

# Mills Montessori School

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1400 Hillside Blvd. South San Francisco, Ca 94080

## Information and Policies

### **Enrollment Package:**

All student files must be completed by the first day of school. Please submit any missing or incomplete papers as soon as possible. **The school will not accept any child until their file is complete.**

### **Tuition Payments:**

As stated in the financial agreement, tuition is due in advance on the 25<sup>th</sup> of each month. Please pay your child's tuition on time. You can pay the tuition via the Brightwheel app. We encourage everyone to enroll in autopay to avoid any late payments. You can also pay the monthly tuition through cash or check. *Please write your child's first and last name, along with what the payment is for on the memo line of the check.*

### **Drop off and Pick-Up:**

Please accompany your child to the main door and check them in and out upon drop off and pick up. It is mandatory to check them in and out every single day using the kiosk on the Brightwheel app. If you need help using your unique 4-digit code, please ask the teacher at the main door. Please do not allow your child to sign in/out or touch the iPads.

The student teacher ratio for each class and period has been developed based on the number of submitted applications. Therefore, it is very important for the safety of your child and other children to arrive and depart on time. On occasion early arrival and late pick-ups are understandable if parents can make prior arrangements. A late pick-up fee of \$10.00 will be applied if you are early or late more than 15 minutes. Please also make sure that you are on time when dropping off your child. Class begins promptly at 9:00 am, and 8:45am for the Kindergarten/Elementary program. The main doors will close promptly at 9:00 AM, after that you will need to use the call box to notify a teacher to open the main doors for you.

Please respect the class schedule and make sure your child arrives no later than 9:00 am. It is important for all students to start their morning together. Also, it is very difficult for teachers to interrupt their class lessons to greet a tardy child.

**Late pick-up fee after 6:00pm:**

Please arrange to pick up your child before 6:00 p.m. Tardy pick-ups create an inconvenience for the staff, who make plans after the school closes. **A late pick-up fee of \$1.00 per minute will be charged after 6:00 p.m.** Please pay the late fee directly to the staff on duty.

**Lunch/Snack:**

One of our efforts at school is to reinforce good eating habits. Wise selections of food and snacks are observed at lunch and snack time. To assist us, please do not provide your child with any chocolate or sugary items at school. In case a student does bring sweets and chocolate to school, those items will be taken away from the child at lunchtime. We would also like to request that children refrain from bringing foods with peanuts or peanut butter for health reasons for those with severe allergies.

For your convenience optional hot lunches are available through the South San Francisco School District Catering. You may choose daily lunches for your child from their menu for \$6/day. You must submit your selections by the end of the prior month. Menus are usually available via hard copy and through the Brightwheel app two weeks before the due date.

Limited snacks are available for the children; however, we do encourage all children to bring their own snacks along with a water bottle with their name clearly labeled on it. Children may get hungry throughout the day and want to eat their food.

**Home Brought Lunch:**

If your child is not enrolled in the hot lunch program, please provide utensil for your child's lunch. Our Hot lunch providers only provide enough utensils for the children who order from them.

**Dress Code:**

Please dress your child in comfortable clothing. Do not let your child wear sandals or any open shoes, including slides or crocs. These become very dangerous on the playground and cause accidents. We expect comfortable and modest clothing for all children. It is also extremely important that your child maintains a hygienic appearance. This includes but is not limited to clean faces, clean, short nails, appropriate haircuts, combed hair (hair should be out of the child's face) and clean clothes. The school doesn't allow any sticker tattoos or stamps on the children's bodies. Please make sure these are all wiped off before coming to school. We enforce a strict dress code policy and expect all children to adhere to them.

**Extra clothes:**

We ask all parents to check their children's clothes supply periodically. Please make sure your child has all the essentials in case of an accident. Furthermore, it is important that all items are labeled with your child's name.

We would also like to mention that the **school is not responsible for any lost items**. It is very difficult and inconvenient for the staff to search for your child's belongings without their name written on it. So please write your child's name on all clothing and belongings.

**Communication:**

If your child is sick or cannot attend school, we ask that you notify the office and let them know. It is important that we track of all of our students.

Mills Montessori is dedicated in communicating the development and progress of each child to their parents. We believe that it is important that parents be in contact with both the teachers and administration. If the school has any concerns or questions, they will contact the parents either via the Brightwheel app, telephone, email or request a personal meeting. If you have any questions, please do not hesitate to speak either to your child's teacher or administration directly. However, we ask that you not take up the time of the teacher during school hours. All discussions should take place either before or after school. We are devoted to work with you towards the educational and developmental goals of your child.

**Toys and Sharing:**

Fridays are our sharing days, and the children are encouraged to bring educational objects that are of general interest to all children. Books, shells, plants, and videos are a few items that are acceptable. Also, please do not let your child bring any toys to school because they tend to create conflicts amongst the children. The school will not be responsible for any lost or stolen toys.

**Birthday Parties:**

We encourage all children to celebrate their birthdays at school with their fellow classmates. We ask that all parties take place from 9:30 to 10:30 a.m. Please let your child's teacher know at least one week in advance, so they can plan their daily curriculum around the event.

**Sick Policy:**

By law, Mills Montessori is unable to accept any child who is sick, displays any symptoms, or has a fever. Please keep your child at home if they are not feeling well, as they may get others sick. Also, the school is not authorized to administer any medication.

**Academic Calendar:**

Please check the academic calendar for all school events, holidays, and important dates. We encourage everyone to download and print a copy of the calendar available on our website at [www.millsmontessori.com](http://www.millsmontessori.com).

**Extra Curricular Activities:**

As you know Mills Montessori offers a variety of extra curricular activities. Without the proper application form, your child will not be able to participate in any extra curricular activities. If your child is signed up for an activity that requires a change of clothes (i.e. Ballet, Yoga) please make sure that all their required items are labeled with their first and last name, and placed in a backpack. It is difficult to keep track of each child's items, as everyone has similar or identical clothes and shoes.

**School Sweatshirt and t-shirts:**

Mills Montessori offers a hooded sweatshirt and t-shirt which is mandatory for all children to wear during all school field trips.

If your child does not have a school shirt or needs a new one, please purchase them in the office. We even offer adult sizes for any parents who wish to wear one as well.

**Diapers/Potty training:**

A child must not have any accidents for **at least two full weeks** before they are considered fully potty trained. Please also be aware that no child can transfer from **Pre-School I to Pre-School II without being potty trained**. We simply do not have any changing facilities in pre-school II classrooms and cannot accommodate any child who required diaper changes.

**Final Note:**

Mills Montessori has a strict policy against children bringing milk bottles or pacifiers to school. If a child does happen to bring these items, it will be taken away from them by the teacher. It is important to establish healthy habits at school. Thus, we ask all parents to cooperate with us regarding this matter and leave all "baby" items at home.