****

**SCHOOL POLICIES**

PLEASE READ CAREFULLY

**SCHOOL TIMES**

International Montessori begins class time at 8:45am and commences at noon OR 2pm. Parents may drop children off as early as 7:00am. **Please make sure your child is at school NO LATER than 8:45am.** Children must be picked up promptly at 12:00pm, 2:00pm, or 5:30pm. Please note: There is $15.00 charge for every 15 minutes of delay from allotted pick up time.

**FEES**

Tuition is due on the first day of each month and is considered late on the 5th. There is a $20.00 late fee charge if paid after the 5th of the month. NO REFUNDS WILL BE MADE FOR ABSENSE FROM SCHOOL DUE TO ILLNESS, VACATIONS, OR OTHER CIRCUMSTANCES. There is a $35.00 penalty charge for any returned check.

**CLOTHING**

All articles of clothing should be clearly marked with the child’s name. Please understand we do our best to keep track of our student’s belongings but this can be a difficult task without proper labels. This is especially true for coats, sweaters, gloves, and other outer garments. Each child must have a complete change of clothing left on campus for emergency use. Please label all pieces (including socks) and place in a zip lock bag. Please be aware of seasonal weather changes and make appropriate adjustments in emergency clothing. Please send children to school each day with CLOSE TOE PLAY SHOES. \*No CROC’S OR COWBOY BOOTS PLEASE\* This is safer for playing and provides for surer footing in case of wet floors. Please remove necklaces on children under the age of 5. Please send toddlers with elastic shorts or skirts as this is easier for them to do independent toileting.