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# Sullivan Montessori School

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## Parent Handbook 2021-2022 School Year

*This parent handbook will provide a written explanation of policies, procedures, and parent expectations and responsibilities. Unique circumstances arise which may require the Director and/or the board to use their discretion and reason in each situation to make different decisions, but as a general guideline, this handbook will be followed or used as reference when making decisions. As the school, community, and culture evolves, so may this document and the policies and procedures within. As needed, the Director and/or the board reserve the right to revise, supplement, revoke, or overturn.*

*As of 04-01-2021*



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## Welcome

Welcome to Sullivan Montessori School! Thank you for your interest in enrolling your child/children at Sullivan Montessori school! We are very excited to welcome your family.

## Sullivan Montessori School Purpose & Philosophy

**Purpose & Philosophy:** The purpose of the non-for-profit Montessori School is to educate children while running the school as effectively and efficiently as possible. The Sullivan Montessori School has a known reputation for quality education and promoting a learning system that encourages children to be successful in life. This is achieved through provided enriching environments with open-ended learning materials for children to engage with at their level and interest.

**Sullivan Montessori History:** The Montessori Method of teaching was developed by Maria Montessori in Rome in 1907. The Montessori Method stresses the development of first-hand learning. This method allows children to rely on themselves to partake in the activities they wish to do, under educated supervision and strict discipline.

Mrs. Halmick brought the Montessori concept to Sullivan in 1982 and ran the school privately. On January 25, 1985, a group of parents formed a not-for profit corporation and the Board took over the operations of the school. The first year there were 21 children enrolled and the capacity was 22. In January 1984, an all-day program was started.

Today, Sullivan Montessori Inc. is a not-for-profit organization, exempt from Federal Income tax under section 503c(3) of the Internal Revenue Code. The school's purpose is to operate a Montessori school for infants through pre-school age children.

**School Structure:** Sullivan Montessori is a non-for-profit organization comprised of a volunteer board, Director, and teachers. The Board's responsibilities include overseeing operations, policies, finances, and support the longevity of the school as a business. The Director is employed full-time at the school and oversees daily operations, maintains State Childcare Licensing requirements, ensures the school operates as efficiently as possible, and oversees school staffing and curriculum.

**State Licensing:** Sullivan Montessori is a licensed daycare through Missouri Department of Health and Senior Services. Maintaining this licensure involves following strict guidelines on childcare, ratios, staff training, as well as state inspections.



## Administrative Policies & Procedures

### ***Hours of Operation:***

- The regular school day is Monday – Friday 8:00 AM – 3:00 PM.
- Before & After Care is available:
  - Before Care is available starting at 7:00 AM.
  - After Care is available until 5:30 PM.
    - The 5:30 PM pickup will be strictly enforced. Two warnings will be given if pickup is later than 5:30 PM and then child unenrollment will occur.
  - Additional Charges apply for Before & After Care.
- Please see enrollment forms for tuition and before & after care costs.

### ***2021-2021 Schedule Options:***

- *Toddler, Connection, and Pre-K Room schedule options Include:*
  - 5 days per week
  - 4 days per week
    - 2 options include: M/T/W/R or T/W/R/F
  - 3 days per week
    - 2 options include: M/W/F or T/R/F
- *Infant Room schedule option:*
  - 5 day per week

### ***Calendar:***

- Sullivan Montessori is open from August-July.
  - Students can attend a 10 month (August – May) or 12 month (August – July).
- School is closed for major holidays and the last week in July.
  - Please see 2021-2022 calendar for holidays that school is closed.
- Open house is the Saturday before the first day of school.

### ***Contracts:***

- Once families have completed the enrollment process; they will receive a contract with an overview of schedule and yearly tuition breakdown. Contracts must be signed and returned before students start school. Notify the Director if any changes needed before signing and returning.
- **Mid-Year Schedule Changes:** If a mid-year schedule change is needed, the request should be submitted by email to the Director. If the change can be accommodated, contracts will be updated to reflect, and the new schedule will be effective the 1<sup>st</sup> of the next month or as discussed and agreed upon with the Director. Please allow 30 days for requests to be processed.



- **Refunds:** There will be no refunds issued for a schedule change reducing number of days until schedule change has been processed.
- **Contract Change Fee:** A \$25 change fee will apply if any changes are requested after contracts are signed and returned or made mid-year. This fee is per child per contract change.
- **Contract Termination / Withdrawal:** If your child will not be able to complete a full school year, we required thirty (30) days written notice prior to withdrawal. Tuition will be payable through the end of the thirty-day period.
  - Exceptions may be granted solely at the discretion of the school for extenuating circumstances.

***Paperwork Required to Attend School:***

- Students are not able to attend until all paperwork is received. If not received in a timely fashion, spots may be filled by students on the waitlist. At a minimum, paperwork required includes (and additional paperwork may be required):
  - Signed contract (based on enrollment papers submitted)
  - State of Missouri Enrollment Form
  - Physical Form
  - Up to date Immunization Record
  - Feeding Schedule (Infants)
  - Parent Handbook and Illness Policy Acknowledgment Forms
  - Student Preference page/Media release
  - Sunscreen/topical application form

**Enrollment Policies & Procedures**

***Enrollment Process:*** Enrollment begins with current students, siblings of students, and then students on the waitlist with priority given to 5 day per week enrollment and timely submission of enrollment paperwork.

***Application Fee:*** There is a \$100 non-refundable application fee per child. Enrollment will not be completed until fee is received. This \$100 fee will be applied as a credit on the first month's tuition.

***Teacher/Classroom placement:***

- Enrollment does not guarantee a particular teacher, classroom, or classmate.
- Initial classroom or teacher placement does not guarantee the student will be in that room or with that teacher for the entire school year.



- Classroom and teacher changes may be made due to student need and ability level, teacher availability, enrollments, classroom openings, teacher input, and Director evaluations.
- Student placement will always be made with consideration for what is appropriate for their age, student, staff, and school safety, and overall practicality for the school.

## Tuition & Financial Policies & Procedures

### *Pricing:*

- Tuition is calculated based on the overall operating cost of the school.
- Tuition includes lunch and 2 snacks each day.
- Tuition is based on student's age on 08-01-2021.

### *Payment:*

- Monthly tuition payments are non-refundable and due on the 1<sup>st</sup> of each month, no later than the 10<sup>th</sup>. If tuition becomes delinquent, it will be necessary to drop your child from enrollment on the sixteenth (16<sup>th</sup>) day of the month until all past due amounts are paid in full. If your child has been dropped from enrollment and past due amounts have not been paid by the 1<sup>st</sup> day of the following month, we will fill your child's spot from the wait list.
- Make checks payable to "Sullivan Montessori" and turn in to the mailbox in your child's classroom or the front vestibule.
- Automatic ACH for tuition is also available. ACH draw on the 10<sup>th</sup> of the month.
  - If automatic ACH selected and the 10<sup>th</sup> falls on a weekend or holiday, the payment will pull on the next business day.
- No cash payments please.

### *Fees:*

- A summary of fees include:
  - **Annual Supply Fee:** \$50 supply fee required at the start of the school year. The money goes towards academic and classroom supplies for the child. This \$50 fee will be added to your first month's tuition.
  - **Late Payment:** Any tuition payments not received by the 10<sup>th</sup> of the month, will incur a \$25 late fee.
  - **Early Drop off / Late Pick-up:** After a 10 minute grace period, a \$25 fee per child per event will be accessed.
    - If you need to change your child's arrival and/or dismissal time, please speak with the Director to changes can be accommodated. Changes will be made if staff is available to ensure that ratios can be maintained and the appropriate charge can be added to the next tuition statement.



- **Infant Room Holding Fee:** There is a \$100/month holding fee if your infant will not be starting the school year in August, but you would like to hold their spot.

### ***Refunds:***

- Sullivan Montessori continues to have costs such as rent, utilities, staffing, and supplies. Due to these continued costs, refunds cannot be given when students do not attend school for any reason.
- Refunds will NOT be given for:
  - Snow days
  - Child illness
  - Family Vacations
  - Health department mandated quarantines
  - Mid-month contract terminations
- Should the school need to close due to staff shortage as a result of a pandemic or weather, the board will review each situation and make a decision about refunds for each circumstance.

### ***State Funded Children:***

- Parents are required to maintain updated and proper authorization from Missouri Department of Senior Health and Services to allow the subsidy payment options for their child's tuition. This requires that the parent/guardian signs monthly attendance sheets the first week of the month to allow Sullivan Montessori to submit for the child's tuition payment from the State.
- Paperwork for students with state attendance is required before the child can start attending the school. If paperwork lapses and/or the state will not pay Montessori, the parents/guardians are required to pay the difference. After 7 days of non-action (either paperwork is not being updated and/or tuition gaps not being paid), child(ren) will no longer be able to attend and spots will be filled if Montessori has a waitlist at that time.
- Parents/guardians of State funded children are still responsible for the annual start of the school year supply fee. State funded children's invoices can accrue a late fee if their payments are not submitted on time. State funded children will pay for the days attended the adjacent month rather than a month in advance.

## **Classroom Operating Policies & Procedures**

### ***What to Bring:***

- Please label all belongings with your child's name.
  - Small backpack with nap bedding (crib sheet, small blanket, stuffed animal)



- Infants: fitted crib sheet for crib and once 12 months of age for cot (with parental signed consent)
- Toddlers – Preschool: standard crib fitted crib sheet for cot
- Toiletries:
  - Infants: diapers, wipes, creams, ointments, etc
  - Toddlers or Toilet training students: pull-up/diapers, wipes, creams, ointments and flushable wipes
- Slippers/Indoor shoes for children over the age of 2. Socks with grippers on the bottom for children under the age of 2.
- 2 changes of clothing, including: tops, bottoms, socks, and undergarments.
- Water cup (Taken home and washed daily)
- Coat, hat, gloves in the winter
- Sunscreen in the summer
- The school is not responsible for replacing lost items.

**Drop-off & Pick-up:** Your child will only be released to individuals listed on your enrollment form as allowed to pick up. If you have changes in pick-up person, please notify your classroom teacher.

- Drop off occurs at the door of their classroom.
- Sign in and out with the Kindercare App.
  - Following submission of the enrollment packet, a specific QR scan code will be created for each individual you have provided authorization to sign in/out your student. These codes are used for initial installation.

**Maintaining a Healthy Environment:**

- We ask that your child's rest items are washed and freshen daily and for students to continue to use "school shoes" such as slippers or shoes that are for use at school. If your child is not wearing shoes regularly, socks with grippers on the bottom would be acceptable for inside use.
- We ask that parents use a mask for drop off/pick up and limit exposure time within the building to promote safety for the Sullivan Montessori school members.

**Classroom Policies & Procedures:** Specific classroom handbooks will be provided at the start of the school year by the teacher.

**Lunch:**

- Please alert the Director if your child has any food allergies.
- A breakdown of nutrient labels can be provided to be sure your child does not receive any food with a known allergy/sensitivity. Students receive 2% milk with snack and lunch (over 12 months of age/signed consent). If your child will be bringing lunches from home, a form will be necessary on file for this accommodation. Please see attachment.

**Toilet Training:** Montessori follows a toilet training protocol which states this process will be child-led. It is the responsibility of the parent to work with the staff; it is to be a team approach and the





staff will model the strategies implemented at home to the best of their ability. Please see separate handbook for more details.

***Naps/Rest Time:*** Children are offered nap time between 12:00pm – 2:00pm. Per Missouri State Licensure for childcare facilities, children will be allowed to play quietly after 30 minutes of rest.

### **Safety, Security, Sick Policies & Procedures**

***Injuries and Accidents:*** Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed by the closest teacher and signed by the Director and parent/guardian. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care. In the event of a major medical emergency or accident, the teacher or Director will call 911 first. The child will be transported to the hospital noted on the Missouri Child Care Enrollment Form (or the closest hospital), and the parent/guardian will be called immediately.

***Child Abuse and Neglect:*** Childcare workers are mandated reporters and are required by law to report any suspected child abuse or neglect.

***Weather Related School Closures:*** School closures will be communicated through the Remind App, posted on Facebook, and sent via email. Sullivan Montessori will NOT follow the Sullivan School District closures for inclement weather. It is the responsibility of the parent to stay up to date on communication from the Director on the status of the school hours and/or closures.

***Sick policies & expectations:*** Please see our separate sick policy for school expectations.

- Covid-19 & quarantining: Parents are expected to keep children at home per the county health department requirements that are valid at the time of exposure/illness.

***Behavior:*** Handbook is separate and will be provided at the beginning of each school year.

***Confidentiality:*** Maintaining the confidentiality of students, parents and staff is of utmost importance and considered when handling all situations.

***Staff Communication:*** Staff will communicate through Remind, email, and daily notes home. If you need to contact your child's teacher or the Director please contact them through Remind or by calling the school. Please limit communication with staff to only occur during working hours (Monday – Friday, 7:00 AM- 5:00 PM).

***Contact information:***

- Director: [director@sullivanmontessori.com](mailto:director@sullivanmontessori.com)
- School Phone Number: (573-468-3388)



- **Website:** [www.sullivanmontessori.org](http://www.sullivanmontessori.org)
- **Board:** [sullivanmontessoriboard@gmail.com](mailto:sullivanmontessoriboard@gmail.com)
- **Remind App:** Information on how to join specific classes and/or the school groups will be provided separately by the Director and/or Staff.
- **Response time:** Please allow ample time for a response to be formulated. In the case of a true emergency, please contact the appropriate people as necessary.
- **NOTE:** We do not require the Director or Staff to provide their personal cell phone number. If they choose to provide their personal cell phone number, please be respectful of their time away from the school and send message during the normal school day hours. If messages are sent in the evenings, please allow a reasonable amount of time into the next school day for a response to your message.

Sullivan Montessori School - Parent Handbook

10 Bud Street  
Sullivan, MO 63080

Dated: 04-01-2021



**Parent Acknowledgement Form - Parent Handbook for 2021-2022 School Year**

*Must be returned with Enrollment Documents*

By signing and returning this form, I acknowledge that I have reviewed and understood the policies and procedures in place at the Sullivan Montessori School for the 2021-2022 school year.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Students Attending 2021-2022: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_