



# Loudoun Montessori School

## Parent Handbook

### 2024-2025 Policies and Procedures / Consent Form

**Please read and review this document before signing and returning the last page.**

#### Admission Process

- 1) The first step in the admission process is for interested Parents/Guardians to schedule a tour of the facility.
- 2) Upon completion of the tour, Parents/Guardians who would like to become a part of the LMS community may submit an Application Reservation form, along with the applicable fees.
- 3) LMS will review the application and, if favorable, will offer the opportunity to the prospective student to return for a Classroom Visit.
- 4) During this visit (30-60 minutes), the prospective student will spend time in an age-appropriate classroom, interacting with faculty and students without a parent present. This opportunity allows LMS to briefly evaluate the prospective student, and also allows the student to interact with potential teachers and classmates.
- 5) LMS will notify Parents/Guardians within five school (5) days of admittance status.

LMS reserves the right to deny admission to any applicant without providing an explanation, appeals process, or justification.

LMS welcomes students of any race, religion, creed, color, and national or ethnic origin. The placement of students at the school is determined exclusively by LMS and may be subject to change at the school's sole discretion.

#### Application / Enrollment

There is a non-refundable Application fee due (per child) at the time of application. This fee must accompany an Application Reservation form for it to be considered complete. Payment of this fee in no way or manner guarantees admission to LMS. If a student who has applied to LMS is granted admission, the following two payments are necessary to secure enrollment: deposit and the enrollment fee.

A student will have one week from the time of admission to accept the offer and submit requisite payments. Failure to comply with this timeline will result in revocation of the offer. Once all requisite fees are paid, in a full and timely manner, the student will achieve Enrolled status at LMS.

#### Deposit

At LMS, a \$500 deposit is required at the time of application. This deposit is applied toward your child's last tuition payment for the school year. However, if the school year is not completed, the deposit will be forfeited.



# Loudoun Montessori School

To apply the deposit to your last payment, a 60-day notice is required, excluding summer months. If notice is given in June, you will be responsible for the first month's tuition of the following school year.

## Tuition

Tuition is due and payable on the first day of each month. Payments received after the fifth day of the month will incur a late fee of 15%.

Payments are to be made via an ACH form. If necessary, the school will also accept payments via checks or debit/credit card invoices. For payments made by check, the school requires postdated checks for the total amount of monthly payments for the entire school year. Debit/credit card payments made via invoice may be subject to additional convenience fees.

If payment is not received within one month, the student will be automatically withdrawn from the class, and the account will be classified as delinquent, subject to the collection process and associated fees. Re-enrollment will be permitted only after the account has been fully settled.

Please note that tuition is fixed for each month, irrespective of the number of school days in the month or the student's attendance at LMS.

## Absences

We look forward to seeing your child every day and plan for their participation in our program. Should they be absent or tardy, please notify your child's teacher in advance. Should an unexpected absence or tardiness occur, please notify the school via telephone or email, prior to the morning work cycle of 8:45.

## Extended Absence/Vacation

There are no credits for vacation, absence, or illness. Families enrolled full-time who choose to leave for an extended period of time will be charged 50% of their monthly tuition to retain their child's slot (maximum of one month). Requests for extended absences or vacations must be submitted via email to the school at least thirty days in advance. Families who do not elect to pay the 50% reduced tuition will forfeit their deposit and be withdrawn from the school. Upon return, they must re-enroll and will be responsible for all enrollment fees and a new deposit.

## Discounts: Military, Government, Healthcare, Sibling

LMS proudly offers a 10% discount to active-duty military members, government employees, and healthcare providers. To qualify for this discount, you will need to provide a current identification card or pay stub. Additionally, we offer a 10% sibling discount to families with more than one child enrolled in our school.



# Loudoun Montessori School

## Parent Referral Program

LMS welcomes new families to our school each week. If you know a family that would benefit from our outstanding Montessori program, please let them know about us! When a new family enrolls as a result of your referral, you will receive a \$200 discount on your existing tuition, applied after a three-month period. Additionally, the newly referred family will receive a \$200 credit, also applied after their first three months. Please note that this program is eligible only for new families not currently on the waitlist.

## Program Change

If you need to change your child's current program, including hours and/or attendance schedule, please visit the office to submit a written request. We will do our best to accommodate your request based on availability. Please note that your child cannot start the new program until a new agreement is signed and any additional fees are paid. To cover the administrative work and planning required for these changes, a \$50 Program Change Fee will apply. Additionally, the rates in effect on the day of the change will be applicable.

## Front Door Policy

The front door will be unlocked for student drop-off from 8:25am to 8:45am.

The front door will be unlocked for student's pick-up from 2:55pm to 3:10pm, or on after-school program days (Soccer and Bollywood Dance) from 3:30pm to 3:35pm.

If you arrive outside of these times, please ring the bell and a member of the school staff will let you in.

## Arrivals/Departures

When bringing students to school, please accompany them to the door and wait until a staff member comes to receive them. Children should not enter the school alone. Please ensure your child arrives by 8:30 AM.

Upon arrival for pick-up, LMS no longer assumes responsibility for your child. Parents are advised to refrain from communicating with, touching, or handling any child other than their own. It is the parents' responsibility to ensure their child behaves safely and appropriately as they leave the facility.

If your child is scheduled for a 3:00 PM pick-up and you need to collect them earlier, please do so before 2:30 PM. For safety reasons during transition time, the school will not release students until 2:55 PM.

## Authorization to Pick-Up

If a parent wishes LMS to release their child to an Emergency Contact Person or Emergency Authorized Pick – Up Person, the parent must notify the office. The authorized person must then present a valid picture identification for release of the child. If picture identification is not available, LMS will not release the student. In such instances, parents will need to make an alternative arrangement before LMS closes for the day.



# Loudoun Montessori School

**Loudoun Montessori School owners and staff will not provide any type of affidavits or statements in family issues unless subpoenaed.**

## Additional Hourly Care

We understand schedules sometimes change and parents may need to leave their child at school beyond the hours scheduled in the enrollment contract. LMS offers an hourly care option for LMS families only. Please make sure to check with the front office in advance. Hourly Care is \$15/hour OR Any portion of an hour.

## Late Pick Up

If a child is not picked up by 6:30PM, a late charge of \$20 per child shall be due to LMS for every 15 minutes or fraction thereof. In cases where students are not picked up within one hour of closing, the local police department and/or Child Protective Services Department (CPS) will be contacted to take custody of the child. Additionally, if a parent/guardian and/or emergency contact person(s) cannot be reached by 7:00PM, LMS will contact appropriate law enforcement officials, and possibly CPS, to take custody of the child. On days the center closes early, if a parent or emergency contact person cannot be reached within 30 minutes of an LMS School closing, LMS will follow the above referenced procedure to secure care for students left in its custody.

## Inclement Weather Policy

The Academic Calendar follows Loudoun County's school calendar with respect to holidays only. Under inclement weather conditions, please make sure that you:

- Check your email. It is your responsibility to ensure that the school has an updated email address to reach you.
- Visit our Facebook/Instagram page for delayed opening or closing!

LMS will utilize all the means above to communicate with you of our decision to open or close.

## School Closings

School Closings are generally communicated to parents in two manners: emails and social media. While LMS will attempt to make communication by both methods, this cannot always be guaranteed. Accordingly, should there be cause for an LMS School to be closed, please consult each of these resources for the most updated information.

## Aftercare Program Additional or Supplemental Care

On days when LCPS (Loudoun County Public Schools) are closed and LMS is open, a parent may request full day care for their child via email. The fee for such additional or supplemental care is billed at \$75/day.

Examples include the following: teacher workdays, Spring Break, inclement weather closures, etc.



# Loudoun Montessori School

## Emergencies Regarding Your Child

In the rare event of an accident or other medical emergency regarding a child, a parent or designated emergency contact person will be notified immediately. Make sure that your Emergency Release Form is updated every year which grants permission to the school to take the necessary steps to obtain emergency medical care in the event that parents or the designated emergency persons cannot be contacted.

## Emergencies Regarding the School

In the event of a school emergency where evacuation is required, the students and faculty will relocate to Kidz Plaza Playground (located across from the school building). The address is 21670 Red Rum Dr. Suite 102 Phone: 571-918-4039. A parent or designated emergency contact person will be contacted as quickly as possible with further directions and details regarding the situation.

## Discipline

LMS staff will ensure the students' compliance and cooperation with necessary procedures and proper behavior through **positivity and respect, clear directions, reasoning, distraction, reflective language and questioning.**

LMS considers any intentional inflicting of physical pain, or threat of such pain, on students by such means as pulling hair, grabbing, pulling, hitting, spanking, slapping, pinching, etc., as strictly inconsistent and contrary to our discipline policy. These actions are therefore prohibited on school grounds by any adult at any time. This policy applies to all adults while on school premises including regular staff, part-time personnel, volunteers and parents and their agents. All such adults are required to always follow this discipline policy in their interaction with students on school premises. This includes the actions of parents/guardians or their agents in the treatment of their own students while on school premises. Any adult who violates this policy agrees to accept correction, direction or other suitable guidance to cooperate in a remedy of the situation consistent with the discipline policy stated here.

## Biting

Biting is never acceptable behavior for a student at LMS, regardless of age. Any incidents involving biting are addressed promptly and decisively. The initial steps include separating the students involved and providing necessary first aid. Following this, LMS staff, typically the classroom Lead Teacher and/or School Director, engage in discussions with the students and other staff members to understand the circumstances of the incident. The students responsible for biting are firmly reminded that their actions are hurtful and unacceptable. Parents of all students involved are notified of the incident and reminded of the school's policy regarding such behavior.



# Loudoun Montessori School

## Health

In order to protect your child's health and the health of others, please keep your child home when:

- Your child has a deep cough/heavy nasal congestion.
- It is less than 24 hours since your child had a fever.
- It is less than 24 hours since your child vomited or had diarrhea
- If your child has pink eye (Conjunctivitis). A child may return to school after having been treated with antibiotic eye drops for 24 hours.
- Your child has chicken pox. A child may return to school after all marks have scabbed over (usually 7 days) or when the doctor recommends resuming school in writing.
- Your child develops any type of rash. A doctor's note will be required for your child to come back to school.

\*Please note the listing provided above is in no way intended to be conclusive or final.

If a student exhibits any of these symptoms while at the school, they are required to be isolated from other students. Parents will then be contacted to come to the school and pick up their child within one hour. If you are more than 1 hour away, you must have a back-up person to come and pick your child up. Parents are required to inform the school when their child or anyone in their immediate household has been exposed to a communicable disease i.e. strep throat, meningitis, chicken pox, and conjunctivitis, etc. Please inform us as soon as possible, but no later than 48 hours after the exposure, so that we can take appropriate measures to control and manage the potential spread of the disease.

LMS reserves the right, at its sole discretion, to request a letter from a medical doctor authorizing a child to return to the LMS school environment. If a letter is requested by LMS Staff, a child may not attend LMS until such letter is provided.

## Lice Policy

If any live head lice are found on your child, we will notify you to pick up your child immediately and give you information about how to treat head lice. At that point you may decide to treat your child at home or have your child professionally treated. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. We have two main goals concerning head lice at Loudoun Montessori. One is to prevent the spread of head lice at our school while supporting parents and children in addressing this temporary problem. The other is to take the stigma out of discussing and treating head lice when they do occur in our community. Your child may return to school only if there is NO LICE (DEAD OR ALIVE) present.



# Loudoun Montessori School

## Safety

The health and safety concerns of all our students are paramount to us. Parents must communicate with school staff and cooperate with our policies to keep our students' health intact. Please pay special attention to the requirements below and make sure you comply with all of them. As a general guideline, we ask that parents never instruct a child to take any medication as he/she could have an adverse reaction to the drug. Medications are dispensed under strict staff supervision and guidelines set forth by the Commonwealth of Virginia. Our staff is first aid, CPR, and MAT certified. Please be sure that any regular medications that your child is taking or any allergies, conditions or dietary restrictions that your child has are noted on the Emergency Release Form. Also, please check with the office to be sure that he/she is included in our current Allergy List.

## Medical Records and Forms

A Virginia School Entrance Health Form and Immunization Record, signed by a doctor, must be completed by all students at the start of every school year. You can find the form on our website if the office has not provided you with the form yet. The health form must be returned by the first day of school for new students, and within the first month for returning students. A physical examination is necessary for students entering Kindergarten and all students in preschool programs. A new Emergency Release Form is required at the start of each school year. If at any time during the school year any contact information changes (including work information, or that of your emergency contacts) or your child develops any allergies or medical conditions, you must stop by the office to update your form.

## Students with Food Allergies

If your child has any food allergies, please fill out all health forms and Allergy Care Form accordingly. All snacks, beverages, and lunch must be provided by the child's parents only.

## Medications

A Medication Authorization Form must be updated at the start of each school year for any students with allergies or who receive medication on a regular basis. This form is available on our website, or you can stop by the office to get a copy. Keep in mind that we will only administer medications that are prescribed by a doctor, but we will not administer medications through nebulizers or medication in the ears or eyes. A Medication Authorization Form must be signed by a parent or guardian for each occurrence. Medications accompanied by a Medication Authorization Form should be turned in directly to the office. Please try all medications at home for the first time to find out about any reactions or the side effects before sending them to school to be administered by the staff. We strongly recommend that parents apply all possible medications before dropping the child in the school. Parents should never include medications (vitamins, over the counter drugs, prescribed drugs, or inhalers) in a child's lunch box, backpack, or pocket.

Diaper cream, lotions, and ointment require a Topical Ointment Authorization form.



# Loudoun Montessori School

## Sunscreen

It is LMS's policy not to apply sunscreen to your child. Your child will be going outside each day for recess. If you want sunscreen on your child, you must apply it in the morning before they come to school/camp. However, if you would like the school to re-apply sunscreen, please request a Topical Ointment Authorization form and return to the school.

## Clothing

For the most part, students should be able to get in and out of their clothing without assistance. All clothes should be labeled for identification and a parent/guardian should provide a spare set of clothing to be kept at school in case of an accident or spill. This clothing should be replaced as needed and as the weather changes. LMS herein states that it accepts no responsibility for theft, loss or damage to such items.

## Dress Code

<b>A short- or long-sleeved collared solid shirt, blouse or turtleneck.</b>	<b>Shirts must cover the chest and stomach areas fully.</b>
<b>Solid khaki or navy-blue slacks, shorts, skirts, or jumpers. No cargo pants or cargo shorts, please.</b>	<b>In cooler weather, girls are encouraged to wear slacks or dresses with solid leggings/tights.</b>
<b>A solid Red/Navy Blue sweater or cardigan, for colder weather.</b>	<b>The sweaters should not have any strings, loops, or hoods on them which represent a potential danger for children.</b>
<b>Fully closed shoes with solid rubber soles.</b>	<b>Sandals, open toe shoes, or shoes with wheels, music or lights are not permitted.</b>

## Snacks

The school serves students a minimum of two snacks each day: AM snack and PM snack. Frequently provided snacks are fruit, Veggie straws, Pirate's Booty Cheddar Puffs, granola bars, raisins, goldfish, pretzels, graham crackers, Ritz crackers, Biscoff crackers, mini muffins, and rice cakes. Snacks brought from home should be packaged in plastic or metal containers - no glass containers please.

## Getting the Right Nutrition

Your child's nutrition is one of the most important factors to her/his overall health. Proper nutrition can prevent many medical problems and it will ensure that your child physically grows to her/his full potential. At LMS, you may choose to participate in our meal program or to bring lunch from home.





# Loudoun Montessori School

## LMS Meal Program

If you would like to opt in for the school meals, please ask the office for additional information regarding the current meal program.

## Bringing Lunch from Home

Lunches from home should consist of a serving from each of the four basic food groups. Please follow the below guidelines to packing your child's lunch:

- No heating or refrigeration is available so please use a reusable ice pack or thermos. Do not pack any candy, gum, soda, sugary drinks, or junk food
- Do not send open containers of food or drinks that might leak or spill
- Do not send any glass containers
- Please include a cloth napkin as well as several paper napkins and disposable spoons or forks

There must be a separate lunch box for each child if you have more than one child in school. All items should be fully contained within your child's lunchbox (this includes all cups and utensils). Parents must comply with the Commonwealth of Virginia's requirements for packed lunches by following the guidelines below:

- All lunch boxes must be labeled with the child's first and last name. A daily date label is required. Please put the name and date label on the outside
- Food items must be cut into very small pieces before placing them in the lunch boxes: all carrots (including baby carrots), grapes, string cheese, hot dog, etc.

## Birthdays

Student birthdays are a special classroom occasion, and parents may provide a special treat for his/ her classmates. Due to privacy concerns, pictures or the use of other video or photographic devices is not permitted during these events. This rule is to apply even if the focus of the pictures is a parent's own child. It is of paramount importance that food served at these events account for the allergy and dietary restrictions of all students in the class. Parents can work with school staff to ensure these guidelines are followed. Food items should be store bought and not homemade.

## Photos

To keep parents informed and celebrate student achievements, staff may take student photographs for use in newsletters, parent updates, and social media. If you prefer that your child not be included in these photos, please submit a written request to the school office. We respect your privacy and will ensure that your child is not photographed if an opt-out request is received.



# Loudoun Montessori School

## Teacher Conferences/Calls/E-mails

Teachers are always happy to communicate with parents. At LMS, teachers hold three formal conferences with their parents every year, typically in November, January, and April. To give you the attention that you deserve, please coordinate with the teacher to schedule these quarterly conferences.

## Additional Conferences

Parents may choose to schedule a conference at any time of the year to discuss their child's progress in the classroom. Scheduling should be coordinated through LMS administration. These conferences will be attended by a parent/guardian, teacher(s), and a member of LMS administration. Additionally, if LMS staff deem it necessary, school administration has the right to schedule a mandatory conference with parents/guardians.

## Extracurricular Activity Waiver

During the course of both the school year and the summer session, LMS will conduct extracurricular activity programs on school property. Examples of these activities include soccer, martial arts, dance, etc. If a parent chooses to enroll his/her child in an extracurricular program, they do so of their own free will and at their own risk. By enrolling his/her child in an extracurricular activity, a parent knowingly and willingly waives their right to hold Loudoun Montessori School LLC and their respective landlords liable for any injury caused by such activities.

## Field Trip Waiver

During the course of both the school year and the summer session, LMS may elect to take students on field trips. Such trips will take place under the supervision of LMS Staff and Faculty. LMS herein states that it will not be responsible for any injury or illness, whatsoever, caused by or occurring during, or in anticipation of a field trip. All parties understand that by signing below, they relinquish any and all possible legal rights to hold LMS liable in connection thereof.

## Summer Program for Young Scholars

It is known that students can lose up to 30% of acquired skills and core knowledge during the summer months which is why LMS offers year-round school programs for all enrolled students under the Young Scholars Program. This provides a unique opportunity for students to continue with the educational process and enhance their academic and social skills. This program is strongly recommended for new students so that they can adopt routines and structure and develop a comfort level with the faculty, staff and school program in the preparation for the upcoming year. A Summer Activity fee (per child) is due at the beginning of each Summer Session.



# Loudoun Montessori School

## Release of Records and Recommendations

Records and transcripts will be released to another school directly after receiving a request. A student's account must be paid off before any records are released. There is a minimum \$15 charge for the release of records, and there is a limit of two sets of records that can be released per student. Recommendation forms and referral letters for other schools are mailed directly to the school of interest. There is a minimum \$15 charge per recommendation form and/or letter and there is a limit as to how many can be completed for a student.

## Non-Discrimination Policy

Here at Loudoun Montessori School, we welcome all children and all families and work every day to create an emotionally and physically safe space for each of our children, our parents and our staff. To support this work, we follow this non-discrimination policy:

Loudoun Montessori School welcomes families and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities. In addition, the school does not discriminate on the basis of race, color, national and ethnic origin, sex, gender identification, sexual orientation, marital status, disability, and age in the administration of its educational and admissions policies. LMS seeks a diverse community to fulfill its mission to provide an emotionally and physically safe environment for each of our children, parents and staff.



# Loudoun Montessori School

## Parent Handbook 2024-2025 Policies and Procedures / Consent Form

Please complete, sign and return the next page to your LMS Director. Thank You.

Child's Name:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Address (Street, City, State, Zip Code):	DOB:	

By signing below, I affirm that I have read and reviewed in its entirety the 2024-2025 LMS Parent Handbook that includes policy and procedure documentation and consent fully and wholly. I understand and appreciate the fact that I will be bound to follow and conduct myself by all the terms and conditions put forth in the preceding.

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Date**

### For Office Use:

Days \_\_\_\_\_ Start Date \_\_\_\_\_ Class \_\_\_\_\_  
Time of Program: \_\_\_\_\_ Date: \_\_\_\_\_