

Asheville Montessori School Parent Handbook

2025 - 2026 School Year



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Asheville, NC 28804
828-645-3433

Asheville Montessori School Parent Handbook

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AGES & HOURS

Asheville Montessori School (AMS) is an educational environment, which focuses on the development of the whole child, serving children between the ages of 3 - 6. The school day begins at 8:15 AM and ends at 2:45 PM. Parents may pick up their children between 12:15 and 12:30 for half day pick up and between 2:45 and 3:00 for full-day pickup. Beforecare will be offered from 7:45 - 8:15, with a limit of 15 per morning. After-school care is provided from 3:00 to 5:00. **Our school closes at 5:00 PM.** A detailed description of parent fees and financial policies is located on our website. **Please note:** *We are unable to accommodate half-day students for lunch and/or our afternoon schedule per the State of NC guidelines.*

ADMISSION REQUIREMENTS & ENROLLMENT PROCEDURE

In order to enroll your child at AMS, a parent or guardian must fill out an application to submit to the school. This application will be shared with you by the Director and will be submitted via brightwheel along with the other enrollment forms. The application and enrollment forms will be received and reviewed by the Director. An invoice on brightwheel will follow shortly for a **non-refundable deposit (annual) and registration fee (one-time)**. A detailed description of parent fees and financial policies are located on our website. Once the deposit and registration fee has been paid, a confirmation email will be sent by the Director.

Asheville Montessori School has the following entry-level skills to help the new child be successful in the classroom. The child needs to be able to accomplish them when they start at AMS.

1. Is able and willing to follow directions from a teacher.
2. Sits for at least 3 minutes quietly and listens to a story without interrupting those around them with actions or words.
3. Uses words to express a choice.
4. Uses words to get needs met - must be verbal enough to tell the teacher when they are hurt, hungry, tired, etc.
5. Uses kind words, hands, and feet with friends.
6. Keeps things out of their mouth.
7. Is comfortable leaving pacifier, blanket, toys, dolls, etc. at home or in the car.
8. Is successful in separating from the parent. (Parent is ready to encourage them to be independent. It is understandable that this may be a struggle at the beginning of the year.)
9. Is able to rest on a cot for 30 mins
10. Is completely potty trained (child is able to pull pants up and down independently, listen to body cues, wipe independently, and little to no accidents)

Special note: after your child has started school and is unable to accomplish these skills after a reasonable amount of time, they may be unenrolled from AMS. When the skills have been established, your child may be re-enrolled if space allows. Please note that under these circumstances, fees such as the registration fee and deposit will not be refunded but can be applied to enrollment fees should the child be re-enrolled.

PARKING, ARRIVALS & DISMISSALS

Arrival - Parents will enter the parking lot to the right, go around the median, and stop at the front door. A teacher or Admin team member will come and unbuckle your child out of their

carseat and walk them into school. Parents do not need to get out of the car during carline. *If your child is struggling to separate on a particular morning, please pull your car around and park to walk your child to the door/office.* If you arrive after morning carline, please enter the building and walk your child to their classroom. **Please do your best to arrive on time each day; arriving late means your child misses out on part of the work cycle or part of the playground time.**

Important: Please leave your child buckled in his or her car seat until the car comes to a complete stop at the entrance. Please do not allow your child to stand, “assist you in driving,” or stick their head out of the sunroof. These are all unsafe practices as well as not a good example for the other children. Following these guidelines will ensure the safety of every child.

Dismissal – Dismissal begins at **12:15 PM** (for half-day) or **2:45 PM** (for full-day). Children will leave the school by way of the front door. Please enter the parking lot to the right and drive to the door. Your child’s teacher will bring your child to the car and buckle them in their car seat. If you are picking up your child at any other time, please park and come inside.

Early Dismissals – Please notify the office if you need early dismissal. AMS uses an electronic system for daily attendance. Each time your child leaves the school, they will be checked out. If they return the same day, they will be checked back in.

RELEASE POLICY

Children are released only to individuals designated by their parents or other legal guardian on the child’s application form. On that form, parents (or legal guardians) give the names, addresses, and phone numbers of those who are authorized to pick up the child. The following procedure will be used if there is an emergency or need to send someone not on the form:

1. If another individual who has been previously designated by the parent on the application form comes to pick up the child, they will be asked by staff to show a picture I.D. the first time they pick up the child.
2. If (due to an emergency situation) the parent or legal guardian needs to have someone other than an individual previously designated to pick up a child, the school must be informed ahead of time by the parent or legal guardian with a dated and signed note, and email, a direct phone call, or a brightwheel message from the parent or legal guardian. When the person arrives, he or she must remain outside until the teacher has confirmed the identity with a picture I.D. The child may then be released into that adult’s care.

CAR SEATS

Because of various liability issues and the importance of properly placing children correctly in car seats, our staff members cannot place children in car seats unless a Car Seat Waiver has been signed and is on file. ***Our staff may NOT put a child in a car without a car seat, due to safety issues.*** Thanks for understanding.

SNACKS & THE SNACK BASKET

A nutritious morning snack will be offered to all children. The snack will encompass 2 to 3 different food groups. Children staying in the after-care program will receive an afternoon snack, as well.

Families are invited to share in snack choices by taking home the snack basket for that class a

few times a year. Attached to the basket are suggestions you may follow. Shopping together with your child for these snacks is a wonderful way to teach the joy of sharing to your child. Remember, participation is completely a choice on your part.

Special Note: We have children enrolled with severe nut allergies. In order to safeguard these children, we are a nut-free environment.

WATER BOTTLES

We require you to send a fresh water bottle daily **with your child's name on it**. Please wash it out and put fresh water in it each day. Please, no juice, milk, or flavored water in water bottles, just water!

LUNCH

All full day children will bring a packed lunch from home. **Please place your child's name on their lunch box.** At school, your child will put a date sticker on the lunch box (the state requires the current date on each lunchbox). Lunchboxes are stored in the classroom refrigerator until lunchtime. *No sharing of food is allowed between students.*

Food: The lunch should include nutritious items for your child. The state requires that 4 food groups be represented in each lunch served. **Please do not send candy in your child's lunch.** We do have a microwave and would be happy to heat "leftovers" for your child if you choose to send them. If you choose to send yogurt, please choose one with low-sugar content and no synthetic dyes.

Drinks: You may include a juicebox; please make sure you select a kind that is **100% juice**. **No soda is allowed.** Organic cow's milk is offered during lunch. If you do not wish your child to have this, please clearly communicate this to the school in writing. You are welcome to send a nut-free milk alternative (**soy, rice, oat, pea, hemp, flax, etc.**) to store in the classroom fridge that we will serve your child instead of cow's milk.

CUBBIES

Your child will have a cubby of their very own. This cubby holds your child's water bottle, jacket, hat, gloves, slippers (these are optional), work folder, and backpack. Full day friends also have a small blanket and snuggle friend. State law requires that all clothing items, blankets, etc. not extend out of the cubby where it can touch other children's items. In light of the cubby size, please be mindful of the size of the items your child brings, specifically the backpack, blanket, and stuffy.

REST TIME

Full day children have rest time from 1:00-1:30 each day. Children are required to rest on their cot during the entirety of rest time. Your child may use their blanket and snuggle friend to help them rest. Children who do not fall asleep are given board books to read. Once a week, the cots are sanitized and the sheets are washed. Blankets are sent home every Friday to be washed and returned to school the following school day.

SHOES

Please send your child in shoes that are fastened by velcro or elastic. This way they can be

independent in putting on their shoes for outdoor play. *You may also send a pair of slippers for classroom use.* Most children in this age group are not confident with independently tying shoes.

CLOTHING

Please dress your child in comfortable play clothes that can become dirty. We request that your child dress in clothing that is **free of superheroes** (we have found that wearing clothing with superheroes encourages more aggressive and divisive play on the playground), **political statements** (AMS seeks to be politically neutral in the interest of unity & peace), **and costumes**.

*****Please label all of your child's clothing items, gloves/mittens, outerwear, hats, etc. A good rule of thumb is if your child is bringing it to school, their name should be on it*****

EXTRA CLOTHING

Please send your child with a complete set of extra clothes (shirt, pants/shorts, underwear, and socks) **in a gallon zip-lock bag with their name on it**. These clothes will be kept at school in case they are needed, and will be sent home to switch out seasonally. It can be helpful to also have an extra pair of shoes, if available.

TOYS AND OTHER DISTRACTIONS

Please do not allow your child to bring toys to school. It can add conflict and distraction to our classroom. The toys can also be easily lost and cause the child lots of distress. Thank you, in advance. All "lovies", pacifiers, most favorite stuffies, etc. should be left at home or in the car, for these same reasons. Please also limit excessive jewelry as it can be distracting, also easily lost, and sometimes be a safety risk on the playground.

PLAYGROUND PLAY

We extend our peace curriculum to our playground. We encourage imaginative play within peaceful boundaries, i.e. no weapons or aggressive play are allowed. Superheroes are not encouraged because it often leads to aggressive play. We promote an interest in nature, creative play, and rescue heroes instead. We must strive for the safety of all our children at all times! Thanks for your understanding.

VOLUNTEERS

Volunteers are welcome and appreciated in our classroom! Specific opportunities to volunteer in our learning environment will be offered at various times throughout the school year. Most children really enjoy having their dad, mom, grandparent, or loved one come to their classroom. Please arrange with your child's teacher a convenient time to be an important part of their class. (Please note: please give your child the first 6 to 8 weeks to adjust to the new classroom, teachers, and friends. Then we will be ready to delight in having you volunteer in the classroom!) **Each teacher has their own volunteer form for you to fill out.**

MONTHLY LETTERS

Each month you will receive two newsletters, one from the lead teacher at the beginning of the month and one from the director towards the end of the month. The content will vary but can include things such as policy changes, letter of the week, upcoming events and other important

dates, units we are studying, etc.

LETTER OF THE WEEK

Each week, we will be learning about a new letter of the alphabet and things that begin with that sound. Your child will do activities and art projects that will relate to that letter. On Friday, we will have a sharing circle, in which your child will share an item from home that starts with that week's letter. It will be announced on the school white board, it will also be posted on our website, and shared on our Instagram account. We encourage things from nature, photographs, and real items for sharing, as opposed to toys. Be creative!

BIRTHDAYS

A birthday is a very special time in a child's life. In the Montessori tradition, we celebrate your child in a very unique and special way. We ask each family to send in at least one (or several!) picture of each year of your child's life.

The celebration begins as the teacher lights a candle and says, "Let's pretend that this lighted candle is the sun." The teacher then has your child hold a small globe, and explains "The earth takes one whole year to go all the way around the sun." The child will walk around the sun one time. "Now your child is one year old. What was your child like at age one?" The parents are welcome to come & tell several highlights about their child's life for each age. Each time your child travels around the sun, pictures are shown of them at that age, and interesting facts are given. **The celebration usually ends with a special snack (healthy please!) provided by the child's family for each child.** Please contact the school if you have any questions about your child's classroom allergy restrictions. Please talk with the teacher a week or more before your child's birthday to arrange a date and time for your child's celebration. Each child is unique and celebrating each one on their special day will be a fun way to honor each one.

Special Note: We do not do the traditional Montessori Birthday celebration in the summer months. If your child has a summer birthday, please schedule a birthday circle for your child with their teacher, either in May (before their birthday) or in September (after their birthday).

DISCIPLINE POLICY

A detailed description of our discipline policy is included in your enrollment process online. Please feel free to ask any questions you may have concerning discipline. Special note: We practice conscious discipline, which is loving, positive, respectful, and intentional.

Many parents have asked about the steps taken if a child needs help to make more appropriate and respectful behavior choices. If a challenging behavior occurs in the classroom, these steps will be followed:

1. The teacher will have a conversation with the child, seeking to understand why the child chose this behavior, and will discuss what would be a better choice to make.
2. If the behavior continues, the teacher will next talk with the parents about it. Together, they will make a plan to help the child to make a better choice. The teacher will also introduce our Behavior Form to the parents. The intention of this form is a communication and documentation tool if the behavior continues. This form details what the behavior is, what happened that led to the behavior, and the response to the behavior.

3. If the same behavior continues after talking with the parents, a behavior form will be filled out and given to the parents.
4. If the behavior does not improve after these steps, the parents, lead teacher, and Director will meet to discuss the behavior and make a plan of action to support the child in making more positive choices in behavior (At this meeting, there may be a discussion of bringing in outside professional help to support the child's developmental needs).
5. If there is still no improvement over time in this behavior, we will evaluate whether our school is a match for this child's developmental needs at this time.

BITING POLICY

It is our belief that a young child who bites usually does so without malice. It is often an expression of anger and frustration. A child who bites will be removed from the group, then soothed and comforted, and shown ways to express their feelings safely. Because biting is always an unacceptable behavior, both sets of parents will be notified immediately, and a plan of remediation will be enacted. A meeting with the Director and parents will follow if further biting occurs. If biting continues with no improvement over a period of 6 to 8 weeks, we will need to evaluate whether our school is a match for this child's developmental needs at this time.

- First Bite: Parents will be contacted on brightwheel and informed of the bite and what action was taken to mitigate the incident.
- Second Bite: Parents will be contacted on Brightwheel and will receive a behavior report. The teacher will make a plan for classroom remediation.
- Third Bite: Parents will be contacted on brightwheel and receive a behavior form. A meeting will be set with the parents, lead teacher, and Director to set a mutual plan for the child's success.
- If after 6-8 weeks there is no improvement, then a re-evaluation occurs if our school is a good fit for your child.

RUNNING FROM A TEACHER

Although this may seem like a good idea to the child; running from the teacher or out of the classroom can be a dangerous choice. It is our goal and desire to keep every child safe and well-cared-for. If this happens, the child and teacher will have a conversation about the dangers of running from a teacher, and the parents will be notified.

POTTY TRAINING POLICY

We cannot accept children who are not potty trained. Children are not permitted to wear training pants/Pull-Ups to school. AMS is not licensed or staffed for diapering (yes, the state requires a special license for diapering). We do acknowledge accidents will happen, but are able to distinguish between a child who has the occasional accident and a child who is not potty trained. After your child has started school, if they are not fully potty trained then we will ask the parent(s) to join with the lead teacher and Director to make a plan for that child's success. This plan may include the child staying home for a short period of time to work on potty training with their parent(s).

BROKEN MATERIALS

A very expensive and important part of a Montessori classroom are the materials. If your child intentionally breaks a material or damages the school property, we will ask your family to be responsible for replacing it. This helps teach your child both respect and responsibility. Thank you for your cooperation. Please see a copy of the Broken Materials Form at the end of this booklet.

MEDICATION AND TOPICAL OINTMENTS

If your child must be given medication such as an antibiotic or a topical ointment such as insect repellent, sunscreen, and lip balm in the school day, you **MUST** fill out a form giving us specific permission to do so. You must send in the medication, insect repellent, sunscreen, or lip balm with your child; we are not allowed to provide those items per North Carolina state law. We cannot accept "homemade" items; they must be over the counter. ALL medication and topical ointments are locked away, except for the time it is being administered to your child. The exception to this is an EpiPen or inhaler because of the need to administer immediately; it is stored 5 ft. above the floor.

FIRST AID

If your child incurs a scrape, small cut, scratch, etc. at school, we are only allowed to wash the wound, administer ice to the wound, and/or bandage it. We are **NOT** allowed to remove splinters. We are also **NOT** allowed to remove ticks attached to the skin. If your child is hurt on the playground, the teacher will fill out a report which you will be asked to sign.

HEALTH AND SAFETY

Please know that your child's health and safety are our highest priority at all times! In addition to the current training in Teacher Orientation, all staff have undergone intensive, online training for various aspects of health and safety. In addition to our monthly fire drills, we have added "safe place" drills, practiced four times in the school year. Also, there has been year long planning that would include any kind of emergency. We have designated safe sites away from campus, if this ever becomes necessary. These off-campus safe places include two within walking distance of our school and one that would require vehicle transportation. Not only are these sites secured, but also preparations have been made for how to care for each child in and through that process. Please be reassured that part of this detailed plan is communication. Your phone numbers and email addresses are with us at all times. We are committed to keeping you updated and in the loop. **YOU** are an important part of this plan. We do not anticipate these kinds of emergencies, but if they ever happen, we are ready and prepared to keep your children safe.

HEAD LICE

Head lice are tiny, blood-sucking parasites. They depend on human blood to survive. They are transmitted from one human host to another. If you have hair and blood, you are an equal opportunity host. Symptoms do not develop for 7 to 10 days after infestation. Having lice is not the result of being dirty. Statistics tell us that there are over 12 million reported cases of head lice in the US per year.

Our Policy: A child will be sent home if head nits or lice are discovered. They may return after their first treatment.

CLEANING

We are committed to providing a clean environment for your child. Frequent dusting and washing of materials, as well as daily sweeping, mopping, & vacuuming are a part of our routine. The bathrooms, tables, and chairs are washed and sanitized with bleach water several times a day. Staff and children wash their hands frequently throughout the day. Students and staff must wash their hands upon their arrival to school, before eating, after using the bathroom, after playing outdoors, and any time they are dirty and need it. Please feel free to ask if you have any questions or concerns about our cleaning routines or policies.

STAFF QUALIFICATIONS AND TRAINING

All of our staff have gone through background checks, health and safety trainings, yearly continuing education hours, and have been certified in child and adult CPR and First Aid. Our lead teachers have their Montessori certification to be a lead teacher. Our assistant teachers receive in-house training in the Montessori philosophy and method while with us. All staff do professional development hours each year.

BABYSITTING

It is our policy that our staff may NOT provide baby-sitting service to those families currently enrolled in the school. This includes enrollment in Summer Camp. This also includes siblings of children enrolled in the school. If you have any questions, please speak to the Director. Babysitting can create a conflict of interest for our staff, a blurring of boundaries for our students, and liability issues for our school. This policy also stems from the requirements of our liability insurance policy.

SCHOOL CLOSURE POLICY DUE TO WEATHER

In the event of inclement weather, we will announce our closings in 3 places by 6:45 AM - 1. **WLOS** (<https://wlos.com/weather/closings>) 2. on our voicemail at school, and 3. brightwheel. As always, our first consideration is your family's safety. Please be careful as you travel the roads to and from school.

FINANCIAL POLICY: (Also, please see our separate Financial Policy document)

DEPOSITS

1. Enrollment will not be secure until the following have been turned in: Application, Signed Tuition Contract Agreement, \$425 Deposit, & \$100 Registration Fee (**Registration fee is for new students only**).
2. Both the Registration Fee & Deposit are **non-refundable** with the following exception: Students who enroll for the following school year may receive a 50% refund of the deposit if the school is **notified of un-enrollment in writing by April 20th, 2026**. **No refunds for Deposits will be issued after April 20th**.

TUITION PAYMENTS

1. Parents/Guardians may opt to pay the tuition in full or by semester with the appropriate discounts as outlined in the Tuition Schedule, or they may opt to pay the tuition in **10 equal installments**. Once the deadline for prepayment discounts passes, those options will no longer be available.

2. Parents/guardians may choose to change their payment option to monthly if their circumstances have changed, and if the prepayment deadline has not passed. Those who have chosen the monthly option may opt for a prepayment option if the deadline for payment has not passed.
3. The billing cycle will be from the 1st to the 1st of the next month. Tuition, aftercare fees, and extra hours are due on the 1st of the month and are considered late by the 10th of the month. **Tuition, fees, and aftercare charges more than 10 days past due will be assessed late fees as follows: Under \$200.00: \$15.00/month. \$200.00 and over: \$30.00/month.**
4. A returned check fee of \$15 will be assessed.
5. **Any student whose account is 30 days in arrears will not be allowed to return to school until the parent/guardian meets with the Business Administrator.**
6. A student who stays beyond the 5:00 PM pick-up time will be assessed a \$15 fee for every 15 minute increment. (Fee is not prorated.) **This rate will also apply for half day closings & half day pick-up.**
7. Invoices, statements and other financial information will only be shared with the parent(s) who has signed the application and the tuition agreement.
8. Parents/guardians who wish to reserve a future place for their child will be responsible to pay the monthly installments even though the student has not begun classes.
9. Parents who pay by credit card will be assessed a processing fee by Brightwheel.

UN-ENROLLMENT

1. A minimum notice of **30 days must be given in writing** for a parent/guardian to un-enroll their child due to unforeseen circumstances such as health related issues or family relocation. **Please note:** The parent/guardian will be responsible for the next 30 days of tuition from the date the notice is received in our office. All prepaid fees (registration, deposit, materials & student fees) are non-refundable.
2. Parents/Guardians who un-enroll their student on or after **Aug. 1, 2025, are responsible for August tuition payment.**
3. In the event that a student must be un-enrolled due to the inability to accomplish the entry level skills, all prepaids (Registration fee, Deposit, & Student Fees) will not be refunded but can be applied if child is re-enrolled.
4. **Refunds for payment in full** - In the event a child is un-enrolled by their parents/guardian before the end of the school year, refunds will be given for the unused portion of the tuition with following caveats: 1) All prepaid fees, registration, and deposit will not be refundable. 2) The months that the child was enrolled will be billed at the monthly rate, i.e. you will lose your prepay discount. 3) A 30 day notice of un-enrollment must be given, i.e. if no notice is given, then your refund will be less the 30 days.

SCHEDULE CHANGES

1. Parents who want to increase the student's time may do so if there is space available and with the consent of the Director.
2. Parents who want to decrease the students' time may do so if there is space available and with the consent of the Director. A decrease in time will require a 30-day notice.
3. Depending upon availability, a change in schedule may involve a room change for the student.

LATE ENROLLEES

1. Parents whose child begins before Sept. 16, 2025, but after the first day of school, are responsible for the full years tuition.
2. Parents whose child begins after Sept. 16, 2025, will be responsible for the deposit & registration fee, prorated month they begin, and a late enrollment fee of \$250 (non-refundable).

IMPORTANT DATES

April 20, 2025

- ✓ Last date for 50% refund on deposit for the 25/26 school year

May 2, 2025

- ✓ Early Bird Payment Due for the 25/26 school year

Aug. 1, 2025

- ✓ First Monthly Tuition Payment Due
- ✓ First payment on the Semester Plan Due
- ✓ Any student un-enrolled after this date will be responsible for the August tuition payment

September 16, 2025

- ✓ Late enrollee tuition schedule begins.

10th of each month

- ✓ Unpaid balances will be subject to late fees

December 15, 2025

- ✓ Second payment on the Semester Plan Due

April 20, 2026

- ✓ Last date for 50% refund on deposit for the 26/27 school year

May 1, 2026

- ✓ Last Monthly Tuition Payment Due for the 25/26 school year

CHILD ABUSE

The law requires all citizens to report suspected child abuse to the appropriate agencies. If our staff notice or hear a child speak of anything suspicious, they will report such an incident to the Director, who in turn, may find cause to file a report with Child Protective Services. All staff are required to receive training to assist in this matter.

SMOKE-FREE ENVIRONMENT

Asheville Montessori School is a smoke-free environment. All parents, staff, & visitors are asked not to use tobacco products or vaping anywhere on our campus.

ILLEGAL DRUGS

Possession of illegal drugs is against the law. Our policy prohibits the possession and/or use of illegal drugs on our school grounds or in our building.

WEAPONS

AMS is committed to ensuring the safety of its employees, clients, visitors, and the public. AMS policy prohibits the possession of weapons within the building or on the school grounds.

TAX ID

If you need our corporation's address and federal tax ID for tax purposes, it is as follows:

Montessori School of Asheville, Inc.

EIN 20-1238133

SCHOOL ADDRESS & PHONE NUMBER

**Asheville Montessori School
360 Weaverville Highway
Asheville, NC 28804**

Phone: 828-645-3433

Fax: 828-645-1494

COVID-19 and/or any other pandemic/natural disaster

In the event of another resurgence of COVID-19 or any other pandemic, natural disaster, geopolitical disruption, etc. we reserve the right to close the school for the safety of all. In this scenario, we cannot guarantee any refund of payment, BUT we will do our very best to strive for what is fair and equitable. In 2020 and 2021 we DID provide refunds for Covid closures and in 2024/25 provided refunds in either time or money for Hurricane Helene closures, but cannot guarantee future refunds.

Thank you so much for entrusting us with your beautiful children. We are looking forward to a safe, healthy, and fun school year with them! Please feel free to reach out if you have any questions!

With gratitude,
The Asheville Montessori School Team

AMS Aftercare/Earlycare Policy for 2025-2026 School Year

AFTERCARE

Aftercare does not require an annual commitment, however, the fee must be paid at the 1st of the month for the participating month. Otherwise, the student will be billed on an hourly basis as stated in the current tuition schedule. Hours will not be prorated, thus, the student will be billed for the full hour after the first five minutes. **For the three-day aftercare option, days must be specified that the student will be staying.**

Aftercare is available with two options. Please be advised that aftercare has limited space and “prepay” students are given priority. **If you do not call, or write, ahead to reserve a same-day spot, and there is not space for your child in aftercare, you will incur a \$25 fee for that day, on top of the regular hourly rate.**

Prepay:

- a. Parents may pay in advance for either a 3 day option or a 5 day option.
- b. This option does not require a contract and parents may sign-up before the first of any given month. Changes for the month may not be made after the first without the permission of the Business Administrator.
- c. Parents who have chosen this option will be automatically renewed each month until the office is notified **in writing** of any changes. Further, parents need to communicate to the office in **writing** to be placed back on the prepay option.
- d. Parents who choose 3 days of aftercare whose child comes 5 days/week must identify the 3 days in aftercare in advance. **Any changes made without contacting the office prior to the change will be charged the hourly rate. Also, if a student who is signed up for 3 days, yet stays more than 3 days during the week, they will be charged the hourly rate.**

Pay As You Go:

- a. Parents may contact the office and arrange aftercare on the day of if space is still available (please contact the office and not the teacher).
- b. **No-shows: *Parents who have opted for the “pay as you go” who have reserved a spot in aftercare but do not contact the school office by 2:30 PM the day of, will be charged for the first hour.***

After School Care: 3:00 - 5:00

Afternoons	5 days	\$250
	3 days	\$160
	“Pay as you go”	\$8.50/hr
	“No-Show”	\$8.50 for the first hour

EARLYCARE

Earlycare also does not require a commitment. There is a monthly prepay option that is discounted and can secure a spot. If space is available you can reserve a day at a time, at a single day rate. Drop in is available, **but if we have reached our maximum expected kids for the morning we will not have the ability to accept your child, so please secure space ahead of**

time.

Before School Care: 7:45 AM - 8:15 AM:

Prepay: \$80/month

Drop in: \$5.00/morning

August: For the month of August, children staying will be billed on a pay as you go basis, for both Earlycare and Aftercare. Please let our office know what days you would like your child to stay. There will be no Aftercare or Earlycare the first or last week of school (Aug 20-22 and Jun 1-5).

Beginning in September

- If you wish to prepay for Aftercare or Earlycare, and get the discount for the month, please let our office know by August 24th. We will continue to leave you on the prepay list until you cancel.
- If you wish to continue with “pay as you go”, simply let us know the days you want your child to be in aftercare/earlycare and you will be billed at the end of the month.

Please remember the following

- No shows will be charged for the first hour unless canceled by 2:30 PM the day of.
- Aftercare ends at 5:00. Children picked up after 5 will be charged a late fee.
- Parents who have prepaid have first priority. Please remember, spaces are limited!
- Students who are enrolled for 5 days/week may sign-up for the 3 day/week prepay with the following caveats: 1) The 3 days a student will attend needs to be specified at the beginning of each month. 2) Any additional day used will be billed at the pay as you go rate.
- There will be no Aftercare or Earlycare the first or last week of school (Aug 20-22 and Jun 1-5).

Prepay Aftercare will be prorated for the months of December and April due to Holiday and Spring breaks.

FYI. Our classes will be mixed in aftercare and earlycare, i.e. all children will be on the playground or in the classroom together.

Asheville Montessori School's Parent Participation Plan

*10A NCAC 09 .0515 PARENT PARTICIPATION

(a) Each center shall have a plan to encourage parent participation and inform parents about the program and its services. The plan shall be discussed with parents on or before the child's first day of attendance and posted in the center or a copy shall be given to parents on or before the child's first day of attendance.

(b) The plan shall include the following:

- (1) a procedure for registering a child for childcare that involves both parents when possible and encourages a visit to the center by the child and the child's parents before the child begins attending the center.
- (2) opportunities for caregiving staff to meet with parents regularly to discuss their child's needs and progress and exchange information about the program.
- (3) activities that provide parents opportunities to participate in the center's program on an individual basis and as a group.
- (4) a procedure for parents who need information or have complaints about the child care program.

Effective April 1, 2022, 20

1. The first step for families interested in our school is coming in for a tour. We encourage all parents in the household to attend with their child if they are able. If unable, we invite them back with the child for a meet and greet. During the tour, we will spend time talking about our school and getting to know each other. At the end of the tour, the family will fill out a waitlist form and be added to our waitlist. If a child is very young for their tour, we would invite them for a meet and greet before moving forward with enrollment. Before a child's first day, we will invite the family to come into school with their child for a new student orientation in which the child and their family come to meet the child's teachers, who will show them around their classroom (location of their cubbies, bathroom, circle rug, peace corner, etc.). We also hold a parent orientation night just for parents before each school year begins to connect about school information and policies and to give parents the opportunity to meet each other, the teachers, and school staff.
2. Each year we hold two formal parent-teacher conferences, one in the Fall and one in the Spring. This is an opportunity for the parents of each child to come in and sit down with the child's lead teacher to discover where the child is academically, socially, and emotionally, and go over observations the teacher has made. This is also a time when the child's teacher can show their parents which works they spend time on and address any questions or concerns the teacher and/or parents may have. In addition to the formal conferences, the teachers are accessible to parents by way of Brightwheel (the platform we use in our school), phone, or email. Brightwheel is the best way for parents and teachers to contact each other throughout the day for quicker conversations and check-ins. We also send out monthly newsletters to parents with reminders for important dates, current events, and what each class is learning about that month.
3. We have several functions throughout the school year in which parents are invited to the school as a whole group and as individual class groups. Each Fall, our classes meet individually at the park for a class-wide picnic. This is a great time for staff, teachers, and parents to visit and get to know each other and enjoy the children together. We also host potluck-style Fall Family Feasts in each of our classrooms where parents come in and spend time eating and visiting as a community in the classroom. We hold several other special events like this throughout the school year as well. In addition to family days, we reach out to parents to connect on volunteering, making our volunteer opportunities known and helping to facilitate them. Parents are invited on an individual basis to come into the school to read with emergent readers, help with special crafts or projects, and much more. We facilitate parents to volunteer as classroom Ambassadors. Our Ambassadors plan and host parent nights, class-wide or schoolwide playdates, and fundraisers.
4. We use a home-to-school/school-to-home communication system. We use many different methods of communication with the understanding that what works best for parents varies from parent to parent. We use the phone, email, Brightwheel messages, communication notebooks if requested/necessary, face-to-face meetings both in person and virtual, and finally, our website which is full of information for current and prospective families. This is our procedure for any situation that arises whether it be a parent looking to access information or a parent who may have a complaint about the program. All parental complaints are relayed to the Director and School Owners who will determine the best course of resolution. The DCDEE's contact number for complaints is 919-814-6800 and is posted in our school, should a parent need to file a complaint.

Broken Material Form

Dear Parent,

An item at the school was recently broken by your child. In an effort to teach respect for the environment, we notify parents of the incident so that both parent and child can participate in the repair/replacement of the item. Some items can be replaced by the parents, others must be specially ordered by the school. Please review the description of the broken item below and return this form at your earliest convenience. Thank you.

Item broken: _____

Date: _____

This item can/cannot be replaced by the parents.

The estimated cost for replacement/repair is _____.

Please see additional comments below.

_____ (Teacher's signature)

_____ (Parent's signature)

Free ways to help Asheville Montessori School!

We have two great ways to receive classroom supplies through the **Ingles Tools For Schools** and **Together in Education program via Harris Teeter**. You can help by linking your Ingle's card and Harris Teeter Vic card to our school.

For **Ingles Tools for School** simply go to <https://www.inglestoolsforschools.com/> and follow the link "Link Your Card." We are listed as "Asheville Montessori School." (Our school ID# is 11987)

For **Harris Teeter Vic** cards go to <https://www.harristeeter.com/> and click "together in education," which is located at the bottom menu, under "About Us." Link your Vic card to Asheville Montessori School, 360 Weaverville Highway.

This must be done yearly for both Ingles and Vic cards. If you would like our help, please stop by our office and we will be glad to help. Thanks for your participation in these programs. Please remember you must sign up each year for us to take advantage of the program.

Serving Your Child,

Your AMS Team

Exclusion Criteria Form

Condition:	If your child has been diagnosed with this disease, our program will:	When to allow child to return:
Chicken Pox	<ul style="list-style-type: none"> * Temporarily exclude the sick child from child care * Notify all parents regarding possible outbreak * Contact the Child Care Health Consultant if needed to find out other preventative measures to take * Carefully follow hand washing and cleaning procedures 	Approximately 6-7 days after the rash begins or when ALL blisters have scabbed over
Diarrheal Illness	<ul style="list-style-type: none"> * Temporarily exclude the sick child from child care * Carefully follow hand washing and cleaning procedures 	When child is diarrhea free
Hand-Foot-and-Mouth Disease	<ul style="list-style-type: none"> * Exclude if child has open, draining lesion on hand or has lesions in the mouth and is drooling. * Carefully follow hand washing and cleaning procedures 	When child's doctor says they are safe to return
Head Lice	<ul style="list-style-type: none"> * Temporarily exclude the child care 	The school day after the child's first treatment
Ringworm	<ul style="list-style-type: none"> * Temporarily exclude the child if the lesion cannot be covered. * Carefully follow hand washing and cleaning procedures 	The school day after treatment starts
Strep Throat	<ul style="list-style-type: none"> * Temporarily exclude the child with eye drainage and itching * Carefully follow hand washing and cleaning procedures 	Exclude until 12 hours after antibiotic treatment has started and no fever is present
Pink eye	<ul style="list-style-type: none"> * Temporarily exclude the child with eye drainage and itching * Carefully follow hand washing and cleaning procedures 	The next school day after treatment has begun
Fifth Disease	<ul style="list-style-type: none"> * Temporarily excluded the child from child care if the child is unable to participate in center activities or has a fever. * Program will notify all parents * Carefully follow hand washing and cleaning procedures 	The school day after the child is fever free
Impetigo	<ul style="list-style-type: none"> * Temporarily exclude from child care * Carefully follow hand washing and cleaning procedures 	24 hours after treatment has started

Fever	* Temporarily exclude child from child care if child has a fever above 101 degrees Fahrenheit in the ear, or above 101 maxillary	Until child has been fever-free for 24 hours without medication
Vomiting	* Temporarily exclude child who have 2 or more vomiting episodes in a 12 hour period	Until child has not vomited for a 12 hour period

**Please see our website for a more inclusive Exclusions List.*

CHILD CARE RULE 10A NCAC 09 .0804

Infectious and Contagious Diseases

(a) Centers may provide care for a mildly ill infant or child older than two months who has a Fahrenheit temperature less than 101 degrees and for infants younger than two months who have a Fahrenheit temperature of less than 100.4 by any method including axillary or orally, so long as the child does not have any of the following:

- (1) more than two stools above the child's normal pattern and diarrhea is not contained by a diaper or when toilet-trained children are having accidents;
- (2) two or more episodes of vomiting within a 12 hour period;
- (3) lice, until completion of first treatment;
- (4) scabies;
- (5) chicken pox or a rash suggestive of chicken pox;
- (6) tuberculosis, until a health professional provides a written statement that the child is not infectious;
- (7) strep throat, until 12 hours after antibiotic treatment has started and no fever is present;
- (8) pertussis, until five days after treatment has started;
- (9) hepatitis A virus infection, until one week after onset of illness or jaundice;
- (10) impetigo, until 24 hours after treatment has started;
- (11) a physician's or other health professional's written order that the child be separated from other children; or
- (12) exclusion for symptoms not included in this list shall be required if the symptoms prevent the child from participating comfortably in activities as determined by staff members of the program or the symptoms result in a need for care that is greater than the staff members can provide without compromising the health and safety of other children.

(b) Centers that choose to provide care for mildly ill children shall:

- (1) follow all procedures to prevent the spread of communicable diseases described in 15A NCAC 18A .2800, "Sanitation of Child Care Centers", as adopted by the Commission for Public Health;
- (2) separate from the other children any child who becomes ill while in care or who is suspected of having a communicable disease or condition other than as described in Paragraph (a) of this Rule until the child leaves the center;
- (3) notify all parents at enrollment that the center will be providing care for mildly ill children;
- (4) notify the parent of any child who becomes ill or who is suspected of being ill with a communicable condition other than as described in Paragraph (a) of this Rule that the child is ill and shall leave the center;
- (5) notify the parent of any mildly ill child in care if the child's condition worsens while the child is in care.

Signature Page

NC requires that we have a physical signature as part of your child's application.

Please Initial:

I have completed the digital application and agree to fulfill the requests for medical report, immunization records, and medical care plan, if needed.

_____ (P1) _____ (P2)

I have completed the digital application and agree to fulfill the requests for medical report, immunization records, and medical care plan, if needed. I agree that the staff of Asheville Montessori School may authorize the physician of their choice to provide emergency care in the event that neither I nor the family physician and/or dentist can be contacted immediately. Unless otherwise noted, we will assume that Mission ER is your urgent care preference.

_____ (P1) _____ (P2)

I have read, understood, and have had the opportunity to discuss with the Director the NC Child Care Laws & Rules, the NC Standard Policy on Discipline and Behavior Management, the AMS Code of Conduct, the AMS Release Plan for Children, the NC Shaken Baby Syndrome/ Abusive Head Trauma Policy, and the AMS Parent Handbook.

_____ (P1) _____ (P2)

Please sign below. *If both parents are living in separate households and have joint custody, both parents must submit: 1) a signature page and 2) an authorized pick-up list.*

Student's Name: _____
(First) (Last)

Parent 1's Name: _____

Parent 1's Signature: _____

Date: _____

Parent 2's Name: _____

Parent 2's Signature: _____

Date: _____

First day of attendance: _____