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# PARENT INFORMATION BOOKLET

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## POLICIES AND PROCEDURES AGREEMENT

Revised May 2016

**Please complete and return this page to school office.**

The information provided in this booklet is of vital importance.

I (PRINT NAME) \_\_\_\_\_ have received a copy of SMMS Parent Information Booklet: Policies and Procedures. I agree to abide by them and any amendments to them.

Student's Name \_\_\_\_\_ Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Parent Copy

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# PARENT INFORMATION BOOKLET

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## POLICIES AND PROCEDURES

Revised May 2016

The information provided in this booklet is of vital importance.

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Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

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Dear Parents,

St. Mark's Montessori School (SMMS) was established in September of 1968 by St. Mark's Lutheran Church as part of its mission of service to the community. SMMS is owned by the Church and shares facilities with the Church. SMMS is run by its own staff with support from SMMS Advisory Board. Though non-denominational, SMMS has a Christian orientation.

We offer a 3-year Montessori Primary Program (for children ages 3-6, Pre-K through kindergarten), adhering to the philosophy developed by Maria Montessori. Our mission is to offer a student the opportunity to benefit from our Montessori program, which strives to develop independence, leadership qualities and self-discipline in each child, in an environment where he or she will build a solid foundation for all future learning.

SMMS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. SMMS does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

SMMS is a non-profit school, licensed by the Department of Social Services, Commonwealth of Virginia. Our license is posted in the school office and on the lower level bulletin board.

Each of St. Mark's teachers holds a Bachelor's or Master's degree and an Association Montessori Internationale (AMI) Teacher's Certificate. Teachers' assistants have experience in early childhood education. Staff members are required to attend continuing education seminars and workshops during the year. SMMS' staff is well-qualified and dedicated to helping each child have a positive, rewarding learning experience at school. Our low turnover of staff allows us to maintain a stable and quality environment for your child.

St. Mark's believes that the school and home must work together, and encourages parental interest and participation in our program. If you have any questions or concerns regarding SMMS or anything in this booklet, please contact the school office at 703-451-4470 or email us at [info@stmarksmontessori.org](mailto:info@stmarksmontessori.org). Our Administrative Assistant is in the office Monday through Friday from 7:30am. – 12:30pm.

Kathy Flynn, Director

*“That humanity which has revealed in all its intellectual splendor during the sweet and tender age of childhood should be respected with a kind of religious veneration. It is like the sun which appears at dawn or a flower just beginning to bloom. Education cannot be effective unless it helps a child to open up himself to life.”*

*Maria Montessori*

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## ADMISSIONS

Our Montessori Primary Program is a 3 year program; all students are expected to remain at SMMS through his/her kindergarten year.

## REGISTRATION AND EMERGENCY CARE FORM

The Registration Form must be completed in its entirety before your child can be admitted to SMMS. It is each parent's responsibility to notify SMMS in writing immediately of any changes to home/work address, phone numbers, employment or emergency contact persons.

## RE-REGISTRATION

All students returning for the following year are required to re-register. Re-registration begins in January. A reminder notice will be sent home in December.

## HEALTH CERTIFICATES

In accordance with the Private School and Child Care Ordinance of Fairfax County, each child must have:

- (1) A physician's certificate of physical examination done no more than 12 months prior to enrollment. Certificates of physical examination need to be presented within 30 days of enrollment.
- (2) A current record of immunization before the child can be admitted to school. Immunization records must be in the school office on or before the first day of school, or the child will not be allowed to attend. All children are required by law to have a 2<sup>nd</sup> measles booster (MMR) before entering school their kindergarten year. If your child is exempt from immunizations your child's pediatrician must sign and date the School Health Entrance Form next to the relevant exemption. For Religious Exemption – a "Certification of Religious Exemption" must also be submitted with fully completed School Health Entrance Form.

## PAYMENTS

There is an annual \$100.00 non-refundable re-registration fee for school and an additional \$100.00 for BAC. In order to guarantee a space in the school and/or BAC all re-registration fee/s must be paid when submitting re-registration paperwork. Re-registration fee is waived for a 2<sup>nd</sup> sibling in the same year, and for children of members of St. Mark's Lutheran Church.

Tuition for St. Mark's Montessori School is a yearly fee. Parents have the option of 3 types of payments:

- Annual payment with a 5% discount (due August 1<sup>st</sup>)
- 2 semester payments with a 4% discount (due August 1<sup>st</sup> and January 1<sup>st</sup>)
- 10 equal payments – August through May (due the 1<sup>st</sup> of each month) \*Note: "10 equal payments" does not equate to the days/months your child/children attend school.

Annual or semester payment not made by the appropriate date will cause your account to revert to a monthly payment schedule.

- Materials Fee may be paid annually - due on the 1<sup>st</sup> of August or per semester - due August 1<sup>st</sup> and January 1<sup>st</sup>.
- A \$25.00 late fee will be charged per child for payments received after the 5<sup>th</sup> of the month. If the 5<sup>th</sup> falls on a weekend, payments need to be received before the 5<sup>th</sup> to avoid any late fees.
- A \$30.00 returned-check fee will be charged for a returned check.
- If a payment is 5 days overdue, the child may no longer attend the program until special payment arrangements have been made in writing with the Director and the office.
- Tuition / BAC statements will be provided upon request.
- All tuition and BAC payments must be made even if you leave the country or go on vacation for an extended period of time.
- Any changes in payments or scheduling must go through the office in writing prior to taking effect.

## TUITION ASSISTANCE

SMMS has a limited Tuition Assistance Fund for families who find it difficult to meet the tuition obligation. This fund is for tuition only and does not assist with BAC payments. Application forms are located in the school office, and on our website. Decisions on the distribution of funds are made by the Tuition Assistance Committee which meets twice a year to determine the eligible candidates. Applicants must submit applications no later than June 1st in order to be considered for the following school year. Donations to the Fund are always welcome and greatly appreciated.

## STUDENT RECORDS

SMMS keeps student files for a period of 3 years after the child has left SMMS. All student records are kept confidential. "Teacher Recommendation Request Forms" will be completed when written permission from parents has been given. Completed forms will be sent directly to the school making the request.

The school keeps a copy of the child's health form and returns the original to the parent. If a parent requests an additional copy, a \$10 fee will be charged and must be paid at time of request.

## DISMISSAL FROM SMMS

Causes for dismissal of a child from SMMS may include:

\* If a behavior situation arises that warrants a conference with the parents/guardians, the teacher will call to arrange a meeting as soon as possible. If the situation is not addressed in a timely manner, and it is determined by SMMS that it is in the best interest of the child and the school to terminate a child's enrollment, parents will receive a 30-day written notice stating the reason for dismissal, and a copy will be retained in the child's records.

\* If the child is not fully potty trained, the school may request withdrawal of the child until the child has attained this goal.

## WITHDRAWAL FROM SMMS AND/OR BAC

A written request of withdrawal from SMMS programs must be submitted 30 days in advance to the school office.

**When a withdrawal is made after March 1st**, parents are responsible for the tuition and/or BAC fees for the remainder of the year.

## HEALTH ISSUES

### PREVENTIVE MEASURES

SMMS strives to provide a healthy environment for the children and staff, and to prevent the spread of disease and illness to the best of our ability. SMMS follows the guidelines of the Center for Disease Control on how to clean the classrooms, e.g., disinfecting tables and other surfaces daily with a bleach water solution, and encouraging frequent hand washing for both children and staff.

- Children attending SMMS are expected to be in good health and able to participate in all activities, inside as well as outside.
- Children are considered sick and should be kept at home (1) if he/she has a temperature over 100 degrees F, (2) if he/she has recurrent vomiting or diarrhea, or (3) as recommended in the Virginia Department of Health's current communicable disease chart.
- If a child arrives at school and is determined ill or becomes ill, the school will immediately notify parents and, if necessary, isolate the child until he/she is picked up. Parents are requested to pick up sick children within one hour of being called.
- When a child is kept/sent home with the following: fever, diarrhea or vomiting, he/she should be kept home an additional 24 hours for the child's own protection and that of the other children. A child having been out sick or sent home with a fever, vomiting, or diarrhea must be symptom-free and fever-free without fever-reducing medication for 24 hours before returning to school.

- Parents are requested to inform SMMS within 24 hours or the next business day after their child or any member of the 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.
- When a child has been absent with a serious illness or communicable disease, a written note from the child's physician stating he/she is no longer a threat to the health of other children is required before returning to school.
- SMMS will immediately notify parents in writing if their child has been exposed to a communicable disease such as the measles.

## **MEDICATION**

SMMS encourages parents to come to school to administer their child's medications. However, if a parent is unable to do so, then the medication can be administered by a staff member who has been certified to receive and administer medication, under the following conditions:

- Medication, both prescription and over-the-counter, can only be received and administered with written authorization from a physician.
- All medication needs to be in the original container with the prescription label affixed. Medicine must be handed in person to a designated staff member specially certified to receive medication.
- Parents must fill out a separate Medication Authorization Form at school when they drop off the medication; this form includes the child's name, name of the medication, dose and the time to be given. For forms and information on staff members who are certified to receive and give medication, please contact the school office.
- If the medication exceeds 10 working days, a Long-Term Medication Form must be completed by your physician and kept on file at the school.

## **COMMUNICATION**

### **PARENT TO SCHOOL**

It is very important that the information provided to SMMS by parents or guardians about a child be legible and current. This means that any forms filled out should be printed clearly. If there is a change in home/work addresses or phone numbers, the school must be notified in writing of the new information as soon as possible. SMMS must have current information for each child at all times.

All information concerning a change in your child's daily routine, for example, early pick-up, doctor's appt., etc. must be received in writing/email. SMMS cannot accept verbal messages given at the car or at the classroom doorway in these regards. Alternatively, you may call the office so that a written message is given to the appropriate staff personnel. If a child will not be attending school on any given day, parents need to notify the school so staff can properly be made aware. If a child needs to be out of school for an extended period a letter in writing is requested.

### **IMPORTANT FAMILY EVENTS**

Each child's teacher should be made aware of important events in a 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, etc. Events like these may trigger unusual behavior in a child, and keeping the teacher informed allows her to work with the child in an informed manner if problems arise. All such information will be kept in strict confidence.

### **SCHOOL TO PARENT**

It is important that parents/guardians read all school-to-home correspondence, including emails and hard copies, and keep this Parent Information Booklet handy for easy referral. It is also important that parents/guardians check their child's backpack and book bag for handouts from school. The school website

provides general information, as well as the school calendar. All school forms will be on the website under "Parents". A monthly newsletter will be sent home via email. Check the school's Facebook page often; links to parenting/educational articles for parents are posted there. SMMS does not promote/endorse businesses, products, classes or activities except its own.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled three times during the year (listed on the school calendar). We would like to see parents at least two of those times. Through these contacts between the teachers and parents, the teachers hope to assist families in making the most of the Montessori program. It is recommended that children do not attend conferences. There is no school on conference days, but the BAC program will be operating (7:30am-6:00pm) for those in the program. All BAC children are requested to arrive on these days no later than 9:30am.

### **PARENT/STUDENT DIRECTORY**

SMMS issues a parent/student directory each year. The directory contains the parents' names, email address and phone number, the child's name and teacher. Each family will have the opportunity to decline being listed in the directory when registering a child. The purpose of the directory is to facilitate friendships, car pool arrangements, play dates among the children, birthday parties, and other activities. Please remember that the use of the directory for business or other purposes is inappropriate.

### **OBJECTS BROUGHT FROM HOME**

Toys, candy, gum, money (except for our yearly charity of choice), etc., are not appropriate to bring to school. If there is something special that a child wishes to share with his/her class, e.g., shells, rock collections, special books, flowers, etc., parents may send a written note to the teacher requesting an appropriate day to share the item.

### **OBJECTS TAKEN FROM SCHOOL**

If a child brings home small items of classroom material, such as a Pink Tower cube, beads, cards, etc., please return any such items to the classroom, explaining to the child that these things are for the whole class to share and they belong in the classroom. These little pieces are extremely hard to replace and can be costly.

### **ARRIVAL AND DISMISSAL**

PLEASE OBSERVE THE 5 MPH SPEED LIMIT IN THE PARKING LOTS AT ALL TIMES.

#### **ARRIVAL**

In order to expedite arrival and dismissal for all children each day, a staff member will guide the children at the cars. A staff member will guide them to their classrooms in the morning, and take the children to their cars after school. For the safety of the children, exit from, and entrance to, each car should be done on the passenger side of the car. In order for arrival and dismissal to work properly, please refer to the map in Appendix A. Please stay in line with the other cars. Each parent's turn at dropping off or picking up a child will come, as each car becomes the first in line.

For safety purposes, parents/children should never be walking between cars. If it is necessary to walk a child into the building, please park and use the sidewalk. Making eye contact between the driver and pedestrian is recommended for safety. A child must never be left to find his/her own way to his/her classroom. When picking up a child, once the child is in the car please proceed into the parking lot to fasten seat belts, etc., so that the line can continue to move. Please note that the driveway entrance from Backlick Road is ONE WAY into the school. No one should exit by this entrance.

## LATE ARRIVAL

School begins at 9:00am. Doors open at 9:00am and are locked after the last student is dropped off in the “drop off” line. Arriving late is disruptive to the other children and staff. Each class has a set schedule which is affected when they have to stop and accept late children into the group.

If a child must be kept out of school for a part of the day because of an appointment, please call the office to let us know when the child will be arriving. If a parent has not called the office and the child does not arrive in the classroom by 9:10am when class begins, it is assumed that the child will not be in at all that day. If arrival is late, the parent must enter the school on the upper level and sign in at the office before escorting the child to his/her classroom door. Please make sure the teacher knows of his/her arrival. Eye contact is preferred. The parent must return to the office to sign out before leaving the building. Parents who have children enrolled in BAC, please see BAC Late Arrival policy.

Being prompt is appreciated. If chronic tardiness occurs (3 or more late arrivals), a meeting between the Director and parents will be arranged.

## DISMISSAL & LATE PICKUP

Dismissal for 3 and 4 year olds is at 12:00 noon. Please be prompt. The teachers and assistants have responsibilities that require their attention during the noon hour. Children not picked up by 12:10 will be taken to the BAC room and there will be a charge to the parent’s account: \$10 charge in 30 minute increments.

Upon entering our parking lot at dismissal time, please display a sign in the car’s front window with the names of the children being picked up. This is a great help in facilitating the dismissal.

If someone other than a parent or guardian is to pick up a child on a particular day, please notify the school in writing. SMMS will not release a child to a person who is not listed on the registration form, and a form of identification must be shown by the person picking up before the school will release the child.

## ICY ROAD CONDITIONS

When winter weather conditions prevent parents from going to the lower level (e.g., too slippery, or flooded), orange cones will block the lower level entrance. School children will be received and dismissed from the upper level entrance. These are always inconvenient times, but it works with a little patience. Safety of our families is most important.

## CHURCH FUNERALS

When St. Mark’s Lutheran Church has a funeral which may interfere with the school’s arrival and/or dismissal routine, the school will attempt to notify parents of alternate procedures for drop off/pickup of the children. However, due to the immediacy of such events, this is not always possible. If parents arrive and see a funeral procession facing “the wrong way” out of the upper level parking lot, please proceed to the lower level parking lot where all children will be received/dissmised. Families appreciate understanding during their time of grief. Please see the map in Appendix B for funeral traffic routes.

## GENERAL INFORMATION

### SCHOOL CELEBRATIONS

SMMS has several special celebrations during the year:

- Peace Day, in the fall, to think about ways to spread peace in our school, in our families, in our neighborhoods, in our country, in our world.
- Christmas, with a program in the church where the children sing songs dressed as angels, shepherds and kings, and the Christmas story is told.
- End-of-the-Year, in June, to honor all the work the children have done during the year and to honor the kindergarteners going on to First Grade. Parents and relatives are invited to attend each and all celebrations.

## **SCHOOL FUNDRAISER - FUN FAIR**

SMMS's biggest fundraiser is the annual Fun Fair, held in March and run primarily by parents. The Fun Fair includes games and prizes for the children, a raffle, Silent Auction, bake sale and more. The proceeds of the event is split between the school's general operating expenses and the Tuition Assistance Fund. Parents are strongly encouraged to attend Fun Fair meetings and to be a part of this important event.

## **INCLEMENT WEATHER/SCHOOL CLOSING**

There will be no school or BAC on days when Fairfax County Public Schools are closed due to bad weather. Please check your TV/radio/internet instead of calling the school; if school is closed, phone calls will go to the answering machine. When Fairfax County Public Schools open late due to bad weather, we open at our regular time.

In the case of Fairfax County Public Schools closing early on a day already in progress, we will not have afternoon class and all of the children will go home at 12:00; the BAC program will close at 2:00pm. If parents have children who stay the afternoon in BAC, parents must continue to keep abreast of what changes Fairfax County Public Schools might make throughout the day in cases of extremely bad weather. Please realize that it is always the parents' responsibility to decide whether or not to drive their child to school any time the weather and driving conditions threaten to become worse or dangerous.

## **WEATHER SAFETY**

On school days when the temperature is below 32 degrees, we will not go outside to the playground. The school follows Fairfax County Public School's recommendation for Cold Weather Safety to determine whether or not to have playground time. See <http://www.fcps.edu/fts/safety-security/publications/seh-23.pdf> for detailed information. Please dress children for cold weather with hats, mittens/gloves, boots, etc., as appropriate.

## **DISCIPLINE IN THE CLASSROOM**

If a child has difficulty cooperating or following directions in the group setting or in dealing with peers one-on-one, a designated place will be made available to the child for the opportunity to regain control. Discipline shall be constructive in nature and will not involve any physical punishment; will not involve restraining or enclosing in a confined space; will not involve using exercise as a punishment; will not involve verbal abuse or allow the forcing or withholding of food or nap.

## **SCHOOL DRILLS & SECURITY**

SMMS has monthly fire drills with all the children, as well as periodic lock-down drills (within the classrooms), and shelter-in-place drills (in a location away from windows). Staff members carry walkie-talkies for emergency communication. To ensure the security of the children and staff, the outside doors are always kept locked, except for the 10-minute drop-off time, 9:00am-9:10am. Late arrivals must enter on the upper level and sign in/sign out at the office. The school office closes at 12:30pm, so after this time visitors must ring the doorbell (at door #6 by the playground) for admittance.

## **SPECIAL SNACK DAYS**

A schedule will be set up which will provide for each parent/child to be responsible for one snack week during the school year (this is in addition to a birthday celebration). A note will be sent home in advance informing parents of their snack date as well as recommended snack foods. It is important to keep in mind that SMMS is a nut free environment.

## **BIRTHDAYS**

On or around a child's birthday, he/she may bring a special snack to share. Teachers will send a birthday snack note home before his/her birthday; ideas for snacks are on the note. Cupcakes and cakes are discouraged. Please remember that we are a nut free environment. Summer birthdays are celebrated during the last month of school.

Each child receives special recognition on this day, but remember, this is not a formal birthday party; it is a routine day. Party favors such as hats, horns or candy are not appropriate. The school is not able to distribute a child's birthday invitations/presents to others; please do so outside of school. The Parent/Child Directory is available for mailing or email addresses.

### **CHILDREN'S LIBRARY BOOKS**

The children are encouraged to check out a classroom library book overnight. The book must be carried in a plastic bag or school tote (on sale in the school office). The school provides the initial plastic bag; if replacement is necessary, it is the responsibility of the child to do so. If a book is lost or defaced, library privileges are suspended until the book is found or replaced.

### **CLOTHING**

SMMS has no uniform. To facilitate independence of the child, wearing clothes that he/she can get into and out of easily without assistance is important. Wearing comfortable work clothes and shoes are encouraged. Parents are also asked to be sure that children are dressed appropriately for the weather.

Jewelry is discouraged unless it is something the child always wears, because it can be distracting to the child. Sneaker type shoes are recommended. Shoes/sneakers that light up are discouraged, as they are a distraction to children. Shoes with higher heels than normal and open-heeled sandals do not give the children enough protection. Long dresses are also discouraged as they impede the child's mobility.

Sometimes clothing may be soiled with polish or paint, despite best efforts to prevent it. Please send an extra pair of underwear, socks, shirt and a pair of pants/shorts so that clothes may be changed if a child has an accident. Children in BAC will need to bring in a second set of clothes for the day care room. Soiled clothing will be sent home; please send back replacements the following day. Be sure that all items are clearly marked with the child's name. Parents are responsible for exchanging winter clothes for summer as the weather changes.

### **PHOTO USAGE**

SMMS takes photos of the children at various times at work and at play. Such photos are used, without personal identifiers, for such lawful purposes as publicity, illustration, advertising, website and social media content. Permission to take such photos of each child may be granted, or not, on a form to be filled out at the beginning of the year.

### **PLAYGROUND USAGE**

Using the playground before and after school is welcomed. However, it is the responsibility of the parent to be inside the playground area with his/her child. For the safety of the child, please do not leave him/her unattended.

Please remember that the BAC children are in the building from 12:00-6:00pm. Anyone coming into the lower level to use the bathroom is asked to make his/her presence as unobtrusive as possible.

### **PARENT VISITS TO SCHOOL**

Observation visits to your child's class are encouraged. To accommodate all those interested, please request an appointment. Observations can begin as early as November.

### **PARENT INVOLVEMENT OPPORTUNITIES**

A parent involvement form will be sent home at the beginning of the school year. Parents are welcome to fill out the form and let the school know in which area(s) they would be interested in participating, such as:

\*Sharing special talents (playing a musical instrument, occupation etc.)

\*Listening to children read.

\*Collect Box Top 4 Education Labels and submit

- \*Purchasing Scholastic books.
- \*Decorating/Coordinating Christmas Decorations
- \*Decorating/Coordinating End of the Year Decorations
- \*Donating school supplies, such as paper, pencil, crayon, glue, tissues, etc.
- \*Coordinating Fun Fair Silent Auction, Bake Sale etc.

## **KINDERGARTEN INFORMATION**

### **ELIGIBILITY**

To enter the kindergarten year, a child must be 5 years old by September 30th, and be developmentally and academically ready, as determined by the teachers.

### **IMMUNIZATION REQUIREMENT**

All kindergarteners are required by law to have a measles booster (i.e., a second MMR) before entering school. If the child is not immunized, parents must submit a completed School Entrance Health Form, and if relevant, a "Certification of Religious Exemption" to the school.

### **HOURS**

The hours each day are: Monday – Thursday, 9am-3pm; Friday, 9am-12 noon.

### **LUNCHTIME AND LUNCHESES**

Lunchtime for the kindergarteners is from 12 noon to approximately 12:45, Mondays through Thursdays, in room 115 (Miss Flynn's classroom). Kindergarteners bring their lunch from home.

Providing food for a child's lunch is an opportunity to educate and model the importance of healthful eating habits. Parents are encouraged to pack nutritious food for their child by providing fresh fruits, vegetables and whole grain. Parents are further encouraged to let the child help in the preparation whenever possible.

Please help us to provide a peaceful and safe lunchroom environment by observing the following rules:

- Since cooking/microwaving/refrigeration is not available at lunchtime, lunches should contain food that children can eat at room temperature.
- Lunch boxes/bags must be labelled with the child's name and date daily.
- Food should be packed in reusable containers.
- The child brings his/her own utensils.
- The child's uneaten food will be taken home by the child.
- NO NUT PRODUCTS of any kind are allowed.
- Do not send foods that squirt (such as squeeze yogurts, vegetables or fruits.)
- No candy or drinks (juice, soda, smoothies, etc.) are allowed.
- School provides water and milk.

### **FIELD TRIP**

The kindergarteners and their teachers take one field trip during the year to one of the Fairfax County nature centers. Kindergarteners will be asked to bring their own lunches. Details of how to pack a lunch for the field trip will be specified on the consent form which parents will be asked to sign giving permission for their child to attend the trip. The school will take all necessary precautions to ensure the safety of the children and staff.



## MRT TESTING

In the spring of the year, the kindergarteners are given the Metropolitan Readiness Test which is designed to gauge their readiness for First Grade. It is a learning experience for the children, as they have not had any formal testing at SMMS before this. It is a good experience for them since they will face testing situations in the future. The results are given to the parents only, unless a child's First Grade school requests results of any testing that has been done.

## BEFORE-AND-AFTER CARE PROGRAM (BAC)

### HOURS

The BAC program operates before and after school hours: M-F 7:30am-9:00am, and 12:00 noon-6:00pm.

### BAC REGISTRATION

A child must be registered in the school and parents/guardians must submit a completed BAC Registration Form with a \$100.00 non-refundable registration fee, in addition to the school registration fee. This fee is waived for a second sibling in the same year, and for a child of a member of St. Mark's Lutheran Church.

### FEES

The BAC fee is a monthly fee in addition to the school tuition, due and payable with the school tuition on the first of the month. A \$25.00 late fee will be charged for payments received after the 5th of the month. A \$30.00 returned check fee will be charged for a returned check. If a payment is 15 days overdue, the child may no longer attend the program until special payment arrangements have been made in writing with the Director and the office.

BAC statements will be provided upon request. All BAC payments must be made even if you leave the country or go on vacation for an extended period of time.

The BAC program closes at 6:00pm promptly. Beginning at 6:01, a late fee of **\$10 + \$1 per minute**, per child will be charged to your account. Failure to comply with SMMS Policies & Procedures jeopardizes your space.

### DROP OFF & PICKUP SIGN IN/SIGN OUT PROCEDURE

Parent/guardian or designated person who drops off and picks up a child from BAC must sign the child in and out each day with his/her initials and the time of arrival/departure on the sign in/sign out sheets in the BAC room. If a child arrives at 9:00am in the drop off line, it is the responsibility of the driver to sign in on the sheet provided by the assistant at the car. If a child arrives after 9:10am, driver and child must enter at the school office door (#5); driver then goes to the BAC room to sign in the child after delivering the child to his/her classroom.

A parent/guardian or designated person who picks up a child in the drop off line at 12:00 noon or 3:00pm can be excused from coming into the BAC room to sign out the child. However, this must be arranged in advance with the BAC staff.

### LATE ARRIVAL

Please notify the school in writing/email if your child will arrive late for school due to a doctor or dentist's appointment, etc. Children need to be at school no later than 11:00am in order to use the BAC program that day. If your child has not arrived by 11:00am, your child may not stay for BAC that day.

### EARLY PICKUP

If a child needs to be picked up early, please pick up before 1:00pm or after 3:00pm as this is rest time for the children. Please send in a written note in advance so that the staff can have the child ready and this will not disturb the children who are getting ready to nap or are already napping. See Drop off & Pickup Sign in/Sign out procedure for signing out.

## DEPARTURE

BAC closes promptly at 6:00pm. When picking up a child, parents are required to sign out on the sign out sheet in the BAC room, with his/her initials and the time of day.

If a parent has an emergency or gets stuck in traffic and cannot pick up on time, the parent will need to arrange with an emergency contact person to come and pick up the child. For the safety of the child, the pick-up person will be asked to show identification.

## EMERGENCY BAC

For those children not registered in the BAC program, the school will accommodate emergency requests if a space is available. Charges are as follows:

Emergency Before-Care (7:30-9:00am) - \$15

Emergency After-Care (12:00-6:00pm) - \$50

Emergency After-Care (3:00-6:00pm) - \$25

## ALL-DAY CARE DAYS

All-Day Care Days are listed on the school calendar (see school calendar). On All-Day Care Days children are expected to arrive no later than 9:30 am.

## WITHDRAWAL FROM BAC

If parents intend to withdraw their child from the BAC program, they need to contact the school office. A 30-day notice in writing is required. Any changes in payments or scheduling must go through the office in writing prior to taking effect.

## COMMUNICATION

During school office hours, if parents have a message to give to the BAC staff, please call the office and the message will be relayed. If calling after office hours, the call will be answered by BAC staff.

## DAILY ROUTINE

12:15pm-1:00pm Lunch

1:00pm-3:00pm Storytime, Nap

3:00pm-6:00pm Snack, planned activities, projects and free play.

On Fridays, each child may bring a special item from home to show his/her friends; the item must fit in the child's cubby. Playground time is also scheduled daily. However, when the temperature is below 32 degrees, the children will not go outside to the playground. (See Weather Safety) Please dress your child for cold weather with hat, mittens/gloves, boots, etc. Please put your child's name in all his/her clothes and boots.

## LUNCHES

Providing food for a child's lunch is an opportunity to educate and model the importance of healthful eating habits. Parents are encouraged to pack nutritious food for their child by providing fresh fruits, vegetables and whole grain.

Parents are further encouraged to let the child help in the preparation whenever possible.

Please help us to provide a peaceful and safe lunchroom environment by observing the following rules:

- Since cooking/microwaving/refrigeration is not available at lunchtime, lunches should contain food that children can eat at room temperature.
- Lunch boxes/bags must be labelled with the child's name and date daily.
- Food should be packed in reusable containers.
- The child brings his/her own utensils.

- The child's uneaten food will be taken home by the child.
- NO NUT PRODUCTS of any kind are allowed.
- Do not send foods that squirt (such as squeeze yogurts, vegetables or fruits.)
- No candy or drinks (juice, soda, smoothies, etc.) are allowed.
- School provides water and milk.

## **CLOTHING**

In addition to a change of clothes for the classroom, each child needs to bring a change of clothes for the BAC room, each item marked with the child's name. A blanket for rest time is needed as well. NO pull-ups are allowed. Soiled clothes or blanket will be sent home. Clean clothing/blanket should be brought back the next day.

## **SCHOOL DRILLS AND SECURITY**

SMMS has monthly fire drills with all the children, as well as periodic lock-down drills (within the classrooms), and shelter-in-place drills (in a location away from windows).

Staff members carry walkie-talkies for emergency communication. To ensure the security of the children and staff, after drop-off time in the mornings, the outside doors are locked. All visitors must enter on the upper level and sign in/sign out at the office. Parents coming into the school after 12:30pm must ring the doorbell at door #6 by the playground for admittance.

## OFFICE

### HOURS OF OPERATION

School Office Hours: Monday-Friday, 7:30am-12:30pm. The Administrative Assistant is in the school office, located on the upper level of the school (door #5).

School Hours: 3-4 year olds, Mon-Fri 9am-12pm; kindergarteners, Mon-Thurs, 9am-3pm; and Fri – 9am-12pm

Before-and-After Care Hours: Mon-Fri, 7:30am-9am, and 12pm-6pm

SMMS closes 2 weeks for Winter Break and 6 days for Spring Break. School is closed for the summer months; check the school calendar for beginning and ending dates.

### LICENSING INFORMATION

SMMS is licensed by the Virginia Department of Social Services, Fairfax Licensing Office, located at 3701 Pender Drive, Suite 125, Fairfax, VA 22030. A copy of our license is posted in the school office and on the lower level board opposite Room 111. This license is “issued in accordance with provisions of Chapters 1, 17 and 18, Title 63.2, Code of Virginia and other relevant laws, the regulations of the State Board of Social Services and the specific limitations prescribed by the Commissioner of Social Services”. Compliance with standards is determined by unannounced visits to the program by licensing staff within the Department of Social Services.

SMMS is mandated by the Code of Virginia to report suspected child abuse/neglect within 24 hours to Child Protective Services. This report will be submitted by the Director of SMMS or, as an alternative, the Administrative Assistant. The Child Abuse/Neglect Hotline number is 703-324-7400.

### CONTACT SMMS

Telephone – 703-451-4470

Fax – 703-451-5538

Email – [info@stmarksmontessori.org](mailto:info@stmarksmontessori.org)

Website – [www.stmarksmontessori.org](http://www.stmarksmontessori.org)

Facebook – search “St. Mark’s Montessori School” Add: 5800 Backlick Rd, Springfield, VA 22150

### STRUCTURE

St. Mark’s Lutheran Church

Pastor Albert Triolo

Council Liaison to School – Martha Flanagan

Director of St. Mark’s Montessori School - Kathy Flynn

### SCHOOL STAFF

Administrative Assistant: Deirdre O’Donoghue

Teacher: Kathy Flynn

Assistant: Ana Pilson

Teacher: Kathy Dinnison

Assistant: Tzighie Deri

Teacher: Lien Lo

Assistant: Isabelle Tran

Before-and-After Care Supervisor: Angela Santelices

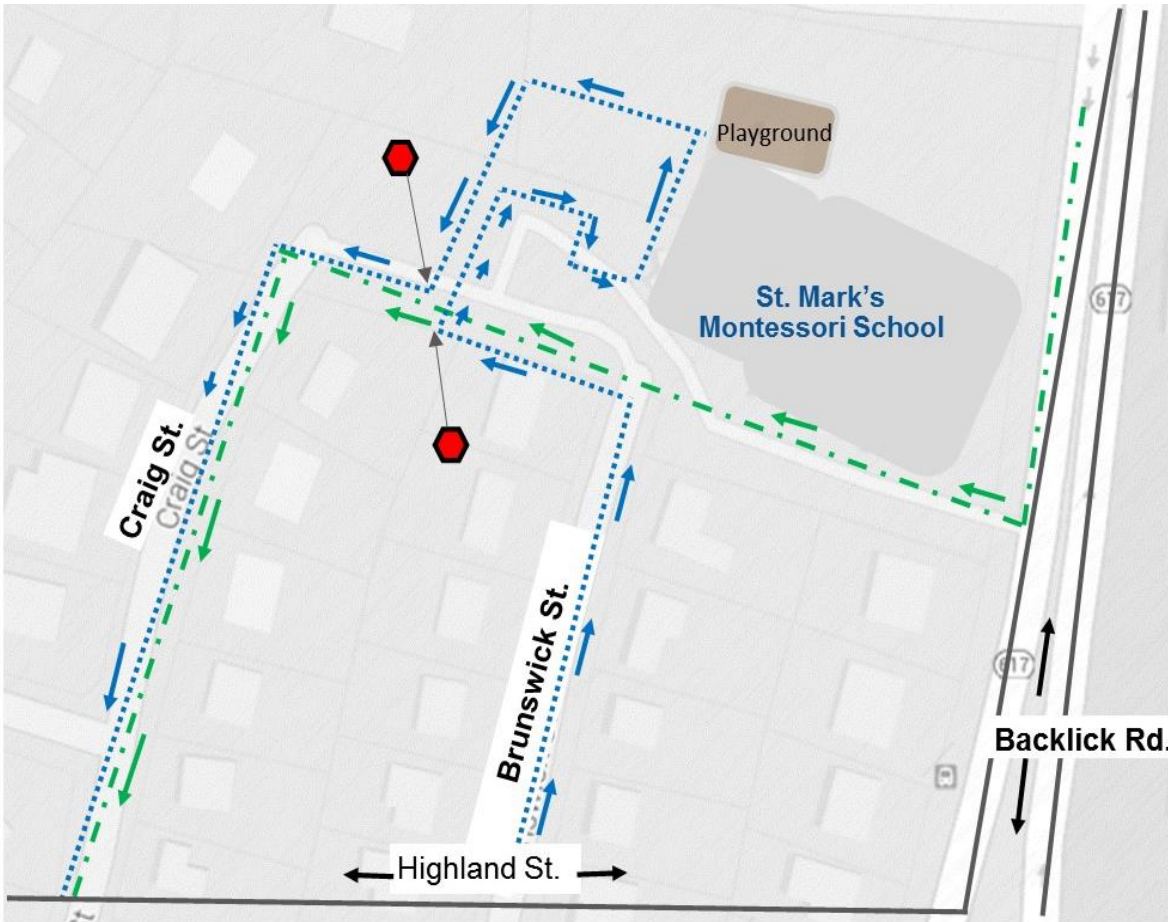
Assistant: Reylani Gajudo

Substitute: Deena Mackert

### LIABILITY

SMMS is not liable for any actions conducted by a school employee outside of school-contracted hours.

ARRIVAL AND DISMISSAL ROUTES



-  Upper level **Drop Off /Pick Up**
-  Lower Level **Drop Off /Pick Up**
-  **STOP sign**

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APPENDIX B

FUNERAL TRAFFIC ROUTES

When there is a funeral at the church use the following route for arrival and dismissal.

**DO NOT Enter From Backlick Rd**

