

Acknowledgement

I acknowledge that I have received Brushy Creek Montessori School's Parent Handbook. I understand the school's policies and will respect them. I realize these policies supersede any previous policies and that additions and changes may be made to school policies without notice. Below are some significant items parents need to be aware of:

Holidays- We follow the Round Rock School District Schedule and are closed on the following holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (Wed., Thurs., Fri.), Christmas Break and Spring Break. When a traditional holiday falls on a weekend, we observe the holiday in accordance with the national Monday Holiday Bill. Because our tuition is set on an annual basis, there is no reduction in tuition for holidays. If you are in need of care during Thanksgiving Holiday, Christmas Holiday, or Spring Break, we will have an optional childcare program available upon your request. There will be additional charges for this care.

Birthday Celebrations- We have a special way of celebrating birthdays at Brushy Creek Montessori. It is much different than a traditional American birthday; it is much more conducive to the classroom environment. Please do not bring birthday cake but please do participate in our Montessori birthday celebration.

Medication Policy- Each day that a child is required to take medication at our school, parents must complete a *Medication Authorization Form* in the office. The medication must be kept in its original container and the following information must be clearly stated: the child's name, doctor's name, prescribed dosage, and date. Please leave a medication spoon with your child's name on it. We cannot administer over-the-counter medication to children under 2-years-old without a signed physician's statement with the child's name and dosage. This will be kept in the child's permanent file. The school will only apply insect repellent if the parents sign a waiver and properly completes a *Medication Authorization Form*. Please do not leave any type of medication in your child's bag.

Emergency Dismissal- Occasionally, Cedar Park has flash flood warnings and other severe weather conditions. BCMS will be closed on any day that LISD has cancelled school due to weather conditions; or if it is not during the school session, if city employees are excused from work. As with any missed days, tuition cannot be refunded for a missed day due to weather.

Financial Policies- Tuition: Weekly tuition is due and payable on Monday by 6:30 p.m. A parent may pay up to four weeks in advance. A \$5 per day late fee will be applied after Monday. Tuition and fees must be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as 'make-up' days.

Late Fee- Full day students must be picked up by 6:30 p.m. There is a late fee of \$1 per minute per child for parents who arrive after 6:30 p.m.

Supply Fee- A bi-annual supply fee of \$100 per child is billed in September and March for classroom supplies, art and craft supplies, computer programs, manipulative and Montessori materials.

Deposits- Your refundable deposit of one week's tuition will be refunded when you provide the written notice at least 30 days in advance.

Sibling Discounts- Families enrolling more than one child in a full-time program will receive a \$50 per month discount on the second and additional children that are enrolled.

Absences and Vacation- We cannot offer tuition reductions for absences and vacations.

Temporary Absences of Two Weeks or More- If you want a guarantee that your spot will be held for you, you must pay the tuition. If you do not pay the tuition your spot may be filled, but you will be put on the top of the waiting list.

Photography- We often document your child's activities by taking photographs. Photos are for school use only and are available upon request.

Signature of parents _____ Date _____