



Community  
Montessori School  
Parent Handbook  
And Agreement

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

**Community Montessori School**

1700 Reston Parkway

Reston, VA 20170

703-542-8600

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

This agreement is made between Community Montessori School (CMS) and \_\_\_\_\_.  
Enrollment for \_\_\_\_\_ that begins \_\_\_\_\_.

The enrolled child will attend the infant \_\_\_ toddler \_\_\_ primary \_\_\_ class on the following days:

Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ on the following schedule:

Half Day (9:00a - 12:30p) \_\_\_ Full Day (8:30a - 3:30p) \_\_\_ Extended Day (7:30a - 5:30p) \_\_\_

Programs: Before school care(7:30a-8:30a) \_\_\_ After school care until 3:00 \_\_\_ 5:30 \_\_\_

Community Montessori is a year round private school with extended hours to accommodate our parents. We are a full member of the American Montessori Society.

**Enrollment/Admissions Procedures** - Enrollment is open to any child between the ages of 3 months and 6 years and may include kindergarten. CMS does not discriminate with regard to sex, race, color, creed, political belief or handicap. An open enrollment policy is observed; children are enrolled throughout the year as space becomes available.

CMS has an open door policy. Custodial parents of enrolled students may come into the building at any time.

**Authority in Charge** - Any questions concerning your child should be addressed to your child's Montessori teacher. Questions concerning tuition, schedule changes, enrollment materials, etc. should be directed towards the office staff. The CMS administrator is John Redmond. The person in charge when John Redmond is out of the building is your student's Montessori teacher or Brooke Redmond.

**TUITION AND FEES**

**Enrollment fee** - \$250.00 per student or \$400.00 per family is payable to CMS (does not apply tuition, non-refundable) a re-enrollment fee of \$150.00 per child or \$250.00 per family is charged at re-enrollment time each year to hold a space for your child for the following year.

Parents are responsible for tuition, regardless if the child attends school. Tuition is required for at least 10 months per year to maintain active enrollment. A child will lose his/her current space unless tuition payments are continued during an absent period. The parents are required to give CMS a 30-day (1 month) notice when ending this agreement.

In the event of a Natural Disaster, National Emergency or Pandemic (ex. Terrorist Attack, COVID-19, etc.) all terms of this agreement will remain in effect. No adjustments or provisions will be granted. To end this agreement parents are required to give CMS a 30-day (1 month notice).

CMS reserves the right to terminate this agreement at will.

**Tuition payment** - By signing this agreement, you understand that you are responsible for the tuition of the child, named in this agreement. Monthly payments are due on the first of each month, unless other arrangements are noted below (tuition terms). A late fee of \$35.00 is charged if tuition is paid after the 5<sup>th</sup> day of the tuition due date. No child will be admitted if tuition is behind thirty (30) days. Should CMS need to turn an account over for collection; a late fee of \$75.00 per month will be charged along with reasonable attorney fees.

**Tuition terms:** \_\_\_\_\_

**Returned checks** - A fee of \$50.00 will be charged for all returned checks.

**Security** - All doors to our building and classrooms will remain locked, at all times. Parents must enter and exit using the main door. A security system is installed and parents will be given the directions for use.

**Attendance** - Community Montessori School, adhering to the Montessori philosophy, asks that students attend class regularly in order to best develop in the program. If a child is going to be absent, you may want to inform the teacher. If a child is sick, notifying the office makes the school aware of what sicknesses are being carried in the school.

**Dress code** - Children will be participating in outdoor play on a daily basis (weather permitting). Therefore, dress must be appropriate for such activities. Clothing and coats which contain strings, sandals and jewelry are hazardous on the playground. Please make sure all clothing is comfortable and weather appropriate.

**Transportation** - The school does not provide transportation. Car pools may be arranged between parents, but written consent must be given to the school for the child to be picked up by anyone other than a parent.

**Communication** - Parents are required to meet with their child's teacher, at least once per year. Parents may request a meeting with their child's Montessori teacher at anytime. Should a parent need to talk with a teacher, a message needs to be left with the office and the teacher will response, usually by the end of the day, but always within 24 hours. At no time may parents disturb the teachers when they are working with students. Progress reports are provided during January and June.

**Late pick-up** - Students enrolled in the half day and full day programs are required to be picked up by 12:30 and 3:00 p.m. Students enrolled in the extended day program must be picked up by 6:00pm. The school will charge students that are not picked up by the agreed upon time at the rate of \$3.00 per minute.

**Child abuse** - Community Montessori School is required by the state law to report any suspected incidents of child abuse. The information is kept confidential.

**Discipline** - CMS wants every student to have a positive learning experience. To do this the following discipline procedures, if needed, are followed:

**CMS will:**

- Use limits that are fair consistent, appropriate, and understandable for the child's level
- Provide the child with reasons for limitations
- Give positively worded directions
- Model and direct the child to an acceptable behavior
- Help the child express his/her feelings and frustrations to resolve conflict
- Arrange equipment, materials, activities, and schedules which promote desirable behavior
- Provide an open and frequent communication with the parents concerning the child's behavior

**CMS will not:**

- Use psychological punishment or disciplinary action administered to the body
- No abusive language
- Withhold or substitute food
- Punish a child for toilet accidents
- Confine a child to a space

**Inclement weather** - Community Montessori School is open Monday through Friday from 7:00 a.m. to 6:30 p.m. The school calendar of Loudoun County Public Schools is generally followed, with a few exceptions. In case of inclement weather, the school also follows the Fairfax County School Schedule.

**If Fairfax County is...**

Closed

Open w/ 1 hour delay

Open w/ 2 hour delay

Closes 2 hours early

**Then CMS is...**

Closed

Opens at 8:30 a.m.

Opens at 9:30 a.m.

Closes at 3:30 p.m.

\*\*please watch the local news or listen to the radio stations for information on Fairfax County.

**Sick policy** - In order to minimize the spread of contagious diseases, children should not attend school if:

1. The child has a deep cough or heavy congestion
2. The child has a fever (100 degrees or higher - and 24 hours after)
3. The child is vomiting or has diarrhea
4. The child has pink eye (conjunctivitis) and for 24 hours after receiving medication

CMS agrees to notify the parents/guardian whenever the child becomes ill and the parent agrees to pick up the child within one hour.

Parents must inform CMS within 24 hours or the next business day after the child or any member of his or her immediate household has developed any reportable communicable disease, as defined by the state Board of Health, except for life threatening diseases which must be reported immediately.

**Medication** - Oral medication may be given to the students by the staff of Community Montessori School only if a medication form has been filled out and the medicine is in its original container with the

prescription label affixed. The label must provide the following information: Child's name, date, and dosage information. CMS will not administer eye drops and/or ear drops. Sun lotion/ cream, diaper ointment/cream, and insect repellent can be applied by staff, however, a medication authorization must be completed prior to use. Any medicine used over 10 days, requires a doctor's signature.

**Medical expenses** - it is agreed and understood that CMS takes precaution in ensuring the safety of students and their families. However, accidents in the school and on the school grounds may occur. The parents hereby agree to be responsible for all medical, dental, and/or ambulance expenses from any accidents or incidents that may occur. The parents hereby give permission for the school to seek medical treatment when the parents are unable to be contacted.

**Emergencies** - An emergency plan will be given to parents. It is required for each parent to review the emergency plan and update the student's emergency information. In case of an emergency, the persons on the emergency contact form will be reached by phone. An attempt to notify parents will be made first.

**Signatures** - Please sign and return signature page for acknowledgement of receipt of the Parent Handbook Agreement.

The parents have received a copy of the parent handbook agreement and have been informed of the policies of CMS, the health regulations, and emergency plan. The parents hereby agree and accept all policies set forth by Community Montessori School.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

Administrator: \_\_\_\_\_

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