



## NORBECK MONTESSORI IMPORTANT NEWS YOU NEED TO KNOW!! READ CAREFULLY!

### **TUITION PAYMENT SCHEDULE and BILLING PROCEDURES:**

In order to hold your child's position we will need to obtain a full month's tuition payment based on the program for which you have registered. This tuition payment is **non-refundable**, regardless of early withdrawal. This payment will be deposited and used for your May 1, 2013 tuition payment. The other eight (8) tuition payments will be due the first of every month from September 1, 2012 through April 1, 2013. As stated in your application, no allowances will be made for absences due to illness, disability or vacation, etc.

If you choose to withdraw your child from the Norbeck Montessori Program after August 1, 2012, notice must be given in writing to the office. Payment will be expected in full and will be based on a prorated monthly amount calculated to end thirty (30) days from receipt of withdrawal notice. Please note: your initial, non-refundable deposit can not be used as a credit toward this amount.

A \$25.00 late fee will be charged to all accounts not paid in full by the 5<sup>th</sup> of every month. Excessive late fees and overdue accounts may lead to the suspension of the child until the account is brought up to date. A \$30.00 fee will also be assessed to all accounts for any returned checks.

### **OPENING DAY**

August 27<sup>th</sup> will be our "Opening Day." This will be a full day for all students. Norbeck will be open from 7:00 a.m. – 6:00 p.m.

Students entering kindergarten are required and must show proof of having their 4<sup>th</sup> DPT shot, chicken pox vaccine, 2<sup>nd</sup> MMR and Hepatitis B vaccine.

## **\*\*PICKUP PROCEDURE FOR ALL PROGRAMS\*\***

If you pick up your child at any time other than car pool (12:10-12:30 p.m.) you **MUST** visually acknowledge the teacher who has the clipboard in hand.

If you arrive past your program's scheduled pickup time (A-car pool, B-4:30, C-3:30),

you MUST INITIAL the sign out sheet on the clipboard to verify the correct time of your late pickup. You will be charged for child care at a rate of \$10/hour for any additional time spent at Norbeck even if you are with your child (i.e. on the playground). You will not be signed out until you actually leave for the day.

### **PICKUP PAST 6:00 p.m.**

Traffic has increased in the area; therefore, please arrange your schedule to allow extra time to arrive before closing. If you must be unavoidably detained, a staff member will stay with your child. However, this inconveniences all concerned, so please allow those ten minutes and drive safely and relaxed. Children of late parents often worry since most of the other children have been picked up. In summary, pick-up time is an important event which provides security and reassurance to your child. A late fee of **\$15.00 per every 10 minutes (or portion thereof) after 6:00 p.m.** will be charged, *payable to that staff member and should be paid at the time the late arrival occurs.* Thank you for your cooperation.

### **CHILDREN WHO NAP**

If your child naps, you need to purchase a nap mat from us (if you have not done so already.) It is a little mat with a blanket and pillow all in one that rolls up for easy carrying. Please remember to **LABEL EVERYTHING!!!** Nap mats will be sent home every other Friday. Please remember to bring them back to school the following Monday. **DO NOT** send in anything that needs to go home nightly - everything that comes in will be kept here daily. *Note:* Please do not come for your napping child between the hours of 1:30 and 3:00. There will be other children sleeping as well and the sleeping children do not need any disturbances.

### **SNACK WEEK**

Each child is asked to bring enough morning snacks for his/her class two weeks out of the year. We will notify you in advance of your snack weeks and send home a suggested daily menu. You should receive the list on a Wednesday. Please let your child's teacher know if this is not a convenient week for you as soon as you receive the list so we can assign another family for that week.

### **LUNCH**

Children staying past 12:30 p.m. need a lunch from home each day (no glass containers, **label everything**). Children eat lunch in their own classrooms. Hot lunch will be offered twice a week, on Mondays (chicken nuggets) and Wednesdays (pizza). **You may pre-pay for a set number of lunches. More Information to come!**

## **SPARE CLOTHES**

Please send a complete, labeled change of clothes in a **labeled** Ziploc bag for your child. These clothes will stay in their backpack all year in case of emergency. This is a different set of clothes than the ones detailed below. Thank you!

## **EMERGENCY SUPPLIES**

We keep an emergency supply of clothes, food and water at Norbeck in case of another 9-11 type catastrophe. Therefore, we **require all** children to bring in a complete set of warm clothes, including socks and underwear, a child size blanket, and a picture of their family. All of this will be kept in storage throughout the year in case we are here with the children overnight. We also require a three day supply of any medicine(s) your child may be taking on a daily basis, including nebulizer treatments that are done on an as needed basis. Over the counter medicines need to be accompanied by a signed health form (available in the office). All prescription medicines must be accompanied by a signed health form as well as a doctor's prescription. Please place all of these things in a labeled bag and **bring them to Norbeck within the first two weeks of August.**

## **DIAPERS/RE-CLOSABLE PULL-UPS**

If your child is in diapers please send in an adequate supply along with a container of wipes labeled with your child's name. These will stay in your child's classroom for use throughout the day. We will notify you as these supplies run low.

## **HEALTH CERTIFICATES**

Health regulations require that each child **MUST** have a physician's certificate of a physical examination at the time of admission to the program. The health certificate must be submitted for your child to participate. If your child attended Norbeck last year and his/her immunizations are up-to-date, there is no need to submit a new form.

## **BACKPACKS**

**Adult-size** backpacks are required daily for all students. These are needed to carry children's papers, school notices, and lunch boxes home and as they move throughout our Center. *Your child's name should be printed clearly on the outside of the backpack.*

## **CENTER DIRECTORY**

Each year we publish a directory of all Norbeck families to assist parents in establishing car pools, planning parties and maintaining contacts away from the Center. The directory will be distributed **ONLY** to enrolled families. If you do **NOT** wish to be included in our directory, contact us, **IN WRITING**, within one week of your receipt of this letter.

## **BIRTHDAYS**

Birthdays are very important days in the life of a child. You may send in self contained treats such as cookies, brownies, cupcakes (please do not send in a sheet cake) for the birthday child to share with his/her classmates.

## **SHOW AND TELL**

This experience challenges your child to speak in front of a group and further enhance communication skills. We would recommend one item of interest; please help to vary the items from week to week. It would be helpful to send a 1 sentence note for the “Tell” portion of our Show and Tell. Show and Tell will take place every Friday excluding “special event Fridays” (Valentine’s Day for example). **Items must fit inside your child’s backpack.**

I hope you all are enjoying these summer days and that your children arrive at Norbeck well rested and ready to get on with the activities of the school year!

Keira Rakestraw