



little sprout
MONTESSORI

Family Handbook

252-723-4822  littlesproutmontessori.com
518 Cedar Point Blvd, Cedar Point, NC 2858

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All policies, procedures and information is used in all aspects of Little Sprout Montessori, to include Brain Builders and Summer Camps.



SCHOOL HOURS

Little Sprout Montessori will operate a half-day preschool program with optional Before Care and/of afternoon Brain Builders program.

- Our half-day preschool program hours are Monday through Friday from 8:15a to 12:15p. Drop off is from 8:15a to 8:30a and pick up is from 12:00p to 12:15p. Any student remaining after 12:15p will be included in our Brain Builders program for the day at an additional cost of \$25, due at pickup.
- Our Before Care program hours are Monday through Friday from 7:00a to 8:15a.
- Our Brain Builders program hours are Monday through Friday from 12:00p to 3:30p. Pick up is from 3:15p to 3:30p. Any student remaining after 2:30p will be charged \$10 per hour, due at pickup.

SCHOOL CALENDAR AND ATTENDANCE

We follow a traditional school calendar. We observe breaks for Federal holidays, Thanksgiving, Christmas, and Spring Break, as well as several teacher work days. Please consult the provided Calendar for reference. We request that every effort be made for students to attend school on time everyday. When students are late for school it takes them time to settle in for the day, they also miss important morning presentations which can impact their lessons throughout the remainder of the day.

REQUIRED FORMS AND SCHOOL FEE

The following forms are required by the School and the State of North Carolina for all student files. Students may not begin school until all forms are returned to the school. Forms marked with * must be updated as chances occur.

- Enrollment Contract and Enrollment Fee
- Contact Information & Pick-up Authorization *
- Emergency Medical Care Information & Authorization *
- Tuition Schedule
- Immunization History *
- Birth Certificate
- Medication Authorization Form (only if needed) *

A \$250.00 nonrefundable School Fee is required to confirm your child's enrollment. The School Fee is due when the signed Enrollment Contract is returned.

SCHOOL DRESS CODE

Students should come to school dressed in comfortable clothes that allow them freedom of movement. Please refrain from sending a student to school in clothing with inappropriate or vulgar language, characters or large logos, as these can be very distracting and can disrupt the concentration of students in the classroom.

- Weather Appropriate Clothing: We will spend time outdoors everyday. Make sure your student has appropriate clothing for the weather.
- Shoes for Independence: Each student needs to have a comfortable pair of shoes that they are able to put on and take off independently. Shoes need to be weather appropriate.
- Extra Change of Clothes: Please provide two extra changes of clothing that are seasonally appropriate, accidents do happen and it can be very distracting and uncomfortable if a student is unable to change.

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TUITION

Annual Tuition

Before Care \$1350

Morning Program \$4350

Brain Builders \$3500

One Time Payment

Morning Program \$4250

Before Care with Morning Program \$5500

Morning Program with Brain Builders \$7650

Morning Program with Before Care and Brain Builders \$8900

Totals include a Paid in Full discount of \$100 per program. Payment must be made on or before August 15, 2024.

9 Monthly Payments

August 15 | Oct - May 1

Morning Program \$4350

\$510 \$480

Before Care with Morning Program \$5700

\$660 \$630

Morning Program with Brain Builders \$7850

\$890 \$870

Morning Program with Before Care and Brain Builders \$9200

\$1040 \$1020

10 Monthly Payments

August - May 15

Morning Program \$4350

\$435

Before Care with Morning Program \$5700

\$570

Morning Program with Brain Builders \$7850

\$785

Morning Program with Before Care and Brain Builders \$9200

\$920

BEHAVIOR POLICY

Little Sprout Montessori has a NO BULLYING POLICY. We strive to help students understand and use appropriate behaviors towards others. If a student misbehaves they will be reminded in a gentle and firm way of the appropriate, expected behavior. If the situation cannot be remedied, a parent will be called to pick up the student and should do so as quickly as possible. A conference with the Teacher, Parent and Student will be scheduled to discuss the situation and form a strategy to positively modify the behavior.

ITEMS BROUGHT TO SCHOOL

Throughout the school year we have 'Show and Share' days. On these days students are welcome to bring an item from home and present it to the class. There will be plenty of notice given so that the student can elect and prepare for this. We ask that at all other times personal items remain at home: they can become distracting and can cause some competition and hurt feelings, which we work hard to avoid in our classroom.

AUTHORIZED PICK UP

Students will be released ONLY to those persons whose names appear on the Contact Information and Pick Up Authorization Form. If someone other than those listed is to pick up the student, a written authorization sign by the parent /legal guardian must be submitted to the school and the pick up person will be required to show a picture ID.

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LIABILITY FOR DAMAGES AND LOSSES

Parents/guardians are liable for all damages caused by the willful misconduct of their minor child or themselves which results in the injury or death of other students, memvrs of the school staff and/or volunteers. They will also be responsible for damage to school property or to other personal property. Parents/guardians will be expected to pay for the costs of labor and materials needed to repair property. Parents/guardians will be expected to pay for medical treatment of the injured party.

DISMISSAL FROM SCHOOL

A student may be dismissed from the school for the remainder of the year if one or more of the following behaviors are exhibited by the student or their parents/guardians.

- Aggressive behavior
- Physical abuse
- Verbal harassment
- Cannot work in a group setting
- Running away
- Excessive disruptive behavior
- Destruction of school property
- Consistent biting
- Throwing objects that endanger other students
- Parent/Guardian is unwilling to modify daily schedule to fit student's needs
- Parent/Guardian is unwilling to work collaboratively with the staff
- Parent/Guardian is unwilling to seek an assessment or counseling when recommended by staff
- Sexual harassment

UNDER THE INFLUENCE

The safety and well-being of the students is our highest priority; therefore, we routinely assess the competence of the parent or authorized person who comes to pick up each child.

If a parent or authorized pick up person is suspected of being under the influence of drugs or alcohol at pick up, a staff member will encourage the parent or authorized pick up person to call for alternative transportation. If the parent or authorized pick up person insists on leaving with the student a staff member will contact 911.

If this type of incident becomes a pattern, staff will be required to file a report with the Department of Social Services for suspected child neglect.

SOCIAL SERVICES AND CHILD ABUSE REPORTING

The North Carolina Department of Social Services and the Division of Child Development have the authority to interview any child or staff member, and to inspect and audit child or facility records without prior consent. Little Sprout Montessori will make provisions for private interviews with any child/children or staff member and for examination of all records relating to the operation of the facility. The department and licensing agency have the authority to observe the physical condition of the child/children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child/children.

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PHOTO RELEASE POLICY

When our students work on lessons, attend field trips or participate in special events, activities and celebrations we often have many great photo opportunities. These photographs may be used in school newsletters or uploaded to the Little Sprout Montessori website and/or Facebook page. (When names are added only first names will be used). Parents have the option of allowing or not allowing the use of these photos. Please make your selection on the enrollment contract.

ILLNESS AND ABSENTEEISM

If your child is ill and will be absent, please inform the school. Please do not send your child to school if they exhibit any of the following symptoms:

- Fever (temperature over 100.0 degrees)
- Contagious rash
- Sore throat
- Excessive amounts of nasal mucus
- Diarrhea / vomiting / nausea
- Pink or oozing eyes

If a student becomes ill at school, Little Sprout Montessori reserves the right to send the student home for any of the above mentioned symptoms. You will be called to pick up your child and must do so within 45 minutes. If you are a working parent, please be sure to have a back-up childcare plan for your child if he or she is sick and unable to attend school.

Students may return to school when they are without fever or the symptoms mentioned above for 24 hours without the aid of any medication.

If a student is sent home with a contagious rash, a physician's note will be required prior to return to school.

Scratches and scrapes will be washed and bandaged if needed and an incident report will be sent home. In case of a more serious injury, an immediate attempt to contact the parents will be made. The School will not hesitate to seek proper care for the child. The child's physician and/or an ambulance will be called, if absolutely necessary.

ALLERGIES AND ASTHMA

Allergies and asthma can be life-threatening. Parents/guardians of students who have allergies, food restrictions, and/or asthma must list these conditions on their student's Emergency Medical Care form. If medication administration is required, a medication authorization form must be on file with the school and updated annually. We also recommend having an action plan on file that has been developed by your child's medical provider. Little Sprout Montessori will notify families if there is a particular food allergy that applies to the class.

HEAD LICE POLICY

When a student has been diagnosed with head lice, the student may return to school when there is no sign of lice or nits in the student's hair. A student returning to school that has had lice/nits will be checked upon return to school to verify there are no lice/nits present. If the student is found to be clear of lice/nits they may return to school.

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MEDICATIONS

If your child requires medication prescribed by a physician during school hours, you must complete the medication authorization form and bring the medication to the school.

Prescription medications must have a current pharmacy label for the child receiving the medication. Medication should never be placed in a student's backpack or sent in with a student. The day's first dose must be given by the parent.

WITHDRAWAL

Due to the small size of our school we request as much notice as possible, however 30 days of advanced notice is required if you do need to withdraw your student. Tuition payments will not be prorated for withdrawal that does not align with our standard tuition payment schedule.

BRAIN BUILDERS


Naps/Rest

Each day after lunch students will be given the opportunity to rest or nap. Mats will be provided.

Overview

Students who choose not to rest or nap can use this time to read books, do puzzles, or other appropriate quiet activities. Students will also have the opportunity to work one on one with their teachers where they will be given the extra help, encouragement, and materials to strengthen their academic skills.

Lunch

 Our school day is busy so lunch time gives our students a chance to refuel for the rest of the day. We ask that when making choices on what to pack in your child's lunch, that you pack as many healthy options as you are able. We also suggest including your child in deciding what to pack for their lunch. When children make these choices there are seldom food issues and this fosters independence and a sense of well-being.

Processed fruit snack, cookies, sugary sandwich spreads and chips tend to cause children to crash later in the day. Foods such as sandwiches, vegetables, fruit, yogurt or cheese provide the lasting energy that your child needs to get through the rest of the day.

We routinely send home un-eaten portions of lunches (such as half eaten sandwiches). We believe that this enables parents to see what their children have eaten and discuss other choices - less food or different foods, etc.

Soda, gum, and candy are not allowed at school. If these are brought in to school students will not be permitted to eat them and they will be placed back in their lunchbox to take home.

We ask that you pack your child's lunch in a labeled lunchbox. Please make use of cold packs or let staff know if your child's lunch requires refrigeration.

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