ADMISSION REQUIREMENTS

- Enrollment forms must be complete.
- Emergency forms must be filled out completely and updated annually. *If any information changes during the school year, contact the school immediately.*
- Georgia Certificate of Immunization (Form 3231) must be current and up-to-date.
- Six Week Trial Period- FMS reserves the right to request withdrawal of a student if, after the trial period, it is determined that the student's physical, emotional, mental and social developmental needs cannot be met within the ability of FMS or that the student jeopardizes the ability of other students to benefit from the program.
- Request for Transcript Form must be completed and signed (new students to FMS).

AGE REQUIREMENTS

- Students must be six years of age on or before September 1 to be eligible for entrance into the Elementary program.

SCHOOL HOURS

School hours are 8:30-3:00pm. Classroom doors open at 8:25.

Tardiness- [To make the best of your child's education]

Class time and lessons begin *promptly* at 8:30am. Students are expected to arrive at school on time. Your child will be considered tardy if they are not in class by **8:35am**. If you arrive after 8:35, you must accompany your child to the office to receive a tardy slip. In the interest of safety, you must also escort your child to the Lower Elementary building. Please make every effort to be on time.

4 tardies=1 absence

ARRIVAL & DISMISSAL PROCEDURES

Arrival

- LE parents drive around the carpool circle pulling up in front of the LE classroom. 8:25-8:35 we will have a staff greeter available to assist your child at the car.
- UE parents *park* in front of the Upper or between the Toddler and Upper building. At 8:25 we will begin accepting students. Please ensure that your child safely enters the classroom.
- If you need to arrive before 8:25 am, please bring your child to the Enrichment room, located in the Primary building. Please do not drop off your child at the classroom before 8:25a.m, as our staff is finishing preparations for the day.

Dismissal

- LE parents please form a line around the carpool circle, pulling completely up to LE building.

Display your carpool tag and we will walk your child out to your vehicle.

- UE parents please *park* and we will ensure your child safely enters your vehicle.
- A Student Permission Pick-up Form must be completed in the event another person is picking up your child. These are available in the office on the Information Board. You may also send a note with your child requesting the change in the transportation.
- Transportation arrangements must be made prior to dismissal time.
- A student not picked up by 3:10 will be signed into the Enrichment program and charged accordingly.

Fayette Montessori closes promptly at 5:30pm*. After this time, a late fee of $1.00 per minute will charged and is payable to the Enrichment teacher at time of pick-up. No exceptions will be made. (*Time may be extended to 6:00pm if more than 3 families need this service on a full time basis.)

EARLY DISMISSAL

It is recommended that a written note be given to the teacher before the start of the day. Please come to the office to pick up and sign your student out. Allow at least 10 minutes for this process. This allows time for your student to finish their work, clean up and say their goodbyes to their classmates.

IN SCHOOL SPECIALS

All Specials are on Fridays.

- Art – Instructed by Katy Farr
- Spanish- Instructed by Martha Rico
- P.E. – Provided by Fitness Instructor Melody Powell. Students must dress appropriately for P.E.
- Students must wear tennis shoes and clothes that allow movement. Please do not send an extra change of clothes as we are working to build greater personal responsibility in the children. Students not dressed appropriately for P.E. will not be allowed to participate.
- Music- Instructed by Tracy Threlkeld

LUNCH

Parents are responsible for providing a nutritious lunch for their child, excluding sugary foods and drinks. The classroom is equipped with a microwave. In the interest of time and fairness to other students, it is important to limit food items to those that can be **reheated** in 1-2 minutes. Please do not send in foods that take **3-5 to cook** in the microwave. This interferes with the child's ability to finish their lunch in the allotted lunch time.

Lunch Orders

Please see attached FMS HOT LUNCH INFORMATION

- ✓ Send payment and forms with your student
- ✓ Additional forms are available in the classroom and on the Information board in the office.
- ✓ Cash (exact change) and checks payable to FMS are acceptable

SNACKS

Each family is asked to provide two weeks of snack and cooking items for the class. A list will be sent home with your student prior to your snack week. Please send in items on the Monday of your snack week. Due to allergies, send all items in their original packaging.

BIRTHDAYS

Our birthdays include a special healthy snack that you may provide and an opportunity for your child to share special memories of their life. Please speak with child's teacher and your child to arrange all the details. Do not send goody bags, candy, toys etc. This helps to maintain uniformity and to not create hurt feelings for all the children. A generous idea could be for your child to present a gift to the class in celebration of their birthday. For example: a book, plant, flowers, etc.

DRESS CODE

Clothing should be appropriate and comfortable for classroom wear. Please keep in mind that learning takes place in the indoor and outdoor environments.

Your child should not dress in something that will hinder his/her learning process.

Whenever possible, all students are given outdoor playtime. When appropriate, they need to bring coats or sweaters.

Fayette Montessori students are expected to dress and to be groomed in such a way as to reflect neatness, modesty and cleanliness.

ENRICHMENT PROGRAM

- Before school hours – 7:30a.m.-8:25 a.m.
- After school hours- 3:00-5:30 p.m. Students not picked up by 3:10 will automatically move into the Enrichment program and be charged accordingly.
- Billed monthly at $4.00 an hour. You will receive a bill at the end of the month via email. A late fee of $10 will be charged for payments not received 10 days from invoice date.

Easy ways to sign up for Enrichment:

- Send a note with your child to give the teacher communicating that your child will be

staying in Enrichment that afternoon.
- Call the Main office @ 770-460-6790
- Email Ms. Ana - ana.fayettems@gmail.com
- Sign up in the Primary building on the Enrichment room clipboard.

Thank you for signing up in advance for Enrichment. This helps us with allotting the correct amount of staff for the afternoon.

AFTER SCHOOL SPECIALS

These programs are for Enrichment students only. Your student must stay in Enrichment from 3:00-3:30pm to participate in an After School Special. A snack will be provided by the Enrichment program during this time. The Enrichment staff is responsible for taking your child to and from the special. Please be sure your student dresses appropriately in the morning for their participation in their special.

To participate in a special your child must be in attendance at school and the Enrichment program the day of their Special.

Information on the After School Specials is available on the information wall in the Primary building. All waivers must be signed in advance for your child to be eligible to participate. Payments and forms may be placed in the appropriate envelopes on the information wall.

- Art, Drama, Yoga, and Choi Kwon Do

OBSERVATION

- Parents are required to observe in the classroom at least once during the school year. This can be an enlightening and valuable experience. Please schedule your observation with the Office. E

CONFERENCES

- Progress reports are sent home in October and February.
- Parent teacher conferences are scheduled in March.

COMMUNICATION

We feel it is vital that we have an open communication to better serve your child. We welcome your input, comments and suggestions. After all, you know your child best. Unfortunately, the mornings

are a difficult time for the teacher to speak at length.

- Feel free to send a note with your child to the teacher for a request for a phone call or a request to set up a time to talk. The teacher will contact you as soon as possible.
- Feel free to communicate with your teacher via email.
- School wide newsletters are sent weekly from the office via email.

At times issues may arise concerning your child's experience at FMS. In order to foster a positive communication between parents and teachers we have established this procedure:

1. Speak directly with your child's teacher. Please arrange an appointment outside of class time.
2. If the issue requires further attention, please set up an appointment with the Director.
3. If further discussion is required, a meeting with the teacher, parent and Director will be scheduled.

PARENT INVOLVEMENT

Families are encouraged to become actively involved in their student's educational experience. To aid in that effort we request each family become involved by choosing from our list of PARENT INVOLVEMENT OPPORTUNITIES. (The complete form will be handed out at Open House.) Some examples of ways to participate are:

- Chaperones for field trips
- Help with material making
- Scholastic books volunteer
- Box Tops for Education volunteer
- Families must attend at least one parent education meeting
- Cooking with the class

ILLNESS

Reasons for keeping your student home from school are:

- He/she is too sick to participate comfortably in class
- Or he/she may spread a contagious disease to other students.

If your child has been **diagnosed with a contagious disease, please contact the office** so other students, parents and staff may be alerted to the symptoms.

A child exhibiting signs of illness will isolated. The parents will be contacted to pick up immediately.

Reasons your child will be sent home:

1. **Fever- 99.5 or above**

Student show stay home until there is NO FEVER for 24 hours **WITHOUT MEDICATION.**

2. **Vomiting or diarrhea**
   Student should stay home with ONE event of vomiting or watery diarrhea. They may return to school after being symptom free for 24 hours.
3. **Colds**
   Please keep your child at home if they are experiencing green or yellow nasal discharge, uncontrollable coughing, persistent coughing and severe lack of energy, or discomfort that would interfere with their ability to be at school.
4. **Conjunctivitis (pink eye)**
   Following a diagnosis of *bacterial conjunctivitis,* the child may return to school after the first dose of prescribed medication. Students with a *viral infection* may return when the eyes are clear. Contact the office if your child receives these diagnoses.
5. Strep Throat
   A child with strep throat may return to school 24 hours after antibiotic treatment has begun. Contact the office if your child receives this diagnosis.
6. **Rash**
   A child with impetigo or ringworm should stay home for at least 24 hours. These are highly contagious. Contact office if your child is being treated for these.
7. **Head lice or Scabies**
   Student should stay home until after treatment is complete and there is no evidence of lice or nits. The student must be cleared by the office to return to school.
8. **Chicken Pox**
   Keep your student home until 6 days after the rash first appears.

Your child may not return to school until they have been fever –free and symptom free for ONE full day. (I.e. if your child goes home sick at 11:00 a.m. on Monday, they cannot return till Wednesday morning.)

MEDICATION AUTHORIZATION

The office staff will administer medication. If at all possible, please administer medicine BEFORE coming to school. The following guidelines must be followed:

- A Medication Authorization Form (available in office) must be signed by parent and completely filled out.
- **Medication must be in original package.**
- **Medication and Authorization form will be stored in office**. Parent will be responsible for bringing the medication to the office and for picking it up from the office.

EMERGENCY FORM

Each student must have an emergency form on file. Forms must legible, accurate and up to date. Forms must be updated annually or in the event any information has changed.

IMMUNIZATION CERTIFICATE

All students are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia Law. All students must be immunized against disease as specified by the Georgia Dept. of Human Resources, or have a medical or religious exemption on file at school. Non-compliance with this may result in your student's suspension from school. It is the parent's responsibility to provide an updated form annually.

WEATHER POLICY

The closing of FMS because of inclement weather will follow the Fayette County Public School System's closures. Please listen to WSB 750AM Radio or WSB-TV for official notice of closing of the Fayette County Schools.

FUNDRAISERS

School wide fundraisers include:

- Scholastic Book Program- Offers you the opportunity to order quality, inexpensive books for your home and in turn the classroom benefits by earning points. The teacher may redeem her points for free books and other learning materials.
- Box Tops for Education- Save Box Tops from specially marked grocery products.
- Publix Partner Card- Scan your card when you shop at Publix and we receive a portion of your sales. Cards are available on the information wall.
- Montessori Services Small Hands Program- Parents may order from this Montessori catalog for their home. Teachers earn a classroom credit.
- Book Fair

REFERRAL INCENTIVE PROGRAM

Earn credit on your tuition!

Invite a new family to:

- ➢ Take a tour of the school = Earn 2 days of Free Enrichment
- ➢ Earn $100 off Tuition when your referral results in the enrollment of a new family

EMAIL ADDRESSES

Every effort is made to keep your email address secure and private. Please do not copy email addresses for personal or business use.

RECYCLING BIN

Our school recycling bin is located between the Toddler and Elementary buildings. A list of acceptable items is posted on the bin.

WITHDRAWAL POLICY

After tuition payments begin in July, the tuition rate for any student who withdraws will revert to a daily rate and the tuition due will be pro-rated for the actual number of days enrolled. In addition, the family will be assessed a withdrawal fee of $300 per student.