

Information & 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 25th of each month. **Tuition should be paid on time and it is very important that you write your child's first and last name, along with what the payment is for on the memo line of the check.**

Arrival and Pick-Up:

Please accompany your child to class upon arrival and sign in and out in the attendance book. You may find occasional messages on your child's sign-up sheet, so it's important to check it everyday. 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 make arrangements in advance. A late pick up fee of \$10.00 will be applied if you are early or late more than 15 minutes. If your child's pick up time is at 12:00 p.m. or 2:30 p.m. please wait for them in the main lobby. For security reasons, no one is permitted to enter the classrooms during class hours.

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. For your convenience optional hot-lunches are available through Nob hill Catering. You may choose daily lunches for your child from an all organic

menu, either directly from their website or through a paper form available in the office. You may view their menu either by clicking on the hot lunch link on our website or going directly to their website at www.nobhillcatering.com. A paper version of the menu will also be available at school.

Snack is only available for pre-school children. We ask those parents whose children are in Kindergarten and up to provide daily snacks and juice/water for their child, as they might get hungry throughout the day.

Dress Code:

Please dress your child in comfortable clothing. Do not let your child wear sandals or any open shoes. These become very dangerous on the playground and cause accidents. We expect comfortable and modest clothing for all children.

It also extremely important that your child maintains a hygienic appearance. This includes but is not limited to clean faces, combed hair, clean clothes. The school does not allow any sticker tattoos or stamps on the children's body. Please make sure these are all wiped off before coming to school.

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 telephone or 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.

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.

Extra Curricular Activities:

As you know Mills Montessori offers a wide array of extra curricular activities. Please be aware that all programs take place after school

hours. 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, Kung Fu) 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 Sweatshirts and T-shirts:

Mills Montessori offers a school hooded zip up sweatshirt and t-shirts, which is mandatory for all children to wear during all school field trips. The cost of the sweatshirt is \$25.00 and the t-shirt \$10.00, and each child must have one. 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 the pre-school II classrooms and cannot accommodate any child who required diaper changes.

Parking:

Please do not park in the 20-minute parking zone if you are planning to stay longer. Those spaces are only designated for drop off and pick up. Parking is strictly enforced and those who do not comply with the rules will get ticketed.