

# University Montessori School Summer Program Policies 2011



Welcome to the University Montessori School Summer Program! Our program is designed to be a relaxing, fun time to enjoy the enriching experiences related to our themes. Activities are varied and balanced, providing active and quiet times both inside and outside for preschool age children. This handout is designed to help you and your child adjust well to the Summer Program, and to answer the many questions you may have. Please feel free to check with the staff if you have any questions or concerns about these policies or about something that is not covered in this handout.

## Registration

All our sessions are two weeks long. Please register for the days you wish your child to attend any or all of our sessions. You may delete days or fully withdraw from a session without financial obligation by revising your Individual Registration Form for that session on or before the Wednesday before that session begins. As of the Thursday morning before the session begins, you are obligated to pay for the registered days for that session. Payment is due for the entire session on or before the first day of that session. Newly enrolling children for the fall at UMS and children enrolling for the Summer Program only must provide the school with current medical records (see below) and a copy of a birth certificate or passport.

## Fees

All fees are due on or before the first day of each session. Prepayments for the full summer are discouraged. Fees Are Non-Refundable. The \$25 registration fee is due with the Application and Registration Overview and covers the entire summer.

## Arrival and Pick-Up

To ensure that our program runs smoothly, please make sure that you arrive and depart promptly. Please check in and check out with the designated staff member who keeps the attendance clipboard. Our day begins at 8:30 and prompt arrival ensures that your child benefits fully from the program offerings. Pick up times for the noon, one o'clock and three o'clock pick up times begin fifteen minutes before the hour. Children enrolled for the full day should be picked up before 5:30. We interpret that to mean that they have their things and the children have been signed out to your care.

## Supplies

Each child should have a bathing suit to change into for water play, a towel, and sunscreen (see guidelines below about sunscreen). Water sandals or swim shoes are a good idea, but are optional. Sneakers are best for playground time. We do not allow flip flops on the playground. Children staying for lunch should bring their lunch (see below for food policies). Children age 3 and 4 staying for rest time should bring a light blanket and can also bring a pillow with a removable pillowcase and a small stuffed toy to rest with. **ALL ITEMS SHOULD BE CLEARLY LABELED.** Items such as jewelry, toys, watches, money or food – other than lunch – should not be brought to school. Children are encouraged to bring items that relate to the themes. Please bring them to the teachers immediately upon arriving.

### **Snack**

Snack is provided both in the morning and again in the afternoon. We follow state mandated guidelines regarding what is acceptable for snack. Please indicate on the emergency forms if your child is allergic to any foods.

### **Lunch**

Lunches at UMS are to be as healthy and sugar free and as environmentally friendly as possible. This means we do not allow sugar drinks, chocolate milk, cookies, cakes, puddings, chips, or items with excessive packaging such as Lunchables and Go-gurts. We encourage re-useable containers and cloth napkins.

### **Parking**

Parking is limited and is especially problematic at drop-off time and pick-up times. Trinity Presbyterian Church allows us the use of their parking lot and this is the best choice. We do reserve the school parking lot for those with younger siblings. We maintain a path through the woods from the parking lot. It is essential that you hold your child's hand until you both arrive at the gate. Despite all precautions we have had fender benders in the lot or on Reservoir Road as people come in and go out. Please do not leave your engine running in the parking lot while you are dropping off. This is dangerous and fouls the air unnecessarily.

### **Health and Illness**

UMS must obtain documentation that each child has received the immunizations required by the State Board of Health before the child can attend. Each child is required to have on file a record of a physical examination that has taken place within twelve months prior to attending UMS. For those children enrolled in the school year program, updated information on additional immunizations is obtained once between each child's fourth and sixth birthdays and is on file at the office. If a child becomes ill or is seriously injured during camp, we will notify the parents immediately. Please do *not* send a child to school with: fever, rash, sore throat, green nasal discharge, vomiting, or diarrhea. Children may not return to school until 24 hours after a fever has subsided. You are required to notify us of any communicable diseases with which your child or an immediate member of the household has contracted. During the summer we may not administer any medication to children at all. Sunscreen and insect repellent are the only things licensing allows us to administer, or in this case apply, to the children. Head lice can be a problem at any school and we have a "no nit" policy to guard against large outbreaks. We ask that parents let us know if their child or a sibling has this problem so that we may be vigilant. A Communicable Disease Reference chart with further health and safety policies is posted at the school for parent and staff use.

### **Toileting**

It is expected that children are able to use the toilet independently during our Summer Program. If this is a concern, please discuss this with the director prior to registration.