

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 to school policies without notice. Below are some significant items parents need to be aware of:

Health and Immunization Requirements- Once a child is 48 months old they must have an annual hearing and vision screening test performed by their health professional. The hearing and vision screening test is in addition to the doctor's certificate and immunization records that must be completed annually and kept on file at BCMS.

Procedures to Review Licensing Documents- BCMS is licensed by the state of Texas and must meet or exceed the *Minimum Standard Rules for Licensed Child-Care Centers*. You may review a copy of this document at anytime during our normal business hours of 7 am-6:30 pm. This folder is located in a cabinet behind the reception area. Please ask the director or your child's teacher for a copy of this document if you would like to review it.

The most recent licensing reports will be posted on the bulletin board in the reception area alongside our license, daily snack menu, monthly calendar, and other important information.

How to Contact our Local Licensing Office

If you need to contact our local licensing office, you may do so by calling:

Round Rock Office: (512) 834-3195

Austin Office: (512) 388-6215

You can also find licensing information at www.dfps.state.tx.us If ever you suspect child abuse or neglect please call the National Child Abuse Hotline at 1-800-252-5400 for more information, or contact your local licensing office.

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.), Winter Break and Spring Break. When a traditional holiday falls on the 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. We offer child care during our Winter Break and Spring Break for children enrolled in our **Full Time** program at no additional charge.

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.

Nut Free Environment- Brushy Creek Montessori School is a nut free environment. No nut products will be served at BCMS. Please do not pack any nut products or peanut butter within your child's lunch box. Please do not bring any food into the school containing peanut butter or nuts.

Emergency Dismissal- Occasionally, Cedar Park has a flash flood warning and other severe weather conditions. BCMS will be closed on any day that RRISD 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: Monthly Tuition must be paid by the 5th of each month. \$5.00 a day late fee will be added to your account up to \$50.00. 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.

Early Drop-off/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. Part time students will be charged \$5 for early drop off before 8:30 am and a \$10 charge for each hour after 2:45 pm.

Supply Fee- A bi-annual supply fee of \$100 per child is billed in August and February 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 \$100 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: _____