

*learning - how to live - together*



**Parent Handbook 2024-2025**

## **MISSION**

The Mission of Village Montessori School is to provide the best educational environment dedicated to upholding and maintaining the principles of **AMI** Montessori Education.

Our warm and nurturing environment is meticulously prepared to meet the needs of the individual child. We strive to educate the child through supportive relationships, to foster a love for learning, and a curiosity about the world.

Recognized by the Association Montessori Internationale since 1996

Village Montessori School believes that the best learning and working environment includes a diverse population. Village Montessori School does not discriminate based on *race, color, religion, gender, sexual orientation, or national origin*.

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## VILLAGE MONTESSORI SCHOOL CONTACT INFORMATION

**ADDRESS: 1610 Woodstock Rd.  
Roswell, Ga. 30075**

[www.VMSchool.com](http://www.VMSchool.com)

OFFICE PHONE NUMBER: (770) 552-0834

### STAFF:

Louis and Virginia Lee	Owners
Annmarie Gever	Director
Seema Patel	Office Manager
Xiomara Mejia	Front Office Administrative Assistant
Debbie Drankoski	Bookkeeper
Danielle Edwards	Toddler Guide
Veronica Sanders	Toddler Assistant
Andrea Capuano	Toddler Guide
Hansa Aggarwal	Toddler Assistant/ Toddler After School
Lola Leman	Primary Guide
Joni Medeiros	Primary Assistant
Punam Vaghela	Primary Assistant
Luz Lugo	Primary Guide
Ekta Shah	Primary Assistant
Mary Luther	Primary Assistant/Elementary After School
Asma Asad	Primary Guide
Virgina Poulin	Primary Assistant
Violet Pate	Primary Assistant
Fanny Costa	Primary After School
Siobhan Medina	Lower Elementary Level Guide
Nancy Ewalt	Lower Elementary Assistant
Emmie Thompson	Upper Elementary Guide

Devi Gopinath	Upper Elementary Assistant
Lindsay Hill	Adolescent Program/Middle School Level Guide
Suzanne Cook	Middle School Guide/ Art Teacher
Guilietta Glade	Spanish Teacher
Melanie Fuller	Music Teacher Lower Elementary

## **SCHOOL HOURS OF OPERATION**

School hours are 7:30 a.m. - 6:00 p.m., Monday through Friday.

A separate summer camp program is usually offered each year for toddler and primary if enough parents are interested in participating. Please refer to the school calendar for specific dates and holidays that the school is closed as well as for special events.

### **Toddler Program**

The hours for the Toddler Program are broken into three options:

- 8:35 a.m. - 11:30 a.m. with the choice of four or five days.
- 8:35 a.m. – 12:30 p.m. with the choice of four or five days. These children bring their lunch and eat with the class.
- 8:35 a.m. – 2:45 p.m. with the choice of four or five days. These children bring their lunch, eat with the class and stay for nap time after lunch.
- 8:35 a.m.-5:30 p.m.

### **Primary Program – Half Day and Full Day**

We have three Montessori Primary classes in which the Montessori curriculum hours are from 8:30 a.m. – 12:00 p.m. for the younger children, ages 3 & 4, and 8:30 a.m. – 3:00 p.m. for ages 5 & 6. These are students who have demonstrated academic, social and emotional readiness. If your child is enrolled in this program, your child’s teacher will discuss his/her progress with you and advise you as to your child’s readiness to extend his/her hours to 3:00 p.m. This extension is by invitation only; the decision is made by your child’s teacher.

### **Primary Program – All Day and Extended Day**

The Primary All-Day hours are 8:00 a.m. – 5:00 p.m. This program also provides flexibility of students arriving as early as 7:30 a.m. and staying as late as 6:00 p.m. with an additional charge. We also offer 8:30 a.m.-3:00 p.m. for students under the age of 5, this includes lunch and nap time.

## **Elementary Program**

Elementary hours are School-Day (8:15 a.m.- 3:00 p.m.) and All-Day (7:30 a.m. - 6:00 p.m.)

## **Middle School/Adolescent Program**

Middle School hours are School-Day (8:00 a.m. – 3:15 p.m.)

## **Office Hours**

During the school year, August -May, our office hours are 7:30 a.m. - 6:00 p.m., Monday through Friday. Summer office hours are 9:00 a.m. – 2:30 p.m., Monday through Friday. If you need to contact the school before or after office hours, leave a message and your call will be returned during office hours.

## **ADMISSIONS & FEES**

### **Enrollment Forms**

**Enrollment forms must be completed in their entirety and returned to us by your child's first day of attendance.** These forms contain vital information that we must have in case of an emergency in addition to important allergy information about your child. Please report any changes promptly to the office. This is especially important for changes in emergency contact numbers, as well as any changes in your child's medical information.

### **Immunization Requirements**

**Each child must have an immunization record on file at the time of enrollment or provide a signed affidavit against such immunizations.** The only acceptable immunization form is the new Georgia form 3231 revision 1/100. This form must be from your child's pediatrician or the Health Department. There is a thirty-day grace period for receipt of immunization records upon entrance. Beyond that your child will not be permitted to attend class until we receive the correct immunization forms. These must be kept up to date. There is no grace period for updates.

## Tuition & Fees

Tuition is assessed on an annual basis. VMS budgets and maintains the curriculum and the staff annually based on the number of students enrolled. The tuition, therefore, is not subject to adjustment by reduction or remission because of absence or holidays. It is understood that students are enrolled for the entire school year, or for such portion of the school year as remains after the date of enrollment.

No cash will be accepted for tuition payments. We do, however, accept checks, and money orders. Automatic monthly payments can also be scheduled by enrolling in recurring payments. There is no charge for recurring payments via checking or savings accounts, there is, however, a 3% fee for payments made via credit card. Credit/debit card payments can also be made via Myprocare.com (a 3% fee will be added). If at any time payment becomes delinquent, then enrolling in recurring ach payments will be mandatory.

Tuition is due to the office on the **1<sup>st</sup> of each month and will be considered late after the 5<sup>th</sup> of each month. This also applies to months that school is not in session. Examples include but are not limited to August, January, and April.** You may mail your check or drop it in the tuition box (located outside to the left of the office door) at any other time. If you are out of town or the school is closed at a time tuition is still due, you may mail the payment in advance. *No post-dated checks will be accepted. Please do not place checks in the mailbox or give them to anyone at carpool. Please put checks in the mailbox on the left side of the front door.*

**If tuition is not received by the 10<sup>th</sup> of the month, your student will not be allowed to attend school until payment is made.**

A \$40.00 per month late fee will be assessed for any payments made beyond the 5<sup>th</sup> of each month. Please be aware that there are no grace periods beyond the 5<sup>th</sup> of the month. Additional \$40.00 late fee will be assessed if tuition payment is not paid by the 10<sup>th</sup> of the month. Also, each day after the 10<sup>th</sup> that tuition is not paid, there will be an additional \$3.00 per day late fee incurred. A \$40.00 service charge will be assessed for any returned checks. In fairness to all, we will not overlook late payments.

**A 90-day written notice of withdrawal is required for any withdrawals. Tuition will not be refunded in the event of withdrawal without 90 days written notice.**

## Supply Fee

Village Montessori School has worked to keep tuition reasonable and to limit fees while providing many of the items that other schools ask parents to provide. Rather than ask parents to provide a variety of items for which you must go shopping, we ask each parent to pay a supply fee for the entire school year. This fee is due with the registration payment and covers some of the cost of consumable supplies. For the Elementary students, the fee also covers classroom supplies. The supply fee will be pro-rated if the student starts school after January 15<sup>th</sup>. The contract for the following school year must be signed at the same time to receive the pro-rated discount. It is not **non-refundable**.



## Registration Fee

There is an annual registration fee, which is **non-refundable** and is not applied toward regular tuition. Registration is reduced for contracts that are returned by a specified date. Contracts returned after the specified date are subject to the standard registration fee.

## Financial Aid

Village Montessori School offers financial aid scholarships through the Apogee Scholarship Fund. Please visit [www.ApogeeScholarships.org](http://www.ApogeeScholarships.org) for more information. In addition, the school offers some scholarships to families based on financial need through the generosity of our Parent Association. If you would like to be considered, please see the office for a financial aid packet after February 1<sup>st</sup>. **All financial aid applications are due by April 15<sup>th</sup>. This is offered only to currently enrolled families.**

## MEDICATION, HEALTH, AND SAFETY

### Medication

Except for first aid, personnel shall not dispense medication to a child without specific written authorization from the child's physician and parent. Following are the guidelines and criteria for dispensing medication:

- VMS personnel shall only dispense prescription medications.
- The medication must be provided by the parent and must be accompanied by a completed authorization form (available in the office).
- Medication shall be in the original labeled container with the child's full name.
- Non-prescription or over the counter medication shall not be dispensed.
- VMS personnel are not permitted to dispense medication on an "as needed" basis.
- Authorizations to dispense medications shall be limited to two (2) weeks, unless otherwise prescribed by a physician. Authorization for medication to be administered for more than two (2) weeks must be updated every six (6) months by the child's physician.
- Non-emergency injections shall only be administered by persons appropriately licensed unless the parent and physician of the child sign a written authorization for the child to self-administer the injection.

Please ***do not*** send medication to school in your child's lunch box. Medicine is to be given to your child's classroom staff. If any adverse reactions are noted, parents will be contacted at the phone numbers provided on personal records. **PARENTS MUST ALWAYS KEEP THESE NUMBERS UPDATED.**

## Health

The Georgia Department of Human Resources provides a chart of communicable disease and recommendations for exclusion of sick children from school and their readmission to school. This chart is posted in the office and will be followed.

A child shall not be accepted nor allowed to remain at the school if the child is having any of these symptoms: running any fever (99-100.4 is considered a low-grade fever) and/or has another contagious symptom, such as, but not limited to, a rash, vomiting, diarrhea, sore throat, or green or yellow runny nose for several consecutive days. If a child experiences any symptoms, he must remain at home 24 hours symptom free without use of medications. Please see additional Covid-19 requirements. If a child contracts a noticeable communicable disease, it is the parents' responsibility to notify the school. The child will not be allowed to re-enter school without a doctor's note.

## ATTENDANCE

### Primary & Elementary Early Arrival (7:30a.m. – 8:30a.m.)

To be able to bring your Primary child to school early, he or she must be enrolled in the extended all day program. Between 7:30a.m. - 8:00a.m., the office assistant will direct your child to his/her classroom.

### Primary & Elementary Carpool:

#### Arrival Times

Toddler: 8:35 a.m. – 8:45 a.m.

Primary: 8:30 a.m. - 8:45 a.m.

Lower Elementary: 8:15 a.m. - 8:30 a.m.

Upper Elementary: 8:15 a.m. – 8:30 a.m.

Middle School: 8:00 a.m. – 8:10 a.m.

#### Pick-Up Times

Toddler: 11:30 a.m. 12:30 p.m. 2:45p.m. or 5:30

Primary (half day): 12:00 p.m.

Primary (full day): 3:00 p.m.

Lower Elementary: 3:00 p.m.

Upper Elementary: 3:00 p.m.

Middle School: 3:15 p.m.

## Arrival & Departure General Procedures

1. All children will be released to parents only or those designated on your child's enrollment forms. If you decide for someone else to pick up your child, you must: notify the school in writing or by phone, **even if the alternate person is already listed on the enrollment form**. Please check in with the office if you are picking your child up early, and a staff member will get your child from class.
2. Forgotten items (lunches, homework, medication, clothing, etc.) should be dropped off on the bench in front of the bldg. A, and a staff member will take it to your child's class.
3. If your child is enrolled in our After-School Program, please remember to bring home all correspondence from school. For After-School dismissal please call the front office when you arrive, and your child will be called up to meet you in the office. **Please do not call before you arrive. We cannot have children waiting in the office.**
4. Please make sure your child is buckled properly, do not exit the driveway without having your child properly restrained.
5. **EFFECTIVE JULY 1, 2011.** Children under age eight are required to be in a child safety seat or booster seat appropriate for their height and weight and used according to the manufacturer's instructions. The law also requires children under eight to ride in the rear seat. Village Montessori will only place children into appropriate car seats and never in the front seat.
6. Please **refrain from the use of cell phone and smoking** in the carpool line. This will help ensure the safety of our children.
7. Several factors are crucial to maintaining a steady flow during carpool time. Communication between carpool staff and parents is *prohibited*. If a message is essential, please proceed through the carpool lane and pull over out of the flow of traffic and call the office.

## Tardiness

Young children need a dependable schedule. The classroom is a collaborative community that has a definitive schedule. It is upsetting to a child if he/she is often "out-of-sync" with the rest of the class. **Please avoid unnecessary late arrivals**, which can be frustrating for your child and disruptive to the class. It is vital that your child arrives to school on time. Students who are tardy must present a written note from the parent or legal guardian. Tardiness and absenteeism are reported daily to the front office and kept on file. When your child leaves VMS this is part of the records that the new school receives. Excessive tardiness and absenteeism are also reported to the state department of Family and Children Services. Please set a good example for your child and arrive on time.

## **Absenteeism**

If, for any reason, your child is not in class on a school day, a note explaining his absence must accompany your child on their return to class. Children in grades K-12 are required to be in school. **Excessive absenteeism will need to be addressed by scheduling a meeting with parents and our Director of Operations.**

## **Traffic Plan During Non-Carpool Times**

**Entering** - To reduce traffic on Steeple Run, if you arrive during non-carpool times, you may use the entrance near our mailbox.

**Exiting** - When exiting our driveway toward Steeple Run, visibility is limited, yield to traffic traveling north on Steeple Run.

## **Traffic Plan During Carpool Times**

During carpool times (and 10 min. prior to and after each time), the driveway is ONE-WAY only, with entry only from Steeple Run Drive and exit only onto Hwy. 92 (Woodstock Road).

### **Late Pick Up Policy**

Out of respect for staff schedules, your child and other parents who pay for extended care, the fees for late pick-ups are designed to encourage you to be on time every day.

**Toddler carpool ends at 11:50am.**

**Noon carpool ends at 12:10pm.**

**Three o'clock carpool ends at 3:10pm.**

## **Fees for Late Pick Up**

The following late fees will be charged for pick-up after the above times as applies to your chosen program:

You will be charged \$1.00 per minute. If you anticipate being more than 15 minutes late, a call is appreciated.

**Habitual late pick-ups will be subject to additional fees and a meeting with administration which may result in dismissal.**

**Children who are not picked up by 3:15 will need to wait outside of the office if afterschool programs are full.**

## **After School Program**

The before and after school programs are offered as a courtesy to our working parents. It is a program that parents sign up for when enrolling. There will be NO DROP INS this year. Children will need to bring their own snacks. An extra fruit or bar should be brought in the child's backpack.

## **Inclement Weather**

In the event of inclement weather, please check your text through the REMIND app. You will be invited by front desk to sign into REMIND. Our closings will also be posted on the VMS Facebook page. VMS closes or stays open independently of area county closings, so it is especially important to stay informed through these means.

## **Visitors**

Classes are in session after 8:45 a.m. Parents and other visitors may not proceed past the reception desk without signing in. All visitors to the school will sign in at the front office and wear a name tag.

## **Classroom Observations**

Parents are encouraged to observe their child's class as well as other classes. Observing a class in progress is an exciting experience. However, to maintain the orderly environment, and out of respect for the child's work pattern, we have certain guidelines and suggestions. Observations will begin after October 1<sup>st</sup>. **Parents are welcome to observe in their child's class; however, we ask that you please make an appointment if you wish to visit. The size of the classroom permits only two people to observe at a time. We ask that when you observe, you remain as unobtrusive as possible so that natural activities of the children can be sustained for your observation. If you have any questions arising out of your classroom observation, please feel free to schedule an appointment with your child's teacher, as well as with our Director of Education.** Prior to entering a classroom, Observation Guidelines will be given for you to read. We appreciate your cooperation in following these guidelines. There will be no routine parent observation during the first months of the school term.

## **Discipline and Behavioral Guidelines**

VMS strives to create a safe, loving, and supportive environment. Our staff is highly qualified to guide and direct children along the path of development. Children will be taught what is and is not acceptable behavior and encouraged to participate in cooperative learning. Consistent guidelines will be set and discussed with the children.

The Montessori environment instills self-direction, self-motivation, and self-control. The acquisition of these traits is critical to the success of the program. Our staff will guide and direct the children toward these goals of acceptable behaviors wherein the child grows in self-esteem and self-confidence. Montessori professionals are trained to redirect children's behavior and to connect to the child's inner interests so that he/she may express that interest in his/her daily activities. However, not all children are able to become self-directed and independent and thrive in the Montessori environment. Children who are unable to exercise self-control, despite various approaches to behavior modification, may be referred for alternative placement. All forms of harassment and discrimination based on race, religion, national origin, ethnicity, sex, sexual orientation, age, or disability are strictly prohibited. Causing physical or emotional harm to anyone, damage to the property of others, or creating a hostile environment at school will not be tolerated. *Reference: Thacker Montessori School Policy*

#### **Discipline Policies:**

1. All classroom and playground rules and procedures will be clearly outlined and explained to all students.
2. All staff will apply rules and limitations consistently.
3. All children will be treated with respect and empathy.
4. Children will be encouraged to learn to interact with respect for one another, to manage conflict and to cooperate without an adult's direct intervention. However, if the teacher believes intervention is necessary, he/she will intervene to achieve this result.

Behavior which is not acceptable, and which will receive intervention when excessive or frequently repeated may include but not be limited to:

- Physical aggression such as hitting, kicking, biting, or pushing.
- Purposeful destruction of the school's or other children's property.
- Excessive outbursts or frequent "temper tantrums," such as throwing items, screaming, or hurting self and others.
- Consistent refusal to adhere to or cooperate with teacher's instruction or the classroom rules, schedules, or procedures, especially in a manner which might create hazards for self and others.

When a child poses a threat to himself or others in the classroom, or any other behavior that threatens the integrity of the classroom, the child will be sent to the office to meet with an Administrator and an incident report will be filed. Removing a child from the classroom occurs rarely; however, this action will be at the discretion of the teacher if she/he deems it necessary for the welfare of the entire classroom. If the behavior is necessary, the parents will be requested to come immediately to pick up the child. In this event, you must make arrangements to have your child picked up from school. If any of the above behaviors are frequent, parents will be consulted and suggestions for addressing these behaviors may involve contacting the Fulton County Dept. of Family and Children's Services or the special education department in the local

school system or a child psychologist or professional. Parents who enroll their children in VMS must be willing to fully cooperate in addressing the special needs of their child.

**Village Montessori School retains the right to dismiss a family or student for any reason deemed appropriate by the Administration.**

## **Communication**

### **Communication with Teachers and Staff**

Communication between parents and Village Montessori teachers and staff is crucial. If you need to speak with your child's teacher, please send in a note, email her/him or call the office and leave a message to schedule an appointment. The faculty is unable to speak at length during school hours while children are present. The teacher will contact you after school.

Do not solicit information about your child from any staff member other than your child's lead teacher. **It is school policy that no one on staff other than the lead teacher or the Director of Operations communicates with parents in matters of their child's behavior or gives advice on that subject.** If you have questions or concerns about any administrative issues, please contact the office.

Class list are for use of invitations and parent private communications. Absolutely NO SOLICITATION or mass communications are to be sent to names on the class lists under any circumstances.

### **Who should I ask?**

If you have any questions regarding your child or your child's classroom, please contact your child's teacher and he/she will contact you promptly.

If you have any questions regarding your tuition payment account or other program accounts, you may discuss it with **Annmarie or Debbie** (our accountant).

If you have any questions regarding tuition policies or procedures, **Annmarie** will be happy to help you.

If you have any questions regarding the classroom in general, teacher, or other Montessori or education related questions, **Siobhan Medina**, Level Lead Coordinator, will be happy to help you.

If you have any other general questions or concerns, please contact **Annmarie**.



## **VMS Parent Association**

**Philosophy:** The VMS parents' association acts as a support for VMS. The Parent Association supports parents and the goals and spiritual growth of VMS.

**Goals:**

1. Parent support - The VMS-PA provides an opportunity for parents to not only interact in organized settings, but also an informal way for social interaction and mutual support for families with similar needs and values, with a goal of building a sense of community and providing a substitute “extended family” for our families.
2. Parent Education
3. Community Outreach
4. Growth and expansion of school or programs

**Membership:** All parents of children enrolled at VMS are members of the Parent Association. Meetings will be held periodically throughout the year and dues are requested from members. The dues help fund social events, seminars, festivals, family picnics, etc.

## **Fundraising at VMS**

- Fundraising activities are coordinated through the VMS Parent Association and are limited to the following:
- Silent Auction: This event raises money for the Village Montessori Scholarship Fund.
- Classes: Middle School may raise funds throughout the year for special year end trips or for the Adolescent micro-economy.

## **Being a Village Montessori Parent**

**VMS parents:**

When parents choose to enroll their children in Village Montessori School, they agree to support our mission statement, follow rules and guidelines set out in the Parent Handbook, and abide by Village Montessori policies.



We expect the following from our parents:

- Make continuing efforts to understand and embrace the Montessori approach and work in partnership with the school. This includes attending parent education events and parent/teacher conferences.
- Demonstrate respect for all adults and children, the school and the school's programs.
- Strive to parent according to Montessori principles.
- Maintain active, direct, and respectful communication with the school.

As parents, you can expect the following from us:

- We strive to fulfill our missions as an AMI Montessori school.
- We aim to maintain open, honest, timely and respectful communication with you about your child and about information affecting the school community.
- We strive to ensure that the environment is physically and emotionally safe and supportive, as well as aesthetically beautiful.
- We work hard to ensure that the school building and grounds are physically safe, secure and well maintained.

## Summary

Thank you for taking time to read our Parent Handbook. Village Montessori School reserves the right to revise this handbook. Revisions will be made known to parents. Village Montessori School is dedicated to exploring and maintaining the principles of an AMI Montessori education in a warm and nurturing environment that is meticulously prepared to meet the needs of your child. In addition to our commitment to your child, we are also dedicated to family support. Acknowledging the interdependence of the child with the home environment, our staff is prepared to support and guide our parents to create a secure foundation for the family. We provide parent conferences, study groups, parenting classes, and Parent Association to support Village Montessori families. We look forward to welcoming all our parents to the new 2023-24 school year!



*“The child is both a hope and a promise for mankind.”*