.

Application Fee (Non-refundable)

A one-time application fee of \$50 (per child) is required to submit an application to Monarch Christian Montessori.

Registration Fee (Non-refundable)

An annual registration fee is due at the time of enrollment.

- First-time enrollment fee: non-refundable
- Re-enrollment fee: Non-refundable

Material Fee

During the school year, there is an annual material fee that is due in September (or at the time of enrollment) to cover materials throughout the year, in addition to IOWA Testing for the Kindergarten students.

Summer Activity Fee

During the summer, there is an activity fee to cover all the special activities.

Wait-List Fee (Non-refundable)

A wait-list fee of \$150.00 will apply towards the registration fee when a space opens up.

Tuition Deposit

A one-month's tuition deposit is required and due at the time of enrollment. This will apply to the last month's tuition of the child's contract year. The one-month's tuition deposit will **NOT** be refunded or applied if the child fails to complete the full contract year.

- The one-month's tuition deposit is non-refundable for a student who registers but withdraws prior to their first day of attendance.
- A change of program and/or schedule will also change the amount of the deposit accordingly.

FACTS Information

- Monthly tuition payments are made to FACTS Tuition Management via automatic bank payments from a checking or savings account on the fifth (5th) of each month; this is simply a bank-to-bank transfer of funds that is authorized to pay the child's tuition.
- For tax purposes, parents can access their FACTS payment history online at www.factsmgmt.com.
- All payments are due on the fifth (5th) of each month.
- **A 2-year-old tuition rate will be applied to the non-toilet trained child at any age.**
- All monthly tuition payments (10 installments for the School Age Program/12 installments for the Preschool Program) are equal, regardless of holidays, student absences, teachers' in-service days, or school closures due to inclement weather, natural disaster, or an "Act of God," which prevents school operations. No refunds will be given regardless of how many days are missed.
- **A Late Fee of \$35 will be due to the school if tuition is paid after the 5th of the month. The delinquent payment and late fee must be paid to the school within two days. If there are two or more delinquent payments, the child's contract will automatically be terminated, and the child will be dismissed from the school. The tuition deposit will not be refunded or applied in this case.**
- FACTS will attempt to collect a payment for a total of three (3) times. If a payment is returned due to insufficient funds, FACTS will re-attempt to collect that payment 15 days from the first attempt. When this happens, FACTS will also assess a \$30 return payment fee (RPF) that will attempt five (5) calendar days after the bank returns the payment. If the second attempt returns, FACTS will assess a second \$30 RPF and try a third and final attempt 15 days from the previously scheduled payment. In the event that the third payment returns, FACTS will assess another \$30, and the payment will fall into the unresolved balance and will need to be resolved directly with the school.
- Monarch Christian Montessori reserves the right to add a collection fee to any delinquent account balance referred to an outside collection agency/attorney for collections; furthermore, the parents will be fully responsible for all court costs, if the payment goes unsettled.

Sibling Discount

Monarch Christian Montessori offers a 5% sibling discount for the second child, applied to the lesser tuition amount, and a 10% discount for the third child.

Additional Hours and Late Pick-Up

Additional Hours

Additional hours beyond the contracted hours can be arranged by contacting the school office in advance and must be paid to the school by the end of the following day.

- Authorized non-contract hours (before closing) will be charged at \$15.00 per hour; please notify the school at least 24-hours in advance.
- Unauthorized non-contract hours (before closing) will be charged at \$20.00 per hour; unauthorized non-contract hours will apply to any unauthorized late pick-up.

Late Pick-Up Fees

- After 5:00 P.M., the late pick-up fee is \$1.00 per minute for the first 10 minutes, \$2.00 per minute for the next 10 minutes, and \$3.00 per minute thereafter, until the child is picked up.
- The late pick-up fee must be paid to the school by the end of the next school day.
- Frequent late pick-ups after 5:00 P.M. (more than four times without advance notice) will result in the termination of the admissions agreement; the school reserves the right to terminate the agreement. In addition, the one month's tuition deposit will not be refunded.

Program/Schedule Changes

A 30-day written notice is required to change the child's program/schedule. The change of programs and/or schedule will also change the amount of the deposit accordingly.

The program/schedule change fees are as follows:

1st change: free of charge 2nd change: \$50.00 3rd change: \$75.00 4th change: \$90.00

If the school requests a change in the child's program/schedule, and this change is made in the best interest of the child, the fee will be waived. The Director must approve all program/schedule changes.

Two-Week Trial Period

A two-week trial period is provided for every student who enrolls at Monarch Christian Montessori. During the two-week trial period, the contract may be terminated without any further obligation/explanation on either the school's or parents' part.

- **Tuition:** During this period, the tuition is prorated for the time the child is actually in attendance.
- **Refund of the One-Month's Tuition Deposit:** If the School dismisses a child during the two-week trial period, the one-month's tuition deposit will be refunded. If the Parent decides to withdraw a child during the two-week trial period, the one-month's tuition deposit will not be refunded.

Dismissal from the School: In the case the school dismisses a child during the two-week trial period, the child is entitled to a refund of all money paid, except for the prorated tuition charged for the child's actual attendance. If at any time during the trial period, for any reason not prohibited by law, in the sole judgment of Monarch Christian Montessori, the school feels that it cannot meet the needs of a child or family, the school reserves the right to decline continued enrollment to the child. In this case, the one-month's tuition deposit will be refunded.

Withdrawals

Parents may withdraw their child from Monarch Christian Montessori for any reason, at any time. Parents who choose to do so after the first day of enrollment must give **a WRITTEN NOTICE 30 days on or prior to the first day of the month, during which the child will cease to attend.** The notice must include the expected last date of attendance and be signed and dated by the parents. Please note that any portion of a month that the child attends Monarch Christian Montessori is considered a full month for tuition purposes, with the exception of the two-week trial period.

Leave of Absence Procedures

Leave of Absence (re-registration is not required): If the child will leave the program for 30 days.

- Please provide a written notice 30 days **prior** to the start of the child's leave of absence. Please note that without a 30-day written notice, the parents will still be responsible for the child's tuition during the leave of absence.
- **A leave of absence is allowed one time per contract year.**
- **FACTS:** Upon the receipt of the 30-day written notice, the school will notify FACTS. The following month's tuition will be postponed; however, the child's existing contract will be extended by one month. In the event that the existing contract + additional month is not completed, the one-month's tuition deposit will not be refunded. If the existing contract + additional month are completed, the one-month's tuition deposit will apply to the last month's tuition.

Extended Leave of Absence (re-registration is not required): If the child will leave the program for more than 30 days.

- Please provide a written notice 30 days prior to the first day of the month in which the child will leave. Please note that without a 30-day written notice, the parents will still be responsible for the child's tuition during the extended leave of absence.
- An extended leave of absence must not exceed more than 60 days during the contract year.
- **FACTS:** Upon the receipt of the 30-day written notice, the school will notify FACTS. The first month's tuition will be postponed, and the child's existing contract will be extended by one month; however, the parents will still be responsible for the second month's tuition during the leave of absence. In the event that the existing contract + additional month is not completed, the one-month's tuition deposit will not be refunded. If the existing contract + additional month are completed, the one-month's tuition deposit will apply to the last month's tuition.

Termination Policy

- Parents may withdraw their child from Monarch Christian Montessori for any reason, at any time. Parents who choose to do so must give **a WRITTEN NOTICE 30 days on or prior to the first day of the month, during which the child will cease to attend.** The notice must include the expected last date of attendance and be signed

and dated by the parents. Please note that any portion of a month that the child attends Monarch Christian Montessori is considered a full month for tuition purposes. In this case, where the child fails to complete the full contract year, the one-month's tuition deposit will not be refunded.

- The enrollment and financial agreements are terminated when the child leaves the program, and **all** fees have been paid.
- If at any time, for any reason not prohibited by law, in the sole judgment of Monarch Christian Montessori, the school feels that it cannot meet the needs of a child or family, the school reserves the right to decline continued enrollment to a child.
- **The School's Right to Dismiss a Child:** The school reserves the right to dismiss new/continued enrollment for a child for consistent aggressiveness or disruptive behavior (either physical or verbal), as this is a hazard to the other children and staff members.
- Monarch Christian Montessori reserves the right to dismiss new or continued enrollment for a child, due to the parents' irresponsible financial commitment: **two or more delinquent payments or inactivating the FACTS account via FACTS without the school's approval.**
- In the case of Termination, the one-month's tuition deposit will not be refunded.

Readmission Procedures

Parents who, for any reason, temporarily or permanently withdraw their child from Monarch Christian Montessori must fill out a new registration form and submit updated health forms to re-register their child; furthermore, a space is not guaranteed. The registration fee and tuition deposit will be due upon re-enrollment.

Chapter 3 ***Program Information***

Overview

Monarch Christian Montessori provides a unique, Christian, Montessori environment by combining the excellence of the Montessori Method and a Christ-centered curriculum to nurture the child's spiritual, intellectual, physical, emotional, and social needs.

- We accept enrollment between 18 months and 12 years of age, regardless of race, color, national origin, religion, and sex.
- We operate Monday through Friday from 7:30 A.M - 5:00 P.M. The fall session runs from September to June; the summer session runs from July to August.
- Children between 18 months to 3 years of age and 3 to 5 years of age will be in mixed-aged classrooms. Children 18 months to 3 years of age and Kindergarteners will not be in mixed-age classrooms, except occasionally during the first and last hours of the school's operation.
- Kindergarten is a full-day program from 8:30 A.M. to 3:00 P.M.

Christian Curriculum

We provide a strong academic education that is integrated with Christian perspective, which is based on the authoritative and infallible word of God.

- Our program involves daily Bible-based teachings and prayer. We refer to this daily teaching as chapel. During chapel, we emphasize Christian values and practice them through various methods such as felt stories, songs, finger puppets, and other group activities. Scripture and prayer are an essential part of our daily practice, and we encourage the children to share their prayer requests with their classmates and teachers.
- By hearing about Jesus and His love daily, the children will be encouraged to establish healthy spiritual relationships with the Lord.
- Spiritual, self, social, and physical developments are emphasized in all our classroom activities.

Montessori Curriculum

The Montessori Method was developed in Italy in the early 1900s by Dr. Maria Montessori. It is based on the theory that the young child's mind is like a sponge, which the child can absorb learning from the surrounding environment.

In a Montessori classroom, the child prepares for life-learning by exploring, observing, and manipulating the materials from the prepared environment. The child gains knowledge consciously and subconsciously by incorporating various senses.

Our Montessori environment includes sequential, hands-on learning activities in the following areas:

- **Practical Life:** Aids in the children's development of order, concentration, coordination, and independence.
- **Sensorial:** Aids in the child's development and refinement of his/her senses: visual, auditory, tactile, gustatory, olfactory, and kinesthetic senses.
- **Language:** Aids in the children's development of expressive and receptive language development, as well as reading and writing, based on phonetic sounds.
- **Math:** Introduces the child to the world of numbers in a concrete form: linear counting, decimal system, and memorization. Money and telling time activities are also presented.
- In addition to the four major areas of the Montessori classroom, we incorporate the following subjects: science, geography, cultural geography, music, and art.
- Outdoor activities enhance the children's large motor skill development, balance, and coordination. The children will also enjoy nature by taking care of an herb and vegetable garden throughout the year.

"The environment must be rich in motives which lend interest to activity and invite the child to conduct his own experiences." ~Dr. Maria Montessori

Overview of the Montessori Method

A Montessori classroom is characterized by the following:

- **"The Prepared Environment"**
A Montessori classroom, a well-prepared environment, promotes the child to prepare for life-learning at his/her own pace through auto-education, since a well-prepared environment allows the child to work spontaneously with freedom in the environment.
- **"The Absorbent Mind" and "Sensitive Period"**
In a Montessori classroom, the child gains knowledge by exploring, observing, and manipulating the materials from the prepared environment, by using the senses. The period between 3 and 4 years of age is extremely crucial for the child's learning, since the child is in a sensitive period and takes everything spontaneously from his/her environment unconsciously or subconsciously.
- **"The Normalization"**
The normalization is a state of equilibrium and an internal process with the integration of the mind and body. We can usually observe order, coordination, concentration, and independence as the observable behaviors of a normalized child. In a Montessori classroom, the child will become normalized by exploring, observing, and manipulating the materials from the prepared environment, through repetition.

Chapter 4
Daily Routine, Procedures, and Policies

Kindergarten Daily Schedule	
7:30 – 9:00 A.M.	Arrival / Breakfast / Outdoor Activities (Weather Permitting)
9:00 – 9:30 A.M.	Greeting / Morning Circle / Group Demonstration / Zoo Phonics
9:30 – 10:45 A.M.	Extended Montessori Work Period <ul style="list-style-type: none"> • Group and Individual Lessons • Math, Language, Sensorial, Practical Life, Writing, Science, Geography, Social Studies Morning Snack
10:45 – 11:00 A.M.	Restoration of the Environment / Restroom
11:00 – 11:30 A.M.	Chapel Lesson
11:30 – 12:00 P.M.	Outside Play
12:00 – 12:15 P.M.	Lunch Preparation: Washing Hands, Setting the Table, etc.
12:15 – 12:45 P.M.	Lunch
12:45 – 1:00 P.M.	Clean-Up After Lunch / Restroom
1:30 – 2:30 P.M.	Extended Montessori Work Period <ul style="list-style-type: none"> • Group and Individual Lessons • Reading Comprehension, Writing, Science, Geography, Social Studies, Music Quiet Reading Time
2:30 – 2:45 P.M.	Restoration of the Environment / Snack
2:45 – 3:00 P.M.	Dismissal
3:00 – 3:30 P.M.	Outside Play
3:30 – 4:30 P.M.	Singing (M/T) / Music and Movement (W/Th) /Story Telling (F)
4:30 – 5:00 P.M.	Independent Job Time / Manipulatives / Departure

Pre-Primary/Primary Daily Schedule	
7:30 – 9:00 A.M.	Arrival / Breakfast / Outdoor Activities (Weather Permitting)
9:00 – 9:30 A.M.	Greeting / Morning Circle / Group Demonstration / Zoo Phonics
9:30 – 10:00 A.M.	Extended Montessori Work Period <ul style="list-style-type: none"> • Group and Individual Lessons • Math, Language, Sensorial, Practical Life, Writing, Science, Geography, Social Studies Morning Snack
10:00 – 10:30 A.M.	Restoration of the Environment / Snack / Restroom
10:30 – 11:00 A.M.	Outside Play
11:00 – 11:30 A.M.	Zoo Phonics/Music/Art/Story Time
11:30 – 12:00 P.M.	Chapel Lesson
12:00 – 12:15 P.M.	Lunch Preparation: Washing Hands, Setting the Table, etc.
12:15 – 12:45 P.M.	Lunch
12:45 – 1:00 P.M.	Clean-Up After Lunch / Restroom Prepare for Naptime / Restroom
1:00 – 3:00 P.M.	Naptime
3:00 – 3:30 P.M.	Wake-Up / Snack / Restroom
3:30 – 4:00 P.M.	Outside Play
4:00 – 5:00 P.M.	Independent Job Time / Manipulatives / Departure

Sign-In/Out Procedures

The state of Virginia requires parents to sign their child in and out daily. Monarch Christian Montessori utilizes **Procare**, a childcare safety system, as a way of gaining entrance into the building and checking the children in/out, as well as reinforcing security. The school will not assume responsibility for a child who has not been signed in, when he/she arrives for the day, and has already been signed out, when he/she departs for the day.

Arrivals

- Monarch Christian Montessori encourages its parents to be prompt for arrival and adhere to their contracted hours; the children should not arrive at school more than 10 minutes before than the start of their contract hours, since this will cause unbalanced teacher-student ratios. Please notify the school office to arrange additional hours before the child's contract hours. All children must be at school by 8:45 A.M.
- Parents should accompany their child to the classroom, where a teacher will greet the child each day. If the child is reluctant to let go, please be patient and let the child's teacher assist the child into the classroom. Please be sure to say "bye" and not stay too long at the door.
- If there is any information that is important for the child's teacher to know, please be sure to inform the teacher at drop-off time.
- Montessori instruction begins promptly at 9:00 A.M. Punctuality is imperative, since excessive tardiness will not only affect the child's learning, but also the other children's learning. To avoid unnecessary interruptions, for arrivals after 9:00 A.M., the parent and child may be asked to wait outside until 9:30 A.M. or a break in the circle time, when one of the staff members will escort the child into the classroom.

Attendance and Late Arrivals

Attendance

If a child will be late or absent, the parent should notify the office in advance, by **9:00 A.M.**

The Virginia Department of Social Services regulations require that the parents notify the school within 24 hours upon the discovery of any communicable disease within their immediate household. Life threatening disease within their immediate household must be reported immediately.

Late Arrivals

Upon arriving at school, please make sure the child goes to the bathroom and has placed their belongings in their cubby; to eliminate unnecessary distractions for the children in the classroom; one of the staff members will escort the child into the classroom.

Excessive Tardiness and Absences

With consistent tardies and absence, the child's academic growth is impacted, giving the perspective that learning and punctuality at school is not a priority.

- Excessive tardiness/absences can result in a conflict for placement the following year. The school has full discretion in the placement of the children in the appropriate classrooms.
- Excessive absences or tardiness for a Kindergarten student will not meet the graduation requirements. Kindergarten students who are tardy more than 10 days or absent for more than 10 days will not meet graduation requirements. The school will send a letter to the parents requiring a physician's note for all further tardies or absences; at the Director's discretion, contact may be made sooner or waived due to extenuating circumstances.

Departures

- Parents should pick up their child according to their child's contract hours, as late pick-ups will cause unbalanced teacher-student ratios. Please notify the school office to arrange additional hours after the child's contract hours.

Additional Hours and Late Pick-Up

Additional Hours

Please notify the school of late pick-ups and to arrange additional hours beyond the contracted hours, so the teachers will be able to accommodate all the children. Additional hours must be paid to the school by the end of the following day. Frequent failure to pay the fees in a timely manner will result in the inability to add additional hours beyond the contracted hours, until the fees have been paid.

- Authorized non-contract hours (before closing) will be charged at \$15.00 per hour, with a 24-hour advanced notice.
- Unauthorized non-contract hours (before closing) will be charged at \$20.00 per hour; unauthorized non-contract hours will apply to any unauthorized late pick-up.

Late Pick-Up Fees

After 6:00 P.M., the late pick-up fee is \$1.00 per minute for the first 10 minutes, \$2.00 per minute for the next 10 minutes, and \$3.00 per minute thereafter, until the child is picked up. The late pick-up fee must be paid to the school by the end of the next school day.

Frequent late pick-ups after 6:00 P.M. (more than four times without advance notice) will result in the termination of the admissions agreement; the school reserves the right to terminate the agreement. In addition, the one-month's tuition deposit will not be refunded.

Release of Child

Authorized Release of Child

Monarch Christian Montessori maintains a strict policy regarding the individuals to whom we will release a child.

- The release forms require parents to specify individuals to whom their child may be released; when enrolling, we encourage parents to name all custodial parents and any other individuals they authorize to pick up their child and update this emergency contact information regularly. The names must be in writing; verbal permission via telephone is not legally sufficient for us to release a child.
- In addition to the parents, only individuals who are listed on the child's emergency contact list will be allowed to pick up the child. Please inform the office in advance if you (the parent) will not be picking up your child and an authorized, designated individual will do so; this person will be required to present identification upon arriving at school.
- Our staff members will make every effort to contact the parents and then persons listed on the emergency contact list and will stay on site, until the last child is picked up. In the event that a child is not picked up and the parents/emergency contacts cannot be reached, Monarch Christian Montessori will notify the Virginia Department of Social Services, as required by law.

Child Custody and Guardianship

Monarch Christian Montessori encourages parents to be actively involved in their child's care and education. In nurturing a child, contact with both parents is beneficial; therefore, the school will not prohibit parents from accessing records, attending activities, or participating in their child's education, unless otherwise required by court order or law.

- At the time of the child's school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the school with a true and correct copy of the legal document for any child for which there is a legal custody agreement or for any child not residing with his/her parent.
- The school denies a parent access to their child only if there is a written, legal document which addresses that denial. In these circumstances, we require:
 1. A certified copy of the current court order, which states the rights or restraints ordered, and
 2. A letter from the custodial parent, which states that the non-custodial parent is not allowed to pick up the child, and
 3. A photo of the non-custodial parent, to help us with identification.
- Visitation schedules and parenting plans are agreements made between parents and are not binding to the school. The school will release the child to either parent, in accordance with school policy, unless otherwise directed by a valid court order.
- The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support, and other related issues.

Parking and Transportation

Driveway and Parking Lot Use

Because safety is of paramount concern to Monarch Christian Montessori, we require all parents to adhere to the following rules:

- Please do not stop or park along the driveway of the school; park only in the designated parking spaces.
- Drive slowly in the parking lot; be especially cautious when backing out.
- Parents should hold their child's hand, and do not allow him/her to run to/from the school/car.
- Children should always ride in age-appropriate car seats.

Children may not be left unattended in a vehicle at any time or under any circumstances.

Transportation

Parents are responsible for their child's transportation. If someone other than the regular driver will occasionally transport the child to/from school, please provide the school with written notification in advance.

General Policies

Dress Code

Monarch Christian Montessori bases its dress code on two criteria: standards of modesty and the desire for a neat, clean and attractive appearance. For more detailed information, please refer to our uniform policy.

- Students should wear solid closed-toe shoes at all times. Open-toed sandals, flip-flops, and slick dress shoes are not permitted. Socks or hosiery must be worn at all times.
- Clothing should not have articles that could be hazardous to the children, such as loose strings (i.e. sweatshirt hood strings).
- Extreme hairstyles and unnatural colors are not permitted.
- Violent cartoon characters or designs are not permitted on clothing, backpacks, and lunch bags.

Indoor Shoes

The children are required to wear simple and stable slippers inside the classroom, in order to maintain a neat and clean environment, as Montessori work requires a lot of sitting time on the floor. Each child will need a pair of slippers to keep in his/her cubby and change into, upon arriving at school.

Labeling Clothing and Belongings

Parents should label their child's clothing and belongings, including his/her backpack and lunch bag, with their child's name, using a permanent marker. The school is not responsible for items that are left on school premises.

Lunch/Snack

School House Grill provides healthy, well balanced, and nutritious lunches for Monarch Christian Montessori. The monthly menu is posted on the bulletin board in the lobby. If a child has special dietary guidelines or allergies, the child may bring lunch from home.

The school does not provide snacks. Please pack healthy snacks and review the following guidelines:

- The children should bring nutritious food items and a drink (water, milk, or 100% juice) for snack time (or lunch) in an insulated lunch box. The children should pack one snack for the half-day program and two snacks for the full-day program.
- **The children's lunch box should be labeled and dated on a daily basis**, a requirement by the Virginia Department of Social Services.

During snack/lunch time, the children will apply Montessori practical life skills, such as grace and courtesy. The children will also participate in food preparation, serving, and cleaning up, like in a family environment.

Bathroom Guidelines

The bathroom guidelines for the children are for a teacher to assist the children to the bathroom. For the children's safety, the bathroom doors will be left partially open. Class-wide bathroom time is at snack time, but the children may go to the bathroom as needed.

For children 2 to 3 years of age, all children are encouraged to be toilet trained. There will be scheduled bathroom time every day, during which all the children will be encouraged to use the bathroom and wash their hands; however, the children may go to the bathroom as needed. We expect some accidents for the young children; however, if a child consistently wets his/her pants, we will ask the parents to send the child to school in pull-ups. Parents are responsible for their child's supply of baby wipes, pull-ups, and underwear at school.

Naptime

The children will have an opportunity to rest or take a nap daily (from 1:00 P.M. to 3:00 P.M.). Each child has a personal cot and should bring a crib-sized sheet and small blanket, labeled with his/her name, for use during naptime. Blankets should be taken home and laundered every Friday and returned to school on Monday morning.

Outdoor Play

Outdoor activities enhance the development of large-motor skills, balance, and coordination. The children will also help tend a garden and explore different aspects of nature.

The children will participate in outdoor activities on a daily basis throughout the year, weather permitting. The children will remain in the building if the temperature is higher than **95°F** or less than **30°F** outside. If the weather does not permit outdoor play, the children will remain indoors and participate in various indoor activities.

Playground

Our playground is open only when the school's staff members are supervising. Playground rules are posted, to maintain an orderly area; these rules will be reinforced daily, so the children know what is expected of them when playing outside.

Safety is our priority. Designated school personnel will conduct daily inspections of the playground area and weekly inspections of the playground equipment. Repairs will be made as needed, to ensure the children's safety.

The staff members will guide the children to the playground and teach them about safety.

Birthday Policy

We believe that a birthday is a special day to celebrate and is a gift from the Lord. We start each birthday celebration with a prayer for the child. To celebrate a birthday at school, please set the date and time of the celebration with the teachers; birthday celebrations usually take place during snack time, from 10:30 A.M. to 11:00 A.M. Parents and family members are welcome to come enjoy the child's birthday celebration.

We suggest:

- Sharing a nutritious snack, such as muffins, fruit, vegetables, etc. We strongly discourage cakes and cupcakes with excessive amounts of frosting. Parents should bring commercially prepared foods for birthday and holiday celebrations, unless approved by the Director.
- Bringing a photo album or poster that highlights photos and events in each year of the child's life.

If distributing party invitations at school, please make sure to invite all the children in the class. If you would like the school to distribute the birthday party invitation, please send it or email it to school.

Toys and Other Items

Unless specified by the teacher for sharing time, toys should not be brought to school. Guns, knives, or toys that are not in line with Christian ethics are not allowed at school (i.e., The Simpson, Ninja Turtles, Power Rangers, Pokémon, Rugrats, etc.).

Valuables like watches and jewelry should not be worn to school. The children like to play without having to be cautious about possibly breaking and or losing such items.

The school is not responsible for lost toys or other items.

Chapter 5 *Behavior Guidance*

Student Discipline

In accordance to scripture, we strongly believe children should have strong discipline, love, and guidance. All students are accepted at Monarch Christian Montessori, on the basis that they will adhere to our discipline policy, and we can adequately meet their needs. We respect the parents as the child's primary educators. However, courteous behavior is expected at school. We will help guide and encourage the child to comply with all school rules. We will follow our discipline policy if there is misbehavior that is disruptive to the learning environment. Therefore, we need the parents' full cooperation, trust, and support for the best interest of their child and the other students. The discipline policy will be explained in detail below.

We are committed to promoting appropriate behavior in the child through the use of positive instruction, reinforcement, role modeling, encouragement of self-control, and expected behaviors.

1. A lack of discipline leaves the child insecure and frustrated, which manifests itself in various ways, (i.e., physical aggression, having to tell what to do repeatedly or not to do, inappropriate speech, fabrication, defiance, etc.)
2. Children desire discipline, and need love, firmness, consistency, and honesty from their teachers and parents on a consistent basis. Our desire is to guide the child to be obedient because they desire to obey, not because they are forced to.
3. When children demonstrate unacceptable behaviors, the teacher will take a direct approach in addressing the issue, further outlined in our discipline policy.

Jesus says, "I am the Lord your God, who teaches you what is best for you, who directs you in the way you should go."

~Isaiah 48:17

“Train a child in the way he should go, and when he is old he will not turn from it.” ~Proverbs 22:6

Discipline Policy

“Discipline your son (and daughter), and he (she) will give you peace; he (she) will bring delight to your soul.” ~ Proverbs 29:17

At Monarch Christian Montessori, we strive to provide a safe and loving environment where a child can learn, grow, and reach their full potential. To accomplish this, we must incorporate a system for teaching children discipline. As teachers, our goal is to reinforce the parents’ goals, which are to train the children in the way they should go.

Our discipline procedure shows the child what unacceptable and acceptable behavior is. A colored reminder represents unacceptable behavior, and a smiley face represents acceptable behavior. Each child has a cup labeled with his/her name, placed on a shelf easily accessible for the child. At the beginning of the school year, the teacher introduces the four rules of the classroom, color-coordinated with the colored reminders.

Smiley Faces (For positive behavior and jobs that the child attempts and completes daily)

1. Red: Math
2. Yellow: Sensorial
3. Blue/Pink/Green: Language
4. Brown: Practical Life
5. Light Green: Cultural Subjects - Science, Botany, Geography, and Zoology

Colored Reminders (Misbehavior)

1. Red Reminder: Talk in turn
2. Yellow Reminder: Hands to self (includes all body parts)
3. Green Reminder: In line on time
4. Blue Reminder: Listen to the teacher

When a child breaks a rule, he/she will be instructed to walk over to the shelf and place a colored reminder in his/her cup. These color reminders are left in his/her cup until the end of each day. If a child receives three or more color reminders of one color, the child’s parents will be called and a discipline notice will be sent home with the child. This discipline notice must be read, signed, and returned to the school office by the following day. If the same behavior is displayed at any time during the next week and/or the child receives three or more color reminders of the same color, a parent will be called and asked to pick up the child and take him/her home for the remainder of the day. Please use this opportunity to help the child understand and recognize his/her misbehavior.

Positively, the child can also earn smiley faces to put in his/her cup for good behavior. Each day, the child starts with an empty cup; the mistakes of yesterday (the color reminders) are forgotten and he/she begins fresh. Each day, the child starts a new day in Jesus with an empty cup; the mistakes of yesterday (the color reminders) are forgotten and he/she begins anew.

Disciplinary Procedures

Our discipline policy at Monarch Christian Montessori is to love with firmness and guidelines. Using the color reminder, system, we implement this sequence of discipline:

- Step 1: The child first receives a verbal reminder to correct misbehavior. If after 3 verbal reminders the child continues the misbehavior, the child receives a color reminder.
- Step 2: After three consecutive color reminders, a discipline notice will be sent home, informing the parents of the misbehavior and rules that were broken. This letter must be read, signed, and returned.
- Step 3: If the child continues misbehavior after a discipline notice, the parent will be notified and the child will be sent home immediately. A parent-teacher conference will be required.
- Step 4: When the child returns the following day, he/she begins with a new slate; however, should he/she continue to break the rules, the child will be dismissed from school for that day. The child will be placed on probation for 30 days. If a child insists on not abiding by the rules, the child will be dismissed.

***A child who persists in undesirable conduct will not be permitted to remain in school. Based upon the severity of the disciplinary problem, the child may be subject to immediate suspension or expulsion from the school. In such an event, the parents will be responsible for the remaining tuition for that month.**

Operating Rules

Inside Rules

1. Respect others.
2. Listen to the teacher.
3. Walk at all times.
4. Keep your hands and feet to yourself.
5. Sit upright and maintain quietness during circle time.
6. Raise a hand before talking.
7. Use calm voices; during the work period, a single voice should be heard across the room.
8. Push the chairs under the table upon completing a job.
9. Put the jobs away in their proper places.
10. Work independently or together when appropriate.
11. Keep the classroom clean.
12. The teacher must excuse the child before he/she leaves with a parent.

Outside Rules

1. Stay in the view of a teacher at all times; do not hide behind the bushes.
2. Remain on school premises.
3. Keep your hands and feet to yourself.
4. Rocks or sand should always remain in the play area and should never be thrown.
5. Sit on your bottom on the slide and not climb on the top or sides of the playground structures.
6. Always walk when playing on the structures.
7. Use the equipment properly and put them away when not in use.
8. Do not throw or kick balls against a wall with windows.
9. Do not use names or terms that indicate a desire to fight.
10. The teacher must excuse the child before he/she leaves with a parent.

Biting Policy

In the event of a biting incident, the following steps will be taken. The first incident will be handled by notifying the parents. After a second incident, the child will be removed from the classroom and sent home for the remainder of the day. A conference will be scheduled with the parents, teachers, and the Director; the child will not be allowed to return to school until after this conference. A third biting offense will result in a two-week suspension with no tuition credit. If this behavior continues, Monarch Christian Montessori has the right to withdraw the student from the program. Incident/accident forms are written for both the biting child and the child receiving the bite.

Dismissal of a Student Due to the Parents' Inappropriate Behavior

The school reserves the right to dismiss a family, due to the inappropriate behavior of the child's parents. The severity will result in action ranging from a written warning to immediate dismissal. Please see the following reasons for dismissal, due to the parents' inappropriate behavior:

- Disregarding the school's policies.
- Disrespecting other students, parents, or staff members.
- Displaying verbal or physical abusiveness.
- Failing to meet the financial obligations.

Monarch Christian Montessori does not tolerate profanity or obscenity by word or action, disrespect toward, or threats of acts of aggression or violence against any school personnel, other school parents, or school students. There is a zero-tolerance policy regarding the possession, use, sharing, or sale of illegal drugs, alcohol, tobacco, or weapons of any kind.

Discipline Notice

Dear _____,

Your cooperation and help is greatly needed and appreciated at this time.

_____ has reached Steps 1 and 2, which requires this notice to inform you that he/she has been having a great deal of difficulty with following these rules, as indicated.

Inside Rules

- Disrupting during circle time.
- Disrupting another child's work.
- Disrupting the class
- Hitting, kicking, pinching, or biting.
- Abusing the materials.
- Talking smart to the teacher.
- Refusing to do as the teacher asks.
- Disrupting during work period/naptime.
- Breaking all the rules above.

Outside Rules

- Throwing rocks, gravel, or sand.
- Hitting, kicking, pinching, or biting.
- Talking smart to the teacher.
- Refusing to do as the teacher asks.
- Purposely opening the gate.
- Refusing to remain in quiet time afterward.
- Breaking all the rules above.

Comments:

Teacher: _____

Date: _____

We have read and understood the discipline problem _____ is having at school. The following discipline steps were taken at home concerning these problems.

1. _____

2. _____

We realize that should the same discipline pattern continues, Step 3 would be a phone call to pick up and take _____ out of school for the remainder of the day.

Parent or Guardian Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Chapter 6

Health and Safety Policies and Procedures

Teacher/Child Ratios

The VDSS requires certain teacher-to-child ratios, based upon the children's age. Monarch Christian Montessori's staff members are responsible for complying with the laws regarding the ratios as follows:

- 2.5- to 3-year-old children: 1 teacher to 8 children
- 3 - to 5-year-old children: 1 teacher to 14 children
- 5-to 6-year-old children: 1 teacher to 14 children

Separate age groups determine the ratios listed above, as programs are to remain separate. However, during the first and last hours of school operation, age groups may be combined, as long as the ratio is maintained: one teacher for the youngest child ratio, and the other teacher for the older child ratio.

In addition, during naptime, the ratio can be doubled, as long as the children stay on their cots.

Consistent Care Policy: Staffing Instructions

To maintain consistency in all classrooms, if any staff member will be absent due to sickness, the staff must to notify the school administrator via email ASAP.

Pre-primary classroom:

- If a staff member is absent, Ms. Grace will be in the classroom in lieu of the absent teacher.
- If Ms. Grace is absent, the Pre-Primary 1 and Pre-Primary 2 classrooms will be combined to maintain consistency. There will be a total of 3 teachers with 18 students.

Primary classroom:

- If a staff member is absent, Ms. Grace will be in the classroom in lieu of the absent teacher.
- If Ms. Grace is absent, one of the primary classrooms will have a total of 2 teachers with 28 students.
- The other primary classroom will have a 1 teacher with 14 students, and there will be a parent volunteer to assist the teacher in the classroom.

Identifying Where the Children Are During the Day

Attendance will be taken in the morning on a daily basis. As the day progresses, a head count will be taken before the outdoor play time and before returning from the playground; in addition, a head count will be taken at 12:00 P.M., 1:00 P.M., 3:00 P.M., 5:00 P.M., and 6:00 P.M.

First Aid and CPR

Monarch Christian Montessori require all staff members to be First Aid and CPR certified. During operational hours, we will have staff members who are MAT (Medication Authorization Training) certified, as well as health screening certified.

Hand Washing and Daily Health Check

Sickness and disease can spread easily from child to child. The best way to stop the spread of disease and to ensure each child's well-being is to follow proper hand washing techniques.

Children's hand-washing guidelines: the children should wash their hands immediately:

- Upon arrival at school.
- Before eating or participating in any food service activity.
- After using the restroom.
- After handling animals.
- After Recess

In addition, the morning teacher will conduct a simple, visual health check each morning, to ensure your child's well-being. For the safety of your child and the other children, please keep your child at home if you suspect that your child is not feeling well.

Sick or Minor Injury Policies and Procedures

1. For minor injuries, such as scratches, scrapes, or bumps, we will gently wash the area with soap and water and or apply ice to the area. If necessary, a Band-Aid will be applied. The incident will then be logged in the Injury Log Book.
2. An accident report will be filled out when there is a bodily injury. A parent must sign the report and return it to the office the same or the following day. The parent will be given a copy of the signed form, and a copy will be kept on file at school.
3. If the teacher detects a physical or emotional problem (i.e. the child's eyes look feverish, the child complains of pain or discomfort, his/her classroom response seems different from usual, the child has a temperature), the child will be removed from the classroom and sent to the school office.

Any child who experiences one or more of the following symptoms will be sent home:

- A fever of 100° or higher.
- Contagious skin or eye infection.
- Diarrhea: diarrhea once or more frequently within the previous 24 hours.
- Vomiting: vomiting once or more frequently within the previous 24 hours.
- Rash with fever or any unexplained rash.
- Severe cough/respiratory symptoms.
- Profuse bodily discharge of any kind.
- Head lice: The child can come back to school once no live lice are seen, and treatment has been completed.

If a child is known to be or becomes ill while at school or needs special care or watching, the school will immediately contact the child's parents and ask them to come to pick up the child (or the parents must send another authorized person to pick up the child) within an hour. It is imperative that parents respond to phone calls concerning their sick child immediately, especially when the child is physically injured or has a temperature.

*A child who is ill should not remain at school; not only will the child be uncomfortable, but the other children and staff members will be exposed to his/her condition.

* If a child is sent home because of an illness, he/she must be free of any of the above symptoms for at least 24 hours before returning to school.

* The Virginia Department of Social Services regulations require that the parents notify the school within 24 hours upon the discovery of any communicable disease within their immediate household. Life threatening disease within their immediate household must be reported immediately.

Exclusion Guidelines

Appearance/Behavior

The child looks or acts differently; unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken, or just not "themselves".

Chicken Pox

Until all blisters have dried into scabs, about 6 days after the onset of the rash.

Conjunctivitis (Pink Eye)

Bacterial: until 24 hours after treatment begins.

Viral: until a letter from a physician is provided to verify that the child does not have bacterial conjunctivitis.

In both situations, the child should be well enough to participate in normal, daily activities.

Diarrhea

An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms, such as fever, abdominal pain, or vomiting.

Eye/Nose Drainage

Thick mucus or puss draining from the eyes or nose.

Fever

Oral temperature 100°F or higher, especially if accompanied by other symptoms, such as vomiting, sore throat, diarrhea, headache and stiff neck, or undiagnosed rash. The child should have no fever for 24 hours before returning to school.

Head Lice

Until first treatment is completed and no live lice are seen.

Respiratory Symptoms

Difficult or rapid breathing or severe coughing.

High-pitched croup-y or whooping sounds after coughs; the child is unable to lie comfortably, due to continuous cough.

Unknown Skin Problems

Skin rashes, undiagnosed or contagious.

Sore Throat

Sore throat, especially when accompanied by a fever or swollen glands in the neck.

Streptococcal Sore Throat/Scarlet Fever (with rash)

24 hours after treatment begins and the child has no fever for 24 hours.

Vomiting

One or more episodes of vomiting in the previous 24 hours.

Special Requests for Sick Children

Occasionally, parents will request for their child to be kept indoors throughout the day because of a cold or other problem. More often than not, we find this request to be difficult because a child cannot be left in the classroom alone, and the teacher(s) must supervise the rest of the children out on the playground. Consequently, if a child does not physically feel well enough to participate in both indoor and outdoor activities, the child should stay home until he/she fully recovers.

Medication Policy

- Please submit a medication authorization form, available in the office, for all medication to be administered at school during the school day. The school does not administer medication without written permission from the parent and or physician.
- All medication to be administered at school must be kept in a locked box, in the school office.
- Medication must be presented in its original container with a label bearing the child's name, time, dose to be given, and the number of days to be administered.
- The school can administer prescribed or over the counter medication for 10 days with the parent's authorization.
- The school can administer long-term medication (prescribed or over the counter) for 12 months with the parent's authorization and the physician's authorization.
- For sunscreen, insect repellent, or diaper ointment to be applied at school, please submit a non-prescribed over-the-counter product authorization form, which will be valid for 12 months.
- It is the parents' responsibility to monitor the expiration date on Epinephrine, nebulizer medications, and inhalers.
- Medication will be returned to the parents or discarded after 14 days, if it is not picked up by the parents.

Food Allergies

Because of the rise in the number of children with peanut allergies, Monarch Christian Montessori is a **PEANUT AND NUT PRODUCT-FREE** facility. Please help us keep our school safe for all the children. All allergy information, in addition to allergy action plans, should be reported to the school, and information about the allergy must be provided on the Release Authorization Form, filled out by the parent before the child begins school each year.

The child's parent will need to meet with the Director and the child's teachers prior to school starting to discuss the child's condition and to ensure that all the necessary forms and medications are received.

To ensure the safety of children with allergies, Monarch Christian Montessori's policy is **not** to provide food or drink to any child prescribed an epinephrine auto-injector for **food allergies**. Parents should provide a suitable alternative for the meals being served to their child (i.e., snacks and or lunch).

Teachers should also inform parents of children with severe food allergies of any special activities within the classrooms that may involve food (e.g., birthday celebrations, holiday celebrations), so they can provide a suitable alternative for their child.

An emergency food pack should be provided by the child's parent at the beginning of the school year, so we have additional food should the need arise. Parents will be asked to replenish the emergency food pack as needed.

Special Food Needs

If a child has a sensitivity (but not an allergy) to any foods, whether it is for digestive reasons or choice, the parent must be sure Monarch Christian Montessori is fully aware of this sensitivity. This information must be provided on the Release Authorization Form and filled out by the parent before the child begins school each year. We prepare a room-by-room Special Food Need List based on this information for staff and kitchen use.

The child's parent will need to meet with the Director, prior to school starting, to discuss the child's sensitivity and to ensure that all the necessary forms are received. At this time, parents will also come to an agreement with the teacher about how the food sensitivity will be handled (e.g., will the parent send in food for the child every day, or only on days that the food in question is being served, will the child be able to participate in cooking projects that include the food they are sensitive to).

Note that because of the complexity of determining the safety of food for children with Celiac Disease or Gluten intolerance, parents must provide all food (snacks and lunches) for their child with these conditions.

Abuse and Neglect

The Code of Virginia requires the school to report suspected abuse and/or neglect immediately. All staff members are required to report all suspected incidents of child abuse, neglect, or both, by family members, staff members, volunteers, or other individuals, to Child Protective Services. Our internal policy also requires reporting suspected abuse and/or neglect to the Director.

Chapter 7

Emergency Procedures

Medical and Dental Emergencies

1. Parent authorization is necessary for the school to contact the child's physician and/or dentist with any emergency medical or dental procedures; this is part of the emergency contact agreement. In the case of a medical/dental emergency that is not life threatening, the parents will be called immediately, and the physician/dentist listed on the emergency card will be called immediately thereafter. In the case of a medical/dental emergency that is life threatening, the physician/dentist listed on the emergency card will be called immediately, and the parents will be called immediately thereafter.
2. In the case a child falls from the playground equipment and breaks a bone or has a deep cut:
 - a. The paramedics will be immediately, then
 - b. The parents will be called immediately thereafter, then
 - c. The child will be rushed to the hospital with a signed emergency form, so that the doctor will take the child immediately.

Each child's emergency contact information should be current; it is the parents' responsibility to inform the office of any changes in writing.

Emergency Drills and Procedures

The emergency evacuation practice drills (announced and unannounced) will be conducted regularly.

- Fire Drill: Once a month
- Shelter-in-Place Drill: Every six months
- Tornadoes, Hurricanes, and Natural Disasters: Every six months

- Emergency Evacuation and Shelter-in-place procedures/maps: Posted in each classroom and at the front and rear exit doors
 - Emergency telephone numbers and guidelines: Posted by all the telephones accessible to the staff
1. A fire drill is conducted once a month at different times during the day, so the children will know what to do during a fire drill at any given time, regardless of what they were doing beforehand. During a fire drill or in actuality, all staff and children will walk quickly and quietly out of the building following the posted exit routes and will meet at the designated area.
 2. During a shelter-in-place drill or in actuality (including tornadoes, hurricanes, and natural disasters):
 - Remain calm.
 - Gather in the central hallway, away from the windows.
 - Duck and cover, and place your hands and arms over your head and neck to prevent injuries.
 - Evacuate only when the command is given; calmly move away from the building.
 3. Monarch Christian Montessori has an emergency pack by the door to grab and take; it contains the names of the students, emergency kit, and procedures for the staff members.
 4. In the case of an emergency, we encourage parents to not jam the telephone lines with calls concerning their child. We need to keep the line open to allow the school to make and/or receive emergency calls. Furthermore, a valuable staff member who will be needed to help take care of your child will be occupied by the telephone. Please do not panic, but please be understanding, and arrive at school as soon as possible.
 5. If the children and staff are not on school premises, the alternative place for Monarch Christian Montessori will be announced, and the parents will be notified immediately via telephone or email.

Emergency Action Plan

In case of an emergency, the administrators and staff will protect the safety of the children of the school and reunite them with their respective parents/guardians, as promptly as possible. Parents will be notified as soon as possible, via email/phone or media.

Emergency Response	Description of Emergencies
Fire Evacuation	Fire evacuation will be conducted once a month. If there is an emergency situation in the school, but it is not necessary to leave the school, the children will leave the classroom and go directly to the playground. No one is to re-enter the building until proper authorities have deemed the building to be safe.
Evacuation	Evacuation will be implemented immediately only in the following situations: <ul style="list-style-type: none"> • The immediate evacuation of the building is ordered by authorities. • There is a strong indication that the safety of the children would be at risk if they remained in the building and on the premises of the school.
Early Closure	In any situation that may arise, the Director will evaluate whether there is sufficient time to call the parents and notify them that the school is closing early. The children will remain in their classrooms until their parents arrive to pick them up.
Weather Lockdown Crisis Lockdown	This response will be implemented if the Director determines that the safety of the children would be at risk if they were removed from the school. In this situation, the children will be moved from their classrooms, away from the windows and doors of the building. Access to the building will be controlled, in order to maintain the integrity of the “safe area” within the building. There are two levels of lockdown response: <ul style="list-style-type: none"> • Hurricane/ Tornado (Weather Lockdown) • Nuclear/Chemical/Biological/Local Danger (Crisis Lockdown) The children will remain in the shelter until the warning has been lifted. If a tornado warning is in effect and a parent arrives to pick up a child, the parent will be advised to remain at the center until the warning is over.
Off-Site Evacuation Place Shelter-In- Place	Ambassador Bible Church 115100 Enterprise Ct., Suite 100 Chantilly, VA 20151 Tel: 703-378-5853

Continuity of Operation Place	<p>In the event of an emergency, if Monarch Christian Montessori determines the need to close or evacuate its current site, temporarily for short- or long- term use, we will inform parents via email:</p> <ul style="list-style-type: none"> • An emergency is defined as a natural or man-made disaster, which results in endangering Monarch Christian Montessori’s site and/or its conditions. • The school will contact the Virginia Department of Social Services (VDSS) immediately for guidance and determination of relocation. The school will equip the relocation site to operate smoothly, for the safety of the children and their families. • The school will inform the parents of any relocations, updated information, as well as further actions, if needed. <p>In the event of situation that requires shelter the children in place, the school will use the following procedures.</p> <ul style="list-style-type: none"> • The administrators are responsible to take an emergency supply which is located in the office. • The emergency supplies include simple puzzles, coloring materials, and books. <p><u>Temporary Short-/Long- Term Relocation Site:</u> Ambassador Bible Church 115100 Enterprise Ct., Suite 100, Chantilly, VA 20151 Tel: 703-378-5853</p>
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Weather-Related or Other School Closures

Please listen to the local radio and TV news stations with information about delays and closures.

Monarch Christian Montessori will follow Fairfax County Public Schools for inclement weather closings. We will also do our best to send an email informing you of any closure, delay in opening, or early dismissal. Alternatively, you may also check our school’s Facebook page for updates or give us a call.

Monarch Christian Montessori Facebook: <https://www.facebook.com/MonarchChristianMontessori>

If Monarch Christian Montessori determines the need to close early, due to the severity of the weather condition, we will dismiss all the children at 12:00 P.M. (noon). We will inform parents by phone or email in the event of early closure, and the staff will remain until the last child is picked up.

We encourage parents to make arrangements for the care of their children in case of early closure. Such as having an authorized relative/babysitter/friend who could pick-up your child from school if you are unable.

You will fill out an Emergency and Authorization Form at enrollment and that is where the names of those authorized to pick-up your child should be listed. If someone is not listed on the authorization form, we will be unable to release your child and we will contact you immediately. Also, please ensure to update us with any changes throughout the year as any changes to the Emergency and Authorization form must be in writing and signed.

Monarch Christian Montessori is registered for Fairfax County's Community Emergency Alert Network (**CEAN**); they will deliver important emergency alerts, notifications, and updates during a major crisis or emergency, in addition to day-to-day notices about weather and traffic. If we receive any urgent messages from CEAN, will immediately notify the parents via email or telephone.

Missing Children

In the event a child goes missing from Monarch Christian Montessori premises, the school staff will use the following procedures:

1. The Director and a teacher who reported the missing child will make an immediate search of the classroom area. The other teacher will remain with the class.
2. The Director/administrator will notify the child’s parents and/or guardians.
3. The Director/administrator will notify the local police department and report all information upon their arrival.
4. The Director/administrator will notify the Virginia Department of Social Services within 24 hours.

Chapter 8 *Parent Involvement*

Involvement

Classroom Visits

- If a parent would like to schedule a visit, he/she should call ahead and make an appointment.
- We prefer to have no more than one observation per classroom at a time, in order to minimize distractions in the classroom. All observers are required to adhere to the guidelines for classroom observation.
- If a parent visits the school without prior arrangements, he/she will be asked to sit and observe the class quietly. We will make every effort to incorporate the visit into our planned activities; however, we will remind the parents that teachers must keep their attention on the children at all times.
- If a parent would like to volunteer, he/she should schedule a time to come in and participate in the child's class.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice a year, in November and May. The evaluation process is based on how well each child is progressing in reaching his/her maximum potential in all areas of development. Your child's teacher will assess the children's progress through keen observation, recorded behavior, and work that the child has completed throughout the school year. The fall conference is designed to enable the teacher and parents to communicate about the student, his/her transition, and/or adjustment to the school. The spring conference will concentrate on progress made throughout the school year. The parent will receive a written progress report in November and May. The parents are encouraged to communicate frequently with the teacher and request additional conferences, as needed. We value the parents' involvement and support in their child's education.

Community Building

The administrators and staff members of Monarch Christian Montessori strive to have open communication with the parents. The children and their families are the valuable and essential core of our school community. Please encourage them to let us know their concerns, thoughts, or suggestions, so that we will be able to assist the children and their families' needs accordingly and wholeheartedly.

Your support and prayers throughout the year are essential for us to be sensitive to the Lord's guidance and direction. Please keep Monarch Christian Montessori (its children, families, and staff) in your prayers continually; please also pray for the safety of the children and unity within the school.

Communication

We strive to maintain an open line of communication with the parents. Teachers are responsible for sending monthly electronic newsletters and post updates, other upcoming events, or relevant information on the bulletin board in the hallway. If you have any questions, please feel free to contact us at your convenience.

Concerns or Problems

We have found it difficult to discuss concerns or problems during morning drop-off, as the teachers want to give both children and parents their undivided attention but cannot due to instructional time. If there is a concern or feel the school and/or the staff should take a course of action, please take the following steps:

- First, please speak with the teacher; most problems can be solved at this level. You can schedule an appointment by sending in a note, calling the school office at (703) 961-8281, or emailing kidslovemonarch@gmail.com to request a conference.
- If the matter needs further attention, please speak with the Director. An appointment may be made by calling the school office at (703) 961-8281 or emailing kidslovemonarch@gmail.com.

We encourage parents to communicate their grievances honestly and directly with those involved and forget them quickly once they are resolved.

Confidentiality

Monarch Christian Montessori stresses the importance of keeping information about our students and families confidential. All staff is required to maintain confidentiality concerning school families and co-employees. Staff may not participate in the unauthorized publication of any confidential information.

Children’s records shall be made available to parents on request, unless otherwise ordered by the court. A signed parent/guardian authorization is required prior to the release of confidential information to a professional person or agency outside of the School. However, confidential information will be disclosed to an appropriate person or agency about a staff member or parent who is adjudged by the Director of Operations to pose an immediate threat or danger to any individual or to society. In this case, the release of the information will be shared with such an individual.

Private School Student Recommendations

Monarch Christian Montessori completes Private School Recommendations as requested by parents. Requests must be given to Monarch Christian Montessori at least two weeks prior to the due date of the recommendation.

The following procedure is followed for recommendations:

- Recommendation requests and any necessary forms may be dropped off at the Front Desk (and not given to the child’s teacher) or requested by the Admissions Office of the requesting school with parent’s authorization of school record release.
- Before any request can be processed, Monarch Christian Montessori requires a signed Consent of Parent to Release Confidential Information Form from the parents, giving us permission to release school records to the private school. This form is available at the Front Desk.
- Recommendation forms are forwarded to the child’s Lead Teacher; Lead Teachers understand that they have one week to complete the recommendation.
- The forms will be emailed to the Admissions Office of the requesting school.

Please note that recommendations will only be completed if the student’s financial account is in good standing. The recommendations are confidential and are emailed directly to the requesting school. They will not be accepted if hand-carried by the parents to the new school. Such recommendations are used only for the admissions process and cannot be released to anyone else.

Working with Outside Therapists

There are times when parents seek assistance from therapists for their children’s benefit (e.g., speech, occupational therapy, etc.). Monarch Christian Montessori teachers and administrators are able to support these families by providing the therapist with information about how the child is performing in the school setting, allowing the therapist to visit the school to observe the child in the classroom setting, and following recommendations from the therapist in order to facilitate consistent routines at school and at home for the child.

The parents will need to complete a form providing Learning Village School permission to share information about the student with the outside therapists.

The therapists must provide background check clearance before the first session.

School Functions

Special Events

Monarch Christian Montessori has a variety of events scheduled throughout the year. We expect our parents to attend and show an active interest in their child’s overall program. These events include:

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|---|-------------------------------|-----------------------------------|
| • Teacher Meet-and-Greet Day | • Christmas Program | • Teacher Appreciation Day |
| • Back-to-School Night | • Parents’ Education Seminars | • Primary/Kindergarten Graduation |
| • Harvest Festival* | • Spring Open House | • Field Trips |
| • Parent/Teacher Conferences (November/May) | • Easter Festival | |
| | • Parent Appreciation Day | |

*Our school does not celebrate Halloween; **the children should not wear costumes to school.** Instead, we will have a Harvest Festival to celebrate our Heavenly Father’s abundant blessings throughout the year.

Occasionally, we will ask for room parents to help out with special events.

Fundraisers

We will hold fundraisers to not only purchase various materials for our school, such as technology resources, furniture, and playground, PE, and classroom equipment, but also minister to children in need around the world.

Creation Appreciation

Monarch Christian Montessori strives to instill an ongoing effort to appreciate God's Creation. Please help your child take responsibility and care for the natural environment, God's creation. We will continually do our best to maximize natural resources and use recycled products, when available. We would also like to ask you, the parents, to initiate a recycling program at home, if one has not been established already, and encourage your child to participate in the weekly duties actively. In addition, if you would like to donate any recyclable items that our children will be able to use in the classroom, please inform our teachers.

Field Trips

During the regular school year and summer program, we typically do not take any field trips; however, we host special activities that are brought onto school premises every week during the summer program.

For Kindergarteners, if a field trip is planned outside of school premises, we may use chartered transportation or ask the parents to aid in the transportation of the children. Every parent who volunteers to drive will need to present a valid driver's license and proof of insurance. The school has liability insurance to cover field trips sponsored by the school; however, the parents must at least have liability insurance, to the limits prescribed by the law.

Parents must sign the field trip authorization form and transportation form, in order for their child to participate in the field trip. = The children are required to wear their school t-shirts and/or sweater during the field trip. The staff members will carry emergency information, First-Aid kits, and medication as well as medication authorization form, as needed.

Chaperones (for Kindergarteners)

From time to time, we will ask for parents to chaperone field trips. Please see the following guidelines of a chaperone's responsibilities:

- A chaperone may not bring his/her child's sibling(s) on a field trip.
- We adhere to a 1 adult to 4 children ratio to ensure a safe, fun experience for everyone.
- A chaperone should supervise and monitor the behavior of all the children throughout the field trip.

Monarch Christian Montessori
Parent Handbook Acknowledgment and Agreement

Monarch Christian Montessori Parent Handbook contains important information regarding the school, its policies, and procedures. It is not designed or intended to address every facet of the experience at Monarch Christian Montessori. Please consult the Director with any questions regarding any of the policies contained in the handbook or not answered by the handbook, *before* signing this form.

I/We acknowledge that revisions to this handbook may occur, and that the information and policies may be subject to change. All changes will be communicated through official notices, and I/we understand that revised information may supersede, modify, or eliminate existing policies.

I/We have read the entire Monarch Christian Montessori Parent Handbook, including the Statement of Faith, mission, philosophy, purpose and goals, discipline, and tuition information. I/we express willingness that my/our child shall receive an education in harmony with the beliefs and purposes outlined in the handbook. I/we understand that it is my/our responsibility to comply with the provisions contained there, as well as any revisions made to them.

Upon enrolling our child at Monarch Christian Montessori, I/we also grant permission for my/our child to participate in all school activities and leave school premises, under the supervision of staff members, to walk around the neighborhood.

I/we certify that all of the information provided in my/our child's enrollment application is true, correct, and complete to the best of my/our knowledge and belief, and Monarch Christian Montessori is not responsible for anything that may happen as a result of false information provided at the time of enrollment.

I/we agree to perform the obligations of parents (or guardians), as set forth by the registration form and this handbook, and abide by the policies and procedures set forth by the school. My/our signatures indicate that we have received a copy of, read, and understand the Monarch Christian Montessori Parent Handbook; furthermore, all of our questions have been satisfactorily answered.

Child's Name

Parent / Guardian Name (Print)

Parent / Guardian Signature

Date

Parent / Guardian Name (Print)

Parent / Guardian Signature

Date

Please sign and return to the school office.
This Parent Handbook Acknowledgement will be added to your child's file.

Licensing Contact Information

<p>Licensing Information Line (For information on training or to file complaints) 1-800-KIDS-LIL (1-800-543-7545) / Richmond area only: (804) 692-2394</p>	
<p><u>Home Office</u> Virginia Department of Social Services Division of Licensing Programs 7 N. Eighth Street Richmond, Virginia 23219 Main Phone: (804) 726-7165 Child Welfare Unit Phone: (804) 726-7139 Child Welfare Unit Serves: Children’s Residential Facilities and Child-Placing Agencies</p>	<p><u>Eastern Licensing Office</u> Pembroke Office Park Pembroke IV Office Building, Suite 300 Virginia Beach, VA 23462-5496 Phone: (757) 491-3990</p> <p>Counties: Accomack, Greensville, Northampton, South Hampton Cities: Chesapeake, Emporia, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach</p>
<p><u>Peninsula Licensing Office</u> 2600 Washington Avenue, Suite 202 Newport News, VA 23607 Phone: (757) 247-8020</p> <p>Counties: Gloucester, Greensville, Isle of Wight, James City, Mathews, Middlesex, South Hampton, Surry, Sussex, York Cities: Emporia, Franklin, Hampton, Newport News, Poquoson, Williamsburg</p>	<p><u>Valley Licensing Office</u> Augusta Professional Park 57 Beam Lane, Suite 303 Fishersville, VA 22939 Phone: (540) 332-2330</p> <p>Counties: Albemarle, Augusta, Clarke, Frederick, Greene, Highland, Madison, Orange, Page, Rockingham, Shenandoah, Warren Cities: Charlottesville, Harrisonburg, Staunton, Waynesboro, Winchester</p>
<p><u>Central Licensing Office</u> 1604 Santa Rosa Road, Suite 130 Richmond, VA 23229-5008 Phone: (804) 662-9743</p> <p>Counties: Amelia, Brunswick, Buckingham, Caroline, Charles City, Charlotte, Chesterfield, Cumberland, Dinwiddie, Essex, Fluvanna, Goochland, Halifax, Hanover, Henrico, King and Queen, King George, King William, Lancaster, Louisa, Lunenburg, Mecklenburg, New Kent, Northumberland, Nottoway, Powhatan, Prince Edward, Prince George, Richmond, Westmoreland. Cities: Blackstone, Colonial Heights, Farmville, Hopewell, Lawrenceville, Petersburg, Richmond, South Boston, WestPoint</p>	<p><u>Fairfax Licensing Office</u> 11320 Random Hills Road, Suite 200 Fairfax, VA 22030 Phone: (703) 934-1505</p> <p>Counties: Arlington, Loudoun, Fairfax Cities: Alexandria, Annandale, Centreville, Fairfax, Falls Church, Herndon</p> <p><u>Western Licensing Office</u> 190 Patton Street Abingdon, VA 24210 Phone: (276) 676-5490</p> <p>Counties: Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe Cities: Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford</p>
<p><u>Piedmont Licensing Office</u> Commonwealth of Virginia Bldg. 210 Church Avenue, SW, Suite 100 Roanoke, VA 24011 Phone: (540) 857-7920</p> <p>Counties: Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Campbell, Craig, Franklin, Henry, Nelson, Patrick, Pittsylvania, Roanoke, Rockbridge Cities: Bedford, Buena Vista, Covington, Danville, Lexington, Lynchburg, Martinsville, Roanoke, Salem</p>	<p><u>Northern Licensing Office</u> 170 West Shirley Avenue, Suite 200 Warrenton, Virginia 20186 Phone: (540) 347-6345</p> <p>Counties: Culpeper, Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford Cities: Fredericksburg, Manassas, Manassas Park, Woodbridge, Dale City</p>