



***Cardinal Montessori School***

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**2017-2018  
Parent Handbook**

Cardinal Montessori School  
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*“Education is a natural process carried out by the child and is not acquired by listening to words but by experiences in the environment.”*

*Dr. Maria Montessori*

### **Position Statement**

*Our philosophy begins with a belief that a child comes to us with unlimited potential and must be treated with respect and dignity as the adult they are to become. The most important qualities a child develops in our classes are self-confidence, self-esteem, intelligence, self-discipline, thinking skills, and a love of learning. Each child is taught that he/she is capable of making decisions that influence him/her and that he/she is responsible for the decisions made.*

### **Accreditation**

American Montessori Society  
“Affiliated Montessori School”  
National Private Schools Accreditation Alliance  
“Certificate of Accreditation”

### **Member**

Montessori Foundation  
Virginia Child Care Association  
Prince William Chamber of Commerce  
Virginia Council for Private Education  
Virginia Montessori Association

August 2017

Dear Parents:

This booklet has been made available so that parents will be informed of the policies, procedures and practices at Cardinal Montessori School. Keep it on hand so that you will be able to readily refer to it from time to time to help you and your family navigate the 2017-2018 school year. The handbook will also be on the school's website at [cardinalmontessori.com](http://cardinalmontessori.com). If you have any other questions regarding the school, please feel free to contact us through telephone or via e-mail.

CMS admits students of any race, color, creed, nationality or ethnic origin. It does not discriminate on the basis of race, color, creed, national or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Erick V. Gallegos  
Director  
Head of School

## What is Montessori?

Montessori schools can be found in every city and country around the world. While the schools share commonalities, no two approach education in precisely the same way. Each school is unique. The Montessori Method of teaching is both an educational philosophy and a vision of childhood. The Montessori Method recognizes the power of each child and respects individual patterns of growth. The physical surroundings, the learning methods and the ways in which students interact with one another are designed to create an environment in which children can discover their unique relationship to the world. Independent choice and authentic interests are key elements in learning. Students develop independence and the ability to make good decisions at an early age. It is through the students own work in this specially prepared environment that students develop self-discipline and self-teaching abilities that will not only help them in school, but in life.

For more information, you may also want to explore some of the following books and periodicals:

- *Montessori Today* by Paula Polk Lillard
- *Montessori From the Start* by Paula Polk Lillard
- *The Secret of Childhood* by Dr. Maria Montessori
- *Montessori: A Modern Approach* by Paula Polk Lillard
- *Discovery of the Child* by Maria Montessori
- *The Absorbent Mind* by Maria Montessori
- *Montessori: The Science Behind the Genius*, Angeline Stoll Lillard
- *Maria Montessori: Her Life and Work* by E.M. Standing (et al) |

## **FAMOUS MONTESSORIANS:**

**Peter Drucker** - Management Guru

**Anne Frank** - Author of the Diary of Anne Frank

**Larry Page and Sergey Brin** - Co-founders of Google

**Jeffrey Bezos** - Founder of Amazon.com

**Julia Child** – Chef and cookbook author

**George Clooney** - Actor

**Jimmie Wales** - Founder of Wikipedia

**Gabriel Garcia Marquez** - Nobel Prize Winner (Literature)

**Helen Hunt** - Academy Award Winner

**Katharine Graham** - Owner/Editor of the Washington Post

**Prince William And Prince Harry** - English Royalty

**T. Berry Brazelton** - Noted Pediatrician

**John and Joan Cusack** - Actor and Actress

**Sean ‘P. Diddy’ Combs** - Rap mega-star

**Jacqueline Bouvier Kennedy Onassis** - Editor, former first lady  
(John F. Kennedy)

**David Blain** - Magician

**Dakota Fanning** – Academy Award Nominated Actress

**Will Wright** – Creator of “The Sims” video game

**Yo Yo Ma** – United Nations Peace Ambassador, winner of 15  
Grammy Awards, Presidential Medal of Freedom & National  
Medal of the Arts

**Taylor Swift** – Grammy Award-winning singer/songwriter

**Dr. Davi Sridhar** – Youngest American Rhodes Scholar

**Eric Cornell, PhD** – Nobel Prize Winner

**Beyonce Knowles** – Singer, songwriter, actress and fashion designer, 16-  
time Grammy award-winner

## **OTHERS WITH A MONTESSORI CONNECTION:**

**Alexander Graham Bell** - inventor, provided financial support  
directly to Dr. Montessori. Helped establish the first Montessori  
class in Canada and one of the first in the United States

**Bruno Bettelheim** - psychologist/author, was married to a  
Montessori teacher

**Erik Erikson** - anthropologist/author, had a Montessori teaching  
certificate

**Jean Piaget** - Swiss psychologist, made his first observations of  
children in a Montessori school.

**Alice Waters** - restaurateur and writer, is a former Montessori

teacher

**Thomas Edison** - scientist and inventor, helped to found a Montessori school

**Mister Rogers** - children's TV personality, strong supporter of the Montessori Method

## **HOURS OF OPERATION**

### **Extended Day Care (before classes):**

Day care opens each morning at 6:00 a.m. and remains open until class begins at 8:30 a.m.

### **Class Hours:**

Primary Students (under 5 years of age): Five days a week from 8:30 a.m. to 11:30 a.m.

Primary Students (over 5 years of age): Five days a week from 8:30 a.m. to 3:30 p.m. (except Thursday from 8:30 a.m. to 2:00 p.m.).

Elementary Students (1<sup>st</sup> - 6<sup>th</sup> grades): Five days a week from 8:30 a.m. to 3:30 p.m. (except Thursday from 8:30 a.m. to 2:00 p.m.)

### **Extended Day Care Hours (after classes):**

Students under five year of age: day care re-opens at 11:30 a.m. and closes at 6:30 p.m.

Students five and older: day care re-opens at 3:30 p.m. (2:00 p.m. on Thursday) and closes at 6:30 p.m.

Parents picking up students at 6:30 p.m. must leave the school by 6:30 p.m. to avoid late fees.

## **TUITION PAYMENTS**

**Note: All students are considered enrolled for the entire school year. No deduction in tuition or fees will be made for absences, withdrawals, or vacations.**

The registration and deposit fees are due with the CMS application. No student is accepted at CMS without the registration and deposit fees being paid in full. The registration fee is a non-refundable payment.

Parents have the following fixed costs: tuition, day care, and material fees, (and book fees for elementary students). At the beginning of the school year, parents elect to pay day care at the fixed or hourly rate and are billed monthly. Parents who need to adjust the EDC payment plan, from fixed to hourly or hourly to fixed, may change plans, but will be limited to one change per year.

For tuition and EDC contract payments, CMS parents have two payment options. The first option is to pay fifty-percent (50%) of the total tuition and EDC contract in August, and the remaining fifty-percent (50%) in December directly to the school. Parents using this payment plan must pay CMS directly in advance or on the due date. An additional \$25.00 will be charged for each payment received after the due date and the family will be enrolled in the SMART Tuition Payment Plan for the following school year.

The second option is the SMART Tuition Payment Plan. The SMART plan allows parents to pay tuition in monthly installments (10 payments – August through May.) The administration fee for using the SMART plan is \$100.00 and participating families will see the fee included in their first tuition payment. Families that choose the first payment option detailed above (two payments) will not be charged an administration fee.

Families who elect to pay via SMART must ensure that their payments are received prior to the due date **NOTED IN THE SMART PROGRAM**. SMART will automatically charge participants a late fee for payments received after the due date. This penalty payment is administered through SMART. CMS cannot, and will not, intercede on parents' late payment charges. Parents, who are interested in the monthly payment plan through SMART, must complete the SMART application through CMS.

If a tuition and/or EDC payment is forty-five (45) days overdue, the student will be automatically withdrawn from the program unless special payment arrangements have been made in writing with the school.

Printouts of Extended Day Care costs and other miscellaneous charges will be placed in the student's communication folder at the beginning of each month. Monthly Extended Day Care charges are to be paid before



the twentieth day of the following month (ex. September's EDC hours must be paid prior to October 20<sup>th</sup>).

Signatures on the CMS Tuition Contract are a "promissory note" for tuition payments for the entire school year. All payments must be made in their entirety; even if the parent or student leaves the country, goes on vacation for an extended period of time, or withdraws from the school. If a family has unpaid bills with CMS, the school records will not be released until the accounts are settled.

Tuition for students entering the school later in the year will be prorated. If a student is registered in the program and must withdraw due to potty training issues, regular tuition payments must be made in order to keep the child's space in school. (CMS is licensed by the state of Virginia, and state regulations require us to employ staff based on the total number of students enrolled at the beginning of the school year.)

## **POTTY READINESS**

A child is considered potty trained if he/she: is not using diapers or pull-ups during school hours, can recognize the need to go to the bathroom, verbalize it to a teacher, walk from the classroom to the bathroom located outside of the classroom and take care of all bodily cleaning. While we understand that accidents will happen, if it is determined that a child is not fully potty trained and ready for school, the child will be withdrawn until ready. In order to keep the child's space in school, tuition must continue to be paid.

## **ENROLLMENT STATUS**

Classroom openings are filled from the applicants on the wait list whose applications were submitted during the Open Enrollment period. CMS accepts children in the following order: current student(s) in good standing, siblings of students currently enrolled, and new enrollees (age may be primary factor for new enrollees). Students who are not selected during this time will remain on the wait list until December.

## **WITHDRAWALS FROM SCHOOL**

Should Cardinal Montessori School determine that a student or parent(s) presents a distraction, threat to other students, parents, faculty, or themselves, the school director reserves the right to remove the student from the program immediately.

Parents are responsible for tuition payments through the end of the month if it is requested that their student be withdrawn for behaviors not conducive to the school environment.

## **CLASSROOM PLACEMENT**

The administrative team determines classroom placement based on the best interests of the child. Changes in classroom assignments will only be made if the well-being of the child or program is being seriously affected and there is an opening for a student of the same age available in another classroom.

Please note that placement in first grade is not automatic. Placement will depend upon space availability and educational factors. All elementary placement decisions are made by the Director.

## **RELIGIOUS AFFILIATION**

Cardinal Montessori School is not affiliated with any religious organization and does not discriminate on the basis of religious beliefs or preferences.

## **ADMISSION**

**\*Note: Under Virginia law, schools that have not been provided with a copy of a student's Birth Certificate within eleven days of the start of school are required to report the student to the Department of Virginia Social Services.**

The following forms must be completed prior to admittance:

- A CMS application form with a one-time, non-refundable \$250.00 registration fee
- A \$200.00 deposit that will be applied to the last month's tuition payment
- CMS Extended Day Care Application form
- CMS Emergency Medical form
- CMS Immunization and Medical form signed by a physician
- Birth Certificate - Required by the State of Virginia
- CMS Tuition Contract – signed
- The SMART agreement – signed

It is very important that the information provided on the school application be legible and current. This means that any forms that are filled out should be printed or written clearly and legibly.

The school communicates through e-mail. We ask every family to provide two e-mail addresses. If you change home, work or

e-mail address or phone numbers, the school must be notified in writing of the new information as soon as possible.

The state of Virginia requires that the school have current information for each child at all times during the school year.

## **CHILD ABUSE**

Any suspected incidence of purposeful or non-purposeful child abuse or neglect shall be reported in accordance with 63.1-258.3 of the Code of Virginia, requiring "...any person providing full or part-time child care for pay on a regularly planned basis is to report suspected child abuse or neglect."

Per state law, school employees must report suspected cases of abuse, neglect, non-accidental injury, or sexual offenses against children to Child Protective Services (CPS) and/or local law enforcement agencies as well as the School Director.

Where parents are the alleged abusers, school personnel are not to notify parents; Child Protective Services and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the child's family, school personnel shall follow reasonable notification procedures.

Children who suspected to be a victim of abuse and are at school shall be made available to either CPS or the Police Department for questioning. The investigating agency will determine whether school personnel should be with the child during questioning. The CPS worker and/or the police may interview the child and all other children residing in the home on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS has the authority to obtain school records upon written request. State law protects individuals required to report suspected abuse from civil and criminal liability.

## **ENTRANCE TO SCHOOL AND PARKING**

The entrance to and exit from the school will be through the front doors only. Parents who park at the church parking lot adjacent to the school and use the side-gate entrance to enter and exit the school must use the school's front door entrance. Each family has its own individual security code. This code should not be shared with any other person, including school families.

No parent or guest may park in the faculty parking area located at the back of the school or enter through the school's back door or gate.

## **CLOSING THE GATE AND FRONT DOOR**

The outside gates must be closed each time a parent or adult enters or exits through the gate. The security and safety of our students depends on closing the gate each and every time it is used. The front door must also be closed and secured.

Please do not open or hold open the gate or front door for any student other than your own, or students you are authorized to drop off or pick up. Parents exiting the school must open the gate and front door for their children only.

Please do not turn off the front door alarm. Remember, the alarm is a security component that the school has incorporated to provide security for our students. Parents who shut down the alarm run a risk of compromising the school security and may endanger students.

## **ARRIVAL AND DISMISSAL**

Students must be signed in and out by their parents/guardians or a person who has been authorized to do so. Children must be escorted into the building and signed in by the adult prior to going to EDC or to class. Parents may not drop off children in the parking or front door area and drive away. All students must arrive in their classrooms by 8:30 a.m. Students are to be signed-out only when they are exiting the building and leaving the school grounds.

Written authorization must be provided to the front desk or staff in order for anyone other than a student's parents to take a child from school. With parents' written permission, siblings 18 years old or older may sign in/out their brother or sister. The staff reserves the right to request photo identification.

## **DAYCARE DURING SCHOOL CONFERENCES**

Parents meeting with the school staff during school, before or after school hours (parent/teacher conferences, volunteer meetings, etc.) will incur EDC charges for each student before, during and after the meeting.

## **PARENTS HANGING OUT**

Parents are always welcome at the school, but please be aware that excessive or loud adult communication can interrupt the school day. Parent conversations by the classroom door, near the office, or windows are distracting for students and teachers in the first three classrooms.

In addition, we ask that all adults please use the staff bathroom when needed. We ask that no adult use the children's bathroom at any time during the school day.

## **LINGERING AT SCHOOL**

Parents who pick up their children at 6:30 p.m. or later, must leave the building by 6:30 p.m. to avoid a late pick-up charge, even if talking to the school evening staff or other parents. Any student on school property or participating in day care, school, or playing on the playground will be charged daycare expenses, since those children are included in the state's adult/child ratio. Parents and students may not linger in the school hallways or classrooms after the school is officially closed at 6:30 p.m. Parents who need to talk to other parents after that time must move their conversations outside. The late pickup fee stops when the students and parents leave the building.

## **AFTER SCHOOL ACTIVITIES**

Students who stay for after school activities (piano, violin, drama, yoga, etc.) are considered to be at school. Parents will be charged for the time the child spends at school after the school day. Parents will not be charged if they are physically present with their child for the duration of the child's after-school activities.

## **EXPENSES FOR ARRIVALS AND DISMISSALS**

To expedite the arrival of students each morning there is a twenty-five minutes window before classes. Parents can drop off students after 8:05 a.m. without incurring day care expended. Students who arrive prior to 8:05 a.m. will be charged from the time of their arrival until the beginning of the school day (8:30 a.m.). Extending the drop-off time alleviates parking congestion during peak arrival time. It is not to be misused as free day care.

The twenty-five minute window does not apply to the apply to the 11:30 a.m. or 3:30 p.m. pick-ups. Students who stay after 11:30 a.m. for lunch and play, or after 3:30 p.m. for snack and play, will be charged extended day care charges

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The twenty-five minute window does not apply to the 11:30 a.m. or 3:30 p.m. pick-ups. Students who stay after 11:30 for lunch and play, or after 3:30 for snack and play, will be charged extended daycare charges beginning at 11:30 a.m. and 3:30 p.m.

## **EARLY DROP-OFFS AND LATE PICK-UPS**

CMS opens at 6:00 a.m. and closes promptly at 6:30 p.m. Although the school facility may be open prior to 6:00 a.m. and occupied with staff, administrators, or cleaning personnel, that does not mean the school is adequately staffed to accept students. Families of students in school prior 6 a.m. or after 6:30 p.m. will be charged \$2.00 per minute, per child. All students arriving prior to 8:30 a.m. must go to day care.

## **NAP/SLEEP TIME**

The Department of Health Services requires all children three years old or younger to bring nap materials to school and nap from 1:00 p.m. to 3:00 p.m. Students who are four years of age have the option of taking a nap or having supervised play between 1:00 p.m. and 3:00 p.m. Students who are five years or older do not take naps at the school. Nap material must include a fitted crib sheet and a blanket labeled with your child's name. Sheets and blankets will be sent home every Friday to be laundered and should be returned on Monday. There is a \$5 laundry charge if the school supplies bedding. Nappers should not bring toys, stuffed animals or pillows that are not sewn into the blanket to school.

## **ABSENCES AND ATTENDANCE**

Parents are asked to ensure that their children arrive on time in order to reap the full benefits of the Montessori environment. A student arriving late to school is very disruptive to other students, teachers and the class in session. Students are expected to attend school on a full-time basis (5 days a week). All students, no matter what age, must be at school and on time every school day (prior to 8:30 a.m.). The school administrator reserves the right to remove or terminate student(s) who are chronically late or absent from the school.

Students who are five and older are expected to remain for the entire school day unless excused for illness or medical appointments. In light of this, parents are urged to make every effort to schedule doctor, dentist, and other appointments for students outside of the school day.

Students' attendance, absences, and tardiness are recorded and placed in

the student's academic record. If the child arrives late and the class has started, please check with the front desk for assistance prior to going into the classroom.

## **PARENTAL OBSERVATION**

CMS has an active open-door policy on parental visits. Parents should not abuse the open-door policy by consistently spending the day or part of the day at the school, lingering in the class, bathrooms, hallway, or playground.

Parents who linger outside in the hallway or spend excessive time in the classroom may interrupt the class and other children's school day and learning. Parents who want to observe their children are encouraged to monitor the class through the windows in the hallway.

It is important to note that court-ordered visitation rights for separated or divorced parents are not meant to and usually do not extend into the student's classroom or school day.

## **OPEN COMMUNICATION**

Please bring complaints, concerns, questions, and/or general observations pertaining to the school to the attention of the assistant director and/or director. Parents may contact the school through e-mail, written note, or by phone. Emails sent to the school's email address will be forwarded to the teacher. The school director is available to all parents before, during, and after school (24/7).

## **COMMUNICATION FOLDERS**

Each student is given a communication folder, which is stored in a rack outside of the student's classroom. The folder is used to convey information from staff to parents, such as details about upcoming events, and may also be used to return students' work. Billing statements are also placed in each student's folder at the beginning of the month. Parents are asked to check folders daily and remove their contents. The folders are for school use only, with the exception of birthday party invitations. Please note that parents who place invitations in school folders must be extended invitations to all students in the class, not just a select few. Because folders may contain confidential and/or sensitive information, parents are asked to be mindful when checking their student's folder.

## **FAMILY/STUDENT ISSUES**

Teachers should be made aware of any important events in your child's life, such as births, deaths, divorce, serious illness of a parent or sibling, extended visits from relatives, absence of a household member, impending surgery, new medications, and so on. Events like these may trigger unusual behavior in a child. By informing your child's teacher, you enable the teacher to help your child manage these events. All such information will be kept in strict confidence.

## **PARENT CONFERENCES**

Parent/teacher conferences are held in October, February and May. All parents are expected to attend. Parents may sign up for available conference times either through a list posted outside of the classroom or through an electronic service, such as Signup Genius. Teachers are not available for conferences during school hours and weekends.

## **PARENTS CALLING STUDENTS AT SCHOOL**

Parents are strongly discouraged from calling students at school, except in the cases of a true emergency. Calls to students during the school day are disruptive to the classroom and can hinder students' learning.

## **ELECTRONIC DEVICES AT SCHOOL**

Students may not bring electronic devices to school, either on their person, in their lunch kits or CMS bag. Electronic devices include, but are not limited to: cell phones, tracking devices, music players, electronic games, etc.

## **PARENTS CALLING TEACHERS**

Situations may arise when parents request to talk with teachers during the school day. Unfortunately, it is difficult to pull teachers out of the class during instruction time for any period of time. If you desire to talk to your child's teacher during the school day, please e-mail or call and leave a message with the front desk. The teacher will return your call during his/her first available break. If you have an emergency situation and/or the teacher does not return your call within twenty-four hours, please notify the school director. The director will always be available during the school day for parents who need to talk concerning their child and/or the school.



## **PARENT PARTICIPATION**

Each parent is a vital part of the school organization as a whole. If you have time to volunteer or offer a service to the school, please let us know. Available opportunities include organizing book fairs, listening to readers, etc. Parents who have talents, careers, or hobbies that they think would be interesting to the children are encouraged to contact their student's teacher to arrange a time to share their information with the children. We also encourage parents of different cultures to share their experiences with the class.

## **EXTRACURRICULAR ACTIVITIES**

All extracurricular group activities (piano, violin, drama, yoga, etc.) will begin at 3:30 p.m. (or at 2:00 p.m. on Thursday afternoon). Groups planning outside activities, off school grounds, must have permission slips to leave school grounds.

## **SCHOOL ITEMS OF INTEREST**

Occasionally, children will bring home classroom materials, such as Pink Tower cubes, beads, cards, etc. We ask that these items be returned and that parents explain that school materials are to be used in class and kept there. These little pieces are costly and can be difficult to replace.

## **THINGS FROM HOME AND SCHOOL**

Please have students leave all personal property such as toys, games, etc. at home unless it is a show-and-tell item. The school is not responsible for damage to, loss, or theft of any personal items brought to school. If items, other than show-and-tell, are brought to school, they will be kept in the teacher's possession until the end of the day. Please check with your child's teacher for schedule of show-and-tell days.

## **MARKED CLOTHING**

The school and faculty are not responsible for missing clothing. All clothing (sweaters, coats, boots, mittens, hats, etc.) should be clearly and visibly marked with the student's first and last name. It is very difficult to sort and return student's garments when their name is not on them.

## **SCHOOL UNIFORM**

Any clothing or clothing accessories that interfere with or disrupt the educational environment are unacceptable. Students are expected to be well-groomed with their shoes tied, and shirt and blouse tails tucked in at all times. Hairstyles, and /or headbands, that unduly draw attention, are not allowed. CMS reserves the right to decide whether or not certain attire, accessories and hairstyles are appropriate for its students. Students may wear red sweatshirts and cardinal red collard polo shirts except on picture day. Clothes should not be faded and must fit the student. Cardinal red sweatshirts or red V-neck sweaters are allowed in the classroom over school uniform. Cardinal red sweaters should be plain and not bulky, and should not feature embellishments, frills, or designs. Sweatpants are only permissible only for students who have been newly potty trained. Students whose clothing does not comply with the uniform policy will be asked to change clothes or leave school for the day.

**Boys:** The school uniform for the boys includes: a cardinal red or white solid collared polo shirt, solid navy blue pants or shorts (not faded), a cardinal red buttoned sweater, and tennis shoes. Shirts must be tucked into pants at all times during school hours. Shirts must be long enough to be tucked into pants or skirts. Shirts that cannot be tucked into pants are considered undersized and will need to be replaced. T-shirts with collars may be worn only if the CMS logo is printed on the T-shirt worn by the student.

**Girls:** The school uniform for the girls includes: red/blue plaid jumper, (jumper must be approved CMS pattern) a white solid collard blouse or a red or white solid collared polo shirt, solid navy blue pants or shorts, a “cardinal red” buttoned, V-neck, no frills, sweater and tennis shoes. Blouses and shirts must be solid white (red) with no low-cut necklines and be tucked into jumper, skirt, pants, etc. during the school day. Length of jumpers, skirts, skorts and shorts should be modest (no more than two inches above knee) and not disruptive to the school environment.

**Socks:** Regardless of the date, student’s socks, stockings, etc. must be a solid school color (red, white, or blue) and not netted, striped, polka-dotted, or extend over the knee. Female students in the elementary classes (age: 6-12 years) must wear shorts under their school jumpers and skirts. It is recommended that female students in a primary class wear shorts under their school jumper.

**Shoes:** Students are required to wear the school uniform every day with tennis shoes, except in rain or snowy weather. With inclement weather they must bring a second pair of shoes for inside.

**Outerwear:** When considering coats, sweatshirts, boots, etc, please provide clothing that the child can get into and out of easily without assistance and is correctly fitted for your child. Clothing should be neither too big nor too little to fit your child, must include the required buttons to holes and a functional zipper, if applicable. Jackets with broken zippers should not be worn to school.

**Belts:** Only solid vinyl, cloth or leather belts with a simple or non-ornamental buckle may be worn.

School Uniforms can be purchased at the following location:

**Educational Outfitters**  
**2499 N. Harrison St., #LL-9**  
**Arlington, VA 22207**  
**(703) 241-2021**  
**[Arlington.educationalfitters.com](http://Arlington.educationalfitters.com)**

**Robcyn's Uniforms**  
**3660 King Street, Alexandria, VA 22302**  
**(703) 379-7800**

**FRENCHTOAST.COM**

**LAND'S END.COM**

## **BRACELETS/WRIST WATCHES**

Wristwatches without sound effects may be worn, but loom bracelets, rubber spirit or Silly Bandz bracelets are prohibited. Any jewelry that can be easily removed or is distracting to other students or staff must not be worn at school.

## **CLOTHING RESTRICTIONS**

Clothing should fit, be neat, clean, not faded or wrinkled, and conform to standards of safety, good taste, and decency. Clothing that

exposes private parts, the midriff, chest, undergarments, or that is otherwise sexually provocative is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

## **EXTRA CLOTHING**

During the winter months, students may only have one jacket or coat at school. Historically, parents have kept several reserve coats at the school. These reserved coats take additional hallway space and hooks and are not necessary. Parents should send extra clothing for their child(ren) (underwear, socks, shirt, pant, shoes, etc.) and place them only in their child's CMS bag on their hook. Younger students may need two sets of clothes and more than three pair of undergarments. Be sure that these items are clearly marked with the student's name. *Students who do not have extra underwear or socks will be given newly purchased underwear or socks to wear and the parents will be charged a fee (\$2.00) for the new underwear or socks.* Underwear or socks issued to a child will not be credited or returned to the school. The school will use donated clothing (shirts and pants) for students who do not have extra clothing to wear to replace soiled garments. Be sure to exchange extra clothes as your child grows and as the seasons change.

## **BED LINEN**

Bed linen must be taken home every Friday and cleaned. Students who do not have clean bed linen will be issued clean linen and the parents will be charged a cleaning fee (\$5.00). A student's soiled bed linen must be taken home that night and clean linen returned the next day with the student.

## **EMERGENCY CARE**

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a student. The student's emergency instructions on file at the school are consulted immediately and the parents are called.

Parents not able to pick up their child in a reasonable amount of time must have an additional person available to pick up the student. The school reserves the right to call emergency personnel (911) to transport the student to a designated medical facility. The parental consent

statement will accompany the child so that treatment can be given immediately in the absence of the parent. It is imperative that you keep the emergency contact information up-to-date with names and addresses of three (3) of persons, other than the parents/guardians, to be contacted in case of emergency, as required by law.

## **ACCIDENT REPORTS**

In case of a minor accident, your child will be treated at school and an accident report completed. School accident reports must be signed by parents and are kept on file.

## **EMERGENCIES AND BUILDING EVACUATION**

In case of an emergency or building evacuation, students will remain either on school property or the adjacent church parking lot. In inclement weather or if a complete area evacuation occurs, students may be moved to the fire station down the street until parents are reached and students can be picked up.

An emergency school roster will be on hand and phone calls to parents will be made in alphabetical order or by age of the students after an evacuation site has been determined, the situation stabilizes and students are safe.

In the event that there is a terrorist strike in the surrounding metro Washington area (a terrorist strike may include, but is not limited to the following: the use of radioactive "dirty" bombs, chemical and biological weapons, etc...) the school's staff will move all students into the school's main hallway. The school will shut down all heating, ventilation, and air conditioning systems, and close and secure all doors and windows. The purpose of the ventilation shut down is to hopefully create a moderate barrier that will limit chemical agents from flowing into the building.

During the winter months, if the heat and ventilation system is off, the building can get chilled quickly and warmth may be a factor. The combination of coats stored in the hallway and numerous little bodies will hopefully counter the frigid environment that we may encounter. Make sure your child comes with adequate cold weather clothing during the school year or at least during heightened security periods.

The bathroom entrances are in the hallway, so lavatory sanitation should not be a problem unless public water is terminated. The school will have a limited supply of bottled water and snack on hand. If the phones are active and operational, we will communicate to all parents via the internet and hold the main telephone line only for emergencies. Please be judicious with calls during an emergency.

Picking up children during a chemical/biological attack, may contaminate the whole school. To limit this interaction, the school will lock the front door and ask parents to come to the first classroom door. There will be a two-way radio on the steps for parents to communicate with staff inside the building (if the telephone lines are down). We will release the student in the room and ask them to go out the side door. That room will be the designated isolation room. We request that you not come in the building, but let the student go through the room and out the door.

Lastly, while the school is limited in ways that it is able to defend against these aggressive acts, it may be reassuring to parents that the school will remain open until the last parent has picked up their child. Regrettably, the school may not always be able to guarantee state standards of student-teacher ratio, in extreme events, but we will remain open. **It is very important that the school emergency information (cell and work numbers, emergency pickup personnel, and any other data) be updated and accurate.**

## **HEALTH CERTIFICATES**

### **Note: ALL KINDERGARTEN CHILDREN ARE REQUIRED BY LAW TO HAVE A MEASLES BOOSTER BEFORE ENTERING SCHOOL**

In accordance with the Private School and Child Care Ordinance of Prince William County, each child must have (1) a physician's certificate of physical examination done no more than 12 months prior to enrollment, (2) a current record of immunization before the child can be admitted to school.

Certificates of physical examination must be in the student's record by the beginning of the school year; immunization records must be in the school office on or before the first day of school or your child will not be allowed to attend until the records are received. If you object to a certificate of physical examination or immunizations on religious grounds, you must submit a Commonwealth of Virginia Certificate of Religious Exemption indicating your beliefs certifying that your child is in good health and free from contagious diseases to the best of your knowledge.

## **MEDICATION**

Due to the availability of state mandated trained staff members, medicine will not be administered before 9:00 a.m. or after 3:30 p.m. All prescribed and over the counter medicine must be in the original manufacturer's container and box. Container and box must be carefully labeled with the student's full name and directions for administering. No out-dated medication will be administered. Over the counter medicine should be age appropriate. When needed, prescribed medication will be stored in a refrigerator in a clearly defined area away from food.

Prescribed medicines shall be kept in a central, locked, location within the school, where they will remain clean, dry, and available to designated personnel. All medication shall be kept in a secure area preventing access by students and non-designated employees.

1. School personnel, who have proper medical training, will administer medication to students. All medications shall be administered in the school office area. Parents shall develop a plan with the student or office administrator to ensure that the student goes to the office at the prescribed time. Medication can be given only within one half hour before or after the prescribed time. Parents and guardians must transport medications to and from the school. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets.

2. For students who are prone to have epileptic seizures and/or asthma attacks or other health conditions at school, teachers shall be made aware of appropriate procedures for handling these conditions and for calling 911. When an emergency arises, school staff will implement appropriate emergency procedures. Any staff member shall contact Emergency Medical Services (911).

3. The state of Virginia defines medication to include all prescribed and non-prescribed medicines. Medicines taken orally or applied to the skin require a medication authorization form (including cough medicines, lozenges, and sunscreen, etc.).

4. Parents who wish to have medicine left at the school for extended periods (more than seven school days), must have the Long-Term Medical form completed and signed by the student's physician prior to leaving the medicine at the school. The Long-Term Medical form must be resubmitted, with a medical signature, every six (6) months. The state of Virginia prohibits the school from holding prescribed medicine for students or personnel without the written authorization of a physician.

## **OUTSIDE ACTIVITIES AND SICK STUDENTS**

Children, who are too sick and cannot participate in outdoor or indoor activities, and do not have a doctor's note, are considered too sick to attend school for that day. Outdoor activity is important both physically and mentally for students.

## **SICK STUDENTS AT SCHOOL**

Child is persistently vomiting, has acute or severe ear pain, has a fever over 100 degrees Fahrenheit, is violently coughing, or has extreme nausea; he or she must be picked up as soon as possible. The school expects a one hour time frame for parents to pick up a sick student. Parents who are too busy or have a work environment or employer that will not allow key personnel to leave and attend to a sick child's needs, must update the schools records and have a reliable "backup person."

## **MEDICAL LIMITATION**

The school is not adept, licensed, or has the medical expertise to provide extended medical services for students. A child having been diagnosed with a contagious disease should be kept at home and the condition reported to school. All parents will be alerted about the contagious disease. Examples of contagious disease are, but not limited to: strep throat, pin or ring worm, viral infections, measles, mumps, chicken pox, pink eye, scabies, lice, and scarlet fever.

## **SICK STUDENTS**

For the protection of all students and staff, your child should be kept at home if he/she shows any of the following symptoms:

- An elevated temperature (over 100 F)
- Headache
- Severe coughing
- Upset stomach
- Swollen glands
- Flushed face due to fever
- Diarrhea or vomiting
- Tearing, irritation, or redness of the lining of the eyelid
- Swelling and discharge of pus from the eye
- Sore throat or difficulty swallowing



- Unusual behavior (crankiness, listlessness, crying more than usual, obvious general discomfort)
- Nasal discharge that is yellowish or greenish in color

The school cannot accept sick children. If your child arrives at the school with obvious signs or symptoms of a communicable disease, the child will not be allowed to attend that day. It is required that students remain out of school at least 24 hours after a fever has gone or an antibiotic is given by a physician.

## **LUNCHES**

The state of Virginia encourages schools to comply with the nutritional requirements of the Child and Adult Care Food Program of the United States Department of Agriculture (USDA). The school is mandated to enforce nutritional requirements. The students will bring healthy and nutritional lunches to school each day. Children are not to share their lunch with other students. Sandwiches, sliced cheese, cut vegetables, and fruits are always a favorite for many students. Lunches packed with candy, cookies, and cakes are strongly discouraged. Caffeinated and carbonated drinks for students are not permitted at school.

The state does not allow staff members to heat students' food in the microwave, nor store students' lunch in the school refrigerator. We ask that you also use caution when packing lunches with ice packs to make sure the frozen ice pack does not resemble an edible food item.

## **LUNCHTIME**

All the children are strongly encouraged to eat their entire lunch. If it is not eaten within the allotted lunch time (30 minutes) they are not forced to eat their entire lunch. If your child forgot his/her lunch and a parent is unable to bring one for them, the school will provide your child with a McDonald's happy meal. The cost is \$6.00 and it will be added to your in school account. This is not a daily option.

## **SNACKS**

Parents take turns providing simple snacks for their child's class during the school year. A calendar and snack list will be provided by the teacher. Parents should provide snack approximately once a month for each child they have in the classroom. If the snack host forgets snack on their assigned day there will be a \$10.00 fee added to your bill.

**Note: The state of Virginia does not allow schools to serve food**

**that is made and packaged at home (i.e. homemade). Snack food must be commercially packaged and unopened.**

All snacks should be free of peanuts and nuts. In addition, grapes and hot dogs will not be accepted as snack items (choking hazard).

## **NO BIRTHDAY PARTIES**

The school does not allow in-classroom birthday parties for students during the school year. Do not ask your teacher or school to make special allowances for your child to celebrate his or her birthday during school hours. Students cannot store gifts, accept flowers, singing telegrams, or any messenger greetings during school or EDC hours.

## **INVITATIONS**

If parents are planning a birthday party and inviting all of the students in the classroom, then invitations may be placed in the communication folders. However, if only a select number of students that are invited, we ask that you use other means of communications to avoid hurt feelings or conflicts.

## **NON-LUNCH FOOD**

Chewing gum is not allowed at the school. Parents who pick up their children after school are strongly encouraged to remind their child not to eat their lunch leftovers prior to leaving the school. Lunches are not allowed to be eaten after school and/or in the hallway, bathroom, classroom, or on the playground.

## **DISCIPLINE**

At Cardinal Montessori School, we are concerned about the safety of the students as well as teaching acceptable behavior and manners. All students are expected to respond to oral requests by the staff. If a student is having problems and/or not responding to oral requests, the student is asked to sit out of the activity in progress. A designated place for “time-out” will be made available to the student for the opportunity to regain control.

Excessive screaming, out of control behavior, running away from adults, exiting the building without an adult, hitting or biting an adult or other student are grounds for a students’ termination from the school.

### **Discipline Methods:**

The methods of discipline used in class include distraction, choices, brief verbal command, or time-out within the classroom and time-out at

the front desk or in another classroom. Discipline shall be constructive in nature and will not involve any physical punishment, disciplinary action administered to the body, verbal abuse, internment in confined spaces, or withholding of any food or nap time.

It is our policy to help the student acquire self-discipline. We believe, if students are constructively occupied doing interesting and challenging activities, they will generally not have discipline problems in class. We feel that if students understand the rules and know the expected behavior, they will choose to behave. Therefore, expected behavior is geared to the student's age with limits or rules developmentally appropriate and understandable to the student to whom they apply.

### **Parent Responsibility:**

Parents may be asked to pick up a student from school for discipline issues. Discipline issues that require a parent to take a child out of school for the remaining part of the day include: excessive screaming, out of control behavior, running away from adults, spitting or scratching students or staff, purposely damaging classroom equipment, exiting the building without an adult, and hitting or biting an adult or other student. Once at school the parent must take the student home for the remainder of the school day.

Parents must arrange for the disciplined student to be picked up within an hour after a call is placed to a parent. It is the parent's responsibility to ensure that the student has a person within the area to pick up the student within an hour after a call from the school.

### **Termination of a Student:**

Students who stay in "time-out" for longer than their chronological age or have numerous visits to the office or Mr. G's class may have discipline issues. If a behavior situation arises that warrants a conference with the parents/guardians, the teacher or director will call to make an appointment as soon as possible. If the situation is not addressed in a timely manner, and it is determined by Cardinal Montessori School that it is in the best interest of the student and the school to terminate a student's enrollment, a thirty (30) day written notice stating the reason for termination will be sent to the parents and a copy will be retained in the student's records.

*There is a four week trial period for each newly enrolled student at the school. This allows time to evaluate the student's readiness and maturity for school. It is our desire that your child's school experience be a positive one. Therefore, the school reserves the right to request withdrawal of any student who is found by the staff to be not yet ready for school (note: All students must be potty trained).*

## **SNOW POLICY**

Cardinal Montessori School generally follows the Federal Government closing policy. When the Federal Government is closed due to weather related events and conditions, the Cardinal Montessori School will follow their directions. Extremely poor weather conditions may require the school to close, regardless of the Federal Government's closing policy or closing schedule. CMS does not follow the delayed openings/closings of the Federal Government.

**Cardinal Montessori School operates independently of the Prince William Public County School system and other near-approximate county school systems.** The school will place a "School Closing" message on the telephone recording system and email message to parents prior to 6:30 a.m. if the school is closed for any reason. Additionally, the school will notify radio station WTOP- 103.5 FM, and television station WJLA, ABC 7 News.

Although the school may remain open during adverse weather, it is a parent's responsibility to decide whether or not to drive your child to school when the weather and driving conditions deteriorate or become dangerous.

## **TELEPHONE NUMBERS**

Cardinal Montessori School	703-491-3810
Cardinal Montessori fax	703-499-9994
Mr. G.'s cell	703-408-0036

