

COVID Amendment and Acknowledgement 2021

Due to the severity of the current pandemic some of our previous policies have changed/ have been paused temporarily in order to maintain the safety of our students, teachers, and families. Outlined below are some of the key points and changes:

- Only teachers and students are allowed in the building to minimize the possible exposure to families. In case of an emergency or inspections, parents or personnel are allowed inside.
- All persons (above 2 years of age) in the school must wear a mask.
- Symptom screenings and temperature checks are mandatory
- All parent engagement events are temporarily canceled.

_____ 1. I understand that during this COVID-19 Public Health Emergency I will not be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.

_____ 2. I understand that if there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area I must wash my hands before entering, remove my shoes and wear a mask. While in the facility I must practice social distancing and remain 6ft from all other people, except for my own child.

_____ 3. I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be picked up from the facility within 60 minutes of being notified.

Symptoms include but are not limited to:

- fever of 100.4 degrees Fahrenheit or higher
- dry cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches

runny nose, sneezing, sinus congestion, cough, difficulty breathing, respiratory symptoms, diarrhea

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

_____ 4. I understand that my child's temperature will be taken every 4 hours with a touchless thermometer throughout the day while on facility premises.

_____ 5. Teachers & Staff will wear masks at all times and practice social distancing as best as possible in the classroom and on the playground/premises. I understand that masks will be required for the children and will be available should a family / child or staff person wish to use one.

_____ 6. I understand that my child will be required to wash their hands using CDC recommended hand washing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.

_____ 7. I understand that the children's hands and shoes will be sanitized by staff on arrival each day. Staff is also disinfecting surfaces/materials/toys after each use and multiple times throughout the day.

_____ 8. I understand that outside of care, in order to control my child's exposure in the community, I will comply with state and CDC guidelines and recommendations for wearing a mask, social distancing and stay at home orders. If I travel and/or gather with those outside my household, a negative COVID test for all family members is required before my child is allowed back to school.

_____ 9. I will immediately notify AAIMS Montessori School management if I become aware of any

person with whom my child or I have had contact exhibits any of the symptoms listed in Number 3 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.

10. I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by AAIMS Montessori School will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Parent Handbook

Policies and Procedures

Welcome to A.A.I.M.S. Montessori School!

Mission Statement

Our mission at A.A.I.M.S. Montessori School is to create a safe and caring environment full of enrichment and stimulation that will enhance education, self confidence, independence, team work and social and motor skills. A.A.I.M.S. Montessori School is a school focused on developing the whole child. Our school is committed to educational excellence and incorporating practical life with social and cultural concepts. We aim to develop language, math, geography, and science skills. Our commitment to every student is evident in the positive results achieved.

Goals

At A.A.I.M.S. Montessori School our goal is to provide quality education for your children. We address the child's academic, social, and emotional needs. Our overall goals for A.A.I.M.S. school consist of but not limited to:

- Helping the children develop self-confidence and independence
- Creating a collaboration with the parents in educating their children
- Teaching the children responsibility
- Leading the children towards balanced social, emotional, physical, academic, and intellectual excellence
- Making sure the children enjoy learning new and old skills
- Becoming a positive influence in the community by being an environmentally conscious school (We utilize solar panels as our primary source of energy consumption and participate in recycling and waste reduction practices)

A.A.I.M.S. Montessori School is accredited by the GAC and we are a Quality Rated school. We have received the Governor's Shape Certificate of Achievement for providing exceptional nutrition and physical activity practices that go above and beyond licensing standards.

Staff

Head of School: Owner and founder of the school oversee all facets pertaining to the total functioning of the school, administratively and financially.

-Director/Assistant Director: Handles the day to day operational functions of the school. Works hand in hand with the Head of School. Part of this function is registration, record keeping staff decisions, and account management.

-Teachers/Faculty: Handle the classroom in accordance with Montessori philosophy and the policies and procedures of A.A.I.M.S. Montessori School. They establish daily routines, develop long-term goals for each child and maintain ongoing communication with parents.

-Assistants: Work hand in hand with teachers to maintain the classroom environment. They are directly involved with the children and support the school.

DESCRIPTION OF PROGRAMS

Infant Program

6 weeks to 15/16 months

This environment allows the freedom of safe movement and exploration. We provide a loving, nurturing and caring environment for our babies. We work hard to see that their first experience away from home is a warm and trusting one.

Toddler Program

15/16 [walking] months to 36 months

This environment is geared towards the developmental needs of the toddler. It promotes independence and self-discipline. The activities (work) are self-correcting and have different levels of challenges. Practical Life, Sensorial, Pre-Math, Language, Art, Music, Fine and Gross motor are areas worked on in this classroom. Each child has the freedom to develop at his/her own pace.

Primary Program

3 years to 6 years

This environment is designed to reflect and respond to the special interests of the young child who explores and learns primarily through their senses. The teacher will guide the child to work in the manner it is designed and will allow the child to explore the work. This teaches confidence and learning with passion. The child experiences learning designed for optimal development.

Georgia Pre-K State Funded Program

4 years to 5 years

We have one classroom at AAIMS that was created with the state funded program. It functions as similar to our private program as we can with the Montessori curriculum. However there are differences in the calendar and general structure of the class. This program is only available from 8:30am to 3:00pm and involves a \$200 monthly meal fee. Afterschool care must be discussed with the director.

Elementary Program

6 years to 9 years

The Montessori Elementary Prepared Environment was developed to facilitate the child's growing imagination and powers of abstraction with concrete materials. There is a sequence of presentations with the materials going from the concrete to the abstract. It is also dual in nature - the class and outside world.

Hours of Operation

Our hours of operation are 7:00 a.m. to 5:00 p.m.; Monday through Friday.

School year is from August through May and parents are required to pay the 10 month fee.

The Summer program is available and optional. The school is open for 12 months of the year.

Admission

Regardless of race, sex, religion or creed, national background, disability and etc., any child is welcome at A.A.I.M.S. that shows a readiness for the Montessori philosophy. Along with the child's readiness, the parent must be willing to participate in school activities and follow the policies and procedures. Enrollment fees are not applicable to the GA- Pre-K Program.

Admission steps:

- Tour our school
- Completed Application Form and Registration Information
- Provide a Immunization Record (Form 3231 or notarized waiver-Required for all students) and a Hearing, Vision, Dental, Nutrition Screening (Form 3300- Required for students 4 and older)
- Pay the Enrollment Fees outlined in the following section.

Registration

At A.A.I.M.S. Montessori School registration process is complete when the prospective family returns a completed Enrollment Package with the entire required Fee. Upon completing the registration process, the family has the option of a trial period of 1 to 5 days. A daily charge of \$75 will be incurred and the application fees will not be refunded. All other money will be refunded. We cannot guarantee that the school will be a good fit for both the child and the teacher. It is very important for the parent to be honest during the process of enrollment for us to let you know if Montessori is a good fit for your child. During your initial visit we will spend approximately 15-30 minutes in the classroom for observation purposes.

Enrollment Fees:
Application Fees (non-refundable/one-time fee) \$150, Annual Registration Fees \$300, Nap mat (one-time fee) \$50

Enrollment

During the registration process, you must complete forms regarding your child's health and development as well as pay the fees. These forms include family information, a medical authorization, and other authorization forms. An updated physical and immunization record (Form 3231) is required for your child prior to enrollment. You are also expected to read and sign the Parent Handbook agreement that outlines the school's policies. This will ensure that you are familiar with all of our operating procedures. On the child's start date you will be required to pay the tuition for the month. If needed, we will provide a prorated tuition amount to be paid for only the first month of enrollment.

Schedule Changes

It is important that if your child is on a part-time schedule they only come on their assigned days. AAIMS does not make up days for vacation or missed scheduled days. If something comes up and you need to switch days around please speak with the Director. The teachers prepare work for the children based on their schedule; we may not be able to prepare work for the child if they are here on different days. Schedule changes should be made at least one month in advance, in writing, addressed to the Director. If you have an emergency and need to alter your schedule, do not hesitate to contact the school. We are open Monday through Friday, 7:00 a.m. to 5:00 p.m. Please schedule your time accordingly.

Policies and Procedures

Drop-off and Pick-up

Drop off time is 8:00 am for the Extended Day School Program. Children enrolled in the Half-Day or Full-Day Program arrives at 8:30. Please be mindful of the time schedule and bring your child during the times you are allotted for during the enrollment. Any other times are charged separately. Each child will be released only to a parent, legal guardian or to persons whose names are listed on the authorized pick-up form. Families should advise the director in advance, in writing, if an alternate or a person not listed on the original form is to pick up their

child. For the safety of each child, photographic ID such as a driver's license will be requested of all authorized persons picking up the children. We at A.A.I.M.S. Montessori School spend a lot of time building the trust of the children in our care; for that reason, we will not release children to a person they do not know. A.A.I.M.S. Montessori School cannot legally deny access to a parent or guardian unless there is an active restraining order on file or a specific schedule of court-ordered visitation rights that prohibits this. If the situation is unclear, we request that the family to elaborate for the safety of the child.

Families or other authorized persons are responsible for transporting their child to and from the school in an appropriate child restraint system. If someone other than yourself will be picking your child up from school, please make sure you leave your child's car seat or that the individual has an appropriate car seat for your child. (**A.A.I.M.S. Montessori School does not provide transportation to and from school**)

Early Drop-off & Late Pick up Fees

You will incur a late pick up charge if you are more than 5 minutes late picking up your children. This does not apply after 6pm. The school is closed and there will be fees after that time. You will receive an invoice of the charge based on the time you have picked them up. There is also early drop off fee depending on how early the child's drop off is. You must sign your time when late or early in order to be able to bill you fairly for the early drop off or late pick-up. Please be sure to let the office know when you will be late. Charges are \$5 to \$35 depending on the pick-up time.

Baby-sitting by School Faculty

In an effort to maintain the professional status of A.A.I.M.S. Montessori School faculty and prevent any potential conflict of interest, baby-sitting by school faculty is not permitted. The school will dismiss any staff engaging in this service. The Administrator/Director of A.A.I.M.S. Montessori School does not sanction the arrangements. The employees have signed an orientation form committing to this policy.

Program Placement and Transitions

Children are placed in programs based upon a combination of their development and chronological age. Transitioning of a child takes place with the child's best interest in mind. Graduating children from the Infant Room to the Toddler Room/Primary Class 1, 2 or 3 and the Elementary Class will all depend on the child's development of emotional and social abilities. We will definitely transition when the child is comfortable and ready for the next level. We try to accommodate the needs of families. Unfortunately, there may be times when we cannot guarantee a start date more than two weeks in advance. Once your child is fully ready for the next level of transition we will move forward.

Absence

Please email the school if your child is going to be absent or arrive after 9:00 a.m. If we do not hear from you, we will be concerned about your child. We will also assume that you will not be attending that day. If your child has a contagious illness, please notify the school so that other families can be alerted to look for symptoms in their children.

Vacation/Break in Attendance/Withdrawal

If you and your family decide to take a vacation during the months of August-May, you are required to let us know one month in advance of the vacation or withdrawal. You are required to pay the complete tuition fee for the month, regardless of the days your child will not attend school. If tuition is not paid, we will have to withdraw your child from our roster. If this happens and you still want your child to be enrolled at A.A.I.M.S. you will have to re-enroll and pay the Application and registration fee upon return.

Inclement Weather

From time to time inclement weather may prohibit the school from opening. Parents should watch the local television stations for announcements of closing or delayed openings: we follow Gwinnett County weather and

closing decisions in most cases.

Inclusion/Non-discrimination/Confidentiality Policy

A.A.I.M.S. Montessori School provides care to children between the ages of infancy and nine years. Applications for enrollment are acted upon without regard of race, color, creed, cultural heritage, sex, religion, marital status, age, national origin or ancestry, political beliefs, disability or special needs, medical condition, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. If your child has specific needs that require extra support please let administration know so that we may create a plan to make sure your child is given the tools to succeed. It is A.A.I.M.S. Montessori School policy that any information regarding a child, a child's family or other matters discussed with the Head of School/Director/Assistant Director or faculty will be held in the strictest confidence. Children with disabilities, special needs, and medical conditions will be assessed to determine if the Montessori curriculum is appropriate for their needs.

Religion

A.A.I.M.S. Montessori School does not participate in any religious actions/practices. We respect that each family may have their own beliefs. We do not celebrate religious holidays or anything that may offend personal beliefs. Teachers are aware of this policy, and it is followed through strictly. At times children will learn about different cultures from a strictly educational/ objective standpoint.

Children's Records (Confidentiality and Distribution of Records)

The information in your child's record is considered privileged and confidential. The authorized person that has access to your child's file will be the Administration of A.A.I.M.S. Montessori School and authorized representative of Bright from the Start, the state licensing agency. As a parent/guardian, you may have access to your child's record within two days of a request to view the record. Upon withdrawal of your child from the school, the students file will be retained for 12 months.

As a parent/guardian, you have the right to add information, comments, data or other relevant material to your child's records. You are required to update the school concerning change in your living status. When your child leaves the school, his/her records can be forwarded to an institution of your choice.

State Regulatory Agency

A state regulatory agency may review your child's record in order to ensure the school has followed its requirements in maintaining the necessary information. All information in the record is kept confidential. A.A.I.M.S. Montessori School is required to have a copy of all state regulations available at the school.

Health and Safety Child Illness Policy

A.A.I.M.S. Montessori School understands that it is difficult for a parent/guardian to leave or miss work; therefore it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the school is sometimes necessary to reduce the transmission of illness or because the school is not able to adequately meet the needs of the child. Mild illness is common among children. Because, with many conditions, children spread infectious agents before showing any symptoms, exclusion serves no purpose, as long as we can keep them comfortable throughout the day. These children do not represent any harm to other children.

Children should be excluded from school for the following reasons (this list covers most common illnesses, but it is not inclusive of all reasons for exclusions):

- Illness that prevents the child from participating comfortably in program activities
- Illness that results in a greater need for care that our faculty can provide without compromising the health and safety of other children

- Fever over 100 degrees accompanied by other symptoms, i.e., lethargy, irritability, constant crying, difficulty breathing, diarrhea, vomiting
- Diarrhea - stools with blood or mucus, and/or uncontrolled, uniformed stools that cannot be contained in a diaper/underwear or toilet
- Vomiting - green or bloody, and/or 2 or more times during the previous 24 hours
- Mouth sores associated with drooling
- Rash with fever or behavioral changes, unless a physician has determined it is not a communicable disease
- Hand Foot and Mouth Disease
- Conjunctivitis (pink or red conjunctivitis with white or yellow eye discharge) until on antibiotics for 24 hours
- Impetigo until 24 hours after treatment
- Strep throat until 24 hours after treatment
- Head lice until 24 hours after treatment and all nits are removed
- Ringworm until 24 hours after treatment
- Scabies until 24 hours after treatment
- Chickenpox, until all lesions have dried and crusted (usually one week)
- Pertussis (Whooping Cough) until 5 days of appropriate antibiotics
- Hepatitis A virus until 1 week after onset of illness, after immune globulin is administered
- COVID -19 Positive test or a close contact. Child may return after determining with the DPH about the appropriate quarantine timeline.

We ask that for your child's comfort and to reduce the risk of contagious diseases from spreading to other children, your child to be picked up within 1.5 hours of notification. Children need to remain home for 24 hours without symptoms before returning to school. In the case of a (suspected) contagious disease or continuing symptoms, a doctor's note is required before returning.

Please keep in mind that a child who is unable to go out and play is too ill to be in school. This includes all allergies that will limit the child's ability to participate in outdoor activities. We will notify parents to pick up children if they become too ill to participate or if their health is jeopardizing the health of others. Your child will be separated from his/her classmates and kept as comfortable as possible until your arrival. An incident report will be written, filed, and sent home with the child.

Children, who have been excluded, may return:

- When they are free of fever, vomiting, and diarrhea for a full 24 hours
- When they have been treated with an antibiotic for a full 24 hours
- When they are able to participate comfortably in all school activities, including outside time
- The child must be free of open, oozing skin conditions and drooling (not related to teething) unless
- A physician signs a note stating that the child's condition is not contagious, and
- The involved areas can be covered by a bandage without seepage of drainage through the bandage

If a child is excluded because of a reportable communicable disease, a doctor's note stating that the child is no longer contagious and may return is required

Note: The final decision the Head of School/Director will determine whether to exclude a child from the school

Infants less than 4 months of age will be excluded if they have a fever of 100 degree auxiliary or 101 degree aural (ear) and should receive medical attention as soon as possible.

All communicable diseases will be reported to the Local Health Department as well as parents of A.A.I.M.S. Montessori School

Medication Policy

For the administering of a prescribed medication, we will require a doctor's note that describes the proper dosage and information of the medication. Prescription medication must have a current pharmacist's label that includes your child's name, dosage, current date, times to be administered, and the name and number of the physician. This medication must be in the original container. You will need to complete the Authorization for Administration of Medication Form. An over the counter medication will require the completion of a form specifying date, time, dosage and signature with all the information of the medication along with the doctor contact information. An Epi Pen will be administered if your child has allergic reactions that may be life threatening. If an Epi Pen is required, the school is to be notified immediately and the Epi Pen should be provided. A written note from the child's physician in the form of an Action Plan from a doctor is required as well for any allergies or health conditions.

Emergency Information

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for your child. Immediately, the child's records will be reviewed for emergency instructions and the request of the parents will be instituted. Parents will be called and made aware of the situation. If the parents cannot be reached the authorized emergency contact persons will be contacted. It is imperative that parents keep the emergency contact information up to date at all times. In the event of emergency medical care Gwinnett Medical Center will provide care for our children if the need for emergency care arises. Parents are responsible for any medical expenses in all emergency procedure. If your child has an injury in school, the wound will be cleaned with water. Ice and a band-aid will be applied if necessary. An incident report will be written, filed, and sent home with the child.

Evacuation Plan

In case of an emergency or evacuation of the building children will be escorted to Lifeguard Ambulance Service to the back of the school building at the Atlanta Carpet Flooring. This is an alternate site when our children have to leave the main building. Medical treatment will be administered at Gwinnett Medical Center. The number is 678-312-6800 @ 3620 Howell Ferry Road, Duluth. GA. If the parents cannot be reached the authorized emergency contact persons will be contacted. Also, a sign will be placed on the door notifying parents of the situation and location of the children. It is imperative that parents keep the emergency contact information up to date at all times.

Nutrition and Daily Routines

Infant Feeding

Guidelines for Bottles and Food

In order to bring about normalization, a consistency from home to school is important. Therefore, infants will be eating according to their own schedule. Parents will need to supply fresh formula/ expressed milk and baby food. Please bring them to the school daily. Your child's bottle should be plastic and capped and all bottles and caps are to be clearly labeled with your child's full name and date. ALL bottles will be sent home at the end of the day. Please fill out an attached Infant Feeding Plan Sheet.

Breast-feeding

If you are a nursing mother, we will be more than happy to make arrangements for you to visit your infant as often as needed. If the school visits are not convenient to your workplace for nursing visits, please feel free to supply us with expressed milk to feed your baby. We can store a frozen supply for you or you may provide milk daily.

Lunch/Snack

Morning snack, lunch, and afternoon snack are provided at A.A.I.M.S. Montessori School. We do believe that

lunch and snacks are critical to a child's health and development. Therefore, we provide a well-balanced nutritional meal. Our menus are posted each month. Providing home lunch does not change the tuition fees. If you need to provide lunch for your child, please speak with the Head of School/ Director before doing so. If your child has special dietary requirements then you are responsible for those special dietary needs and supply it to the school to supplement the meal and snack provided by us for a small fee.

Birthdays

For your child's birthday we allow healthy snacks, cupcakes, muffins, or brownies etc. without icing. These items must be packaged and bought from a store with ingredients clearly listed. Favors, goodie bags, decorations, and party hats are not permitted.

Food Allergies

If your child has special dietary needs or food allergies they are to be discussed with the director and your child's teacher and noted on their record.

Assessments

Teachers use a development checklist to detect developmental delays. This checklist is shared with the parents during conferences twice a year. This is used for all age groups at A.A.I.M.S. Montessori School. We use the ASQ-3 Checklist for the children. ASQ-3 is a set of questionnaires about children's development. It has been used for more than 20 years to make sure children are developing well. It is called a screener because it looks at how children are doing in important areas, such as speech, physical ability, social skills, and problem-solving skills. ASQ-3 can help identify your child's strengths as well as any areas where your child may need support.

Nap/Rest time

DECAL, Department of Early Care and Learning recommend that infants be put to sleep on their backs to reduce the chance of Sudden Infant Death Syndrome (SIDS). It is our policy to comply with this recommendation.

Following lunch, toddlers, three and four year olds are required by state regulatory laws to nap/rest for approximately two hours. Families may purchase a nap mat from the school for \$50/per child or bring in one they already have if it has no straps or zippers. The nap mat will be brought in on Mondays and taken home on Fridays to be washed by the parents.

Clothing Suggestions

Students are to wear closed shoes, no sandals. Rubber soled shoes are recommended. Flip flops and crocs are extremely dangerous on the playground and are not permitted. Please dress your children appropriately. Please do not send child in any apparel that may display offensive/inappropriate language or pictures.

It is to be noted that the playground is an extension of the Montessori Program. In order for your child to enjoy participation in the program, please have him/her prepared for the weather. State regulatory laws require that all children are to spend at least 30 to 45 minutes twice a day outside. Please keep in mind the weather when dressing your children.

All children must have a complete change of clothing; toddler age and above are required to have shoes. Please place all clothing in a plastic bag with the child's full name on it and on the tags of clothing items. The school is not responsible for loss or damage to those belongings.

Discipline

At A.A.I.M.S. Montessori School our goal is to address the whole child:

In reaching this goal we strive to encourage self-discipline. The child's classroom experience allows him to make choices based upon their interest and their knowledge concerning the available work. Guidelines are set

before the children the first day they attend school. They are shown what is acceptable and what is not. We are a child-centered school where the child is highly prioritized if situations occur that requires the intervention of staff; we will use several techniques to handle problems as they arise. Redirection is the most common method of intervention. Children will be removed from the situation where conflict has occurred and are given other activities or work to do that will redirect those energies in a more positive way. Should an extreme situation occur where redirection is not effective, staff will use a time away from the group that allows a child to take a few minutes to calm down and stabilize emotions before returning to the group. Staff will use this time to assist the child in sorting out those emotions and feelings that caused the disruption in the first place, At no point is Corporal Punishment acceptable at A.A.I.M.S. Montessori School. We realize that on rare occasions a child's behavior may warrant the need to find a more suitable school setting. We will assist the family in finding an appropriate setting that will suit their child's needs. This will be for the best interest of the child and safety of other children around the child as well.

Actions/consequences

The following actions are not tolerated by the child or parent. Children acting in such matter could result in a phone call to the parent or dismissal from the program. If a child appears to be a danger to him/herself, other children attending the school, faculty or anyone else at the school Any other situation in which the accommodations required for the child's success and participation place an undue burden on school resources and finances and removal is in the best interest of the child or the school.

- Fighting
- Verbal and or physical abuse to a faculty member or another student
- Destruction of materials or school property
- Consistent disruptive/ unruly conduct

At any point that a child's behavior/circumstance is of concern to a teacher or administrator, written documentation and family/teacher communication will begin as the first step to understanding the problem with suspension as the next step if the issue worsens.

Child abuse, neglect or deprivation

Whenever there is reasonable cause to believe that a child has been physically injured or has suffered death, or a child has been neglected, exploited or deprived or sexually assaulted or sexually exploited, teachers are required to report this information to the Director. The Director shall report such information to the local County Department of Family and Children Services in accordance with O.S.G.A Sec. 19-7-5.

Tuition/Fees

Tuition is assessed on an annual basis. To assist our parents we have divided the annual tuition into monthly payments. These payments are due the 1st – 3rd of the month with no deductions for any absences or holidays. If the first falls on a weekend it is the parent's responsibility to pay tuition on the last day of school before and may be post dated for the 1st-3rd . If tuition is not paid on the day that it is due, a late fee of \$25.00 will be added to the tuition. Tuition paid after the 7th of the month will have a \$75 fee. Tuition cannot be pro-rated if the child is absent /vacation/holidays. All monies due are to be paid before the next month's tuition in order for your child to remain in school; there will be no exceptions to this rule. Each month will have the same fees regardless of the number of days we are in session. A \$25.00 fee will be charged for a check returned for insufficient funds or if the tuition is past due (After the 3rd of the month). If this occurs, A.A.I.M.S. Montessori School will have the right to refuse any future checks. Any student that is receiving a scholarship from AAIMS will need to have pre – agreements made upon enrollment. Please do not switch the scheduled days you have enrolled your child for without checking with the director so we can have appropriate and safe ratios. If your child is sick or on vacation, etc. during days they are enrolled- they cannot be made up on a different day.

Private Program Fees

Bright and Early Care Program 7:00 a.m. – 8:00 a.m.	\$150/ mo.	\$120/ mo.	\$90/ mo.	\$10/Day
Early Care Program 8:00 a.m. – 8:30 a.m.	\$ 100/ mo.	\$80/ mo.	\$60/ mo.	\$7/Day
Half-Day Program 8:30 a.m. - 12:30 p.m.	\$800/ mo.	\$720/ mo.	\$660/ mo.	\$50/Day
Full Day Program 8:30 a.m. - 3:00 p.m.	\$900/ mo.	\$800/ mo.	\$720/ mo.	\$60/Day
Extended Program 8:00 a.m. - 5:00 p.m.	\$1000/ mo.	\$900/ mo.	\$800/ mo.	\$75/Day

Georgia Pre-K

Bright and Early Care Program Mon- Fri 7:30 a.m. – 8:00 a.m.	\$100/ mo.
Early Care Program Mon – Fri 8:00 a.m. – 8:30 a.m.	\$100.00/mo.
Pre-K Program: Mon – Fri 8:30 a.m. – 3:00 p.m.	
Monthly Meal Fee (required for all students & will not be pro-rated): \$200/ month	
Extended Program Mon – Fri 3:00. - 5:00 p.m.	\$700/ mo.
Nap mats (one-time fee)	\$50/child

FAMILY/PARENTAL INVOLVEMENT

Family involvement is an all-purpose term that encompasses parent groups and committees, volunteering, family education, and special events. We believe the key to family involvement is giving families a variety of ways to be involved in the life of the school. While we would love parents to be able to attend as many events as possible- participation is never mandatory but highly encouraged. The following are some of the many ways you can be involved:

- Orientation (August)
- Parent Teacher Conferences (November & April)
- Parent meetings, curriculum nights, special events, open house.
- Father’s Day Art Event (June)
- Mother’s Day Art Event (April)
- Fall Potluck (November)
- Winter Celebration & Potluck (December)
- End of the school year picnic (May)
- AAIMS Annual Art Show (July)
- AAIMS Garden Farmers Markets (June & July)
- Daily, weekly, and monthly formal and informal communication takes place through vehicles such as school calendars, newsletters, school bulletin boards, and conferences.
- You are encouraged to share your ideas and concerns with the Head of School/Director at any time.

Parent/Teacher Conferences & Developmental Concerns

Twice a year parent/teacher conferences are scheduled. We utilize the Montessori Progress Report, the ASQ-3 (Ages and Stages Questionnaire), and the NAMC Rubric to track student progress for all ages: Infant/Toddler, Primary, Pre-K, and Elementary. These are discussed at bi-annual Parent Teacher Conferences. Teachers will complete their portion of the ASQ for each student upon enrollment and send home to parents to review and add

their observations. If teachers or administrators have a new student or any concerns about a child's progress we use the ASQ to communicate about possible future steps to address our concerns with parents/guardians.

Curriculum & Written Communication

In addition to parent/teacher conferences, teachers send letters and memos home. Parents also have the opportunity to communicate with their child's teacher this way. Also, each teacher sends a monthly newsletter and curriculum home. The newsletter will include the current topics of study, activities, special events and pertinent notices. The monthly curriculum will outline the new activities presented each day or the activity focused on. As we are a Montessori School, what is written on the curriculum is not the only activity that students are permitted to work with. Students work with a variety of materials and lessons throughout the day including Math, Language, Science, Geography, Writing, Social/ Emotional Skills, Practical Life, Botany, Zoology, Foreign Language, Physical Development, Fine & Gross Motor Skills, etc. Adaptations are made for students in each class that may need more support for aspects of the lesson plan. Student work is sent home in a Journal as well (for all students); daily notes are written for infants and toddlers in their folders.

Bulletin Board

A Bulletin Board has been placed in the lobby to keep parents informed of all school activities. This bulletin board will also include the license, copy of rules, review of any evaluation reports, communicable disease chart, statement of parental access, chain of command, emergency plans for severe weather and fire, and statement of visitors. There is also a parent center in the hall for general information and parent opportunities.

Additional information

Crib Sheets – A.A.I.M.S. Montessori School will provide crib covers (infants) and cot sheets (toddlers, pre-primary, younger primary) and blankets for those students who are required to nap. It is a state requirement that younger children have a rest period during the day. There will be a nominal fee for these supplies and parent will pay this at the time of enrollment.

Supply List - Each student on the first day of school is to bring in the following supplies:

If needed: Diapers and wipes 1-Extra pair of clothing 2-writing journals (composition) 1-folder with pockets and prongs 1- 4x6 family picture 2-boxes of tissues 1-roll of paper towels 1-bottle of glue	The following items are optional: 1-pack of construction paper 1-pack of printing paper 24-pack of color pencils 1-pack of markers 1-pack of regular pencils and erasers 1-child size scissors (Regular edge).
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Immunization Requirements

Immunizations (DHR Form 3231) must be up-to-date or affidavits must be on file within 30 calendar days of program entry. Only health departments and physicians licensed in Georgia can obtain blank immunization certificates (Form 3231). Take your child's personal immunization record to a health department or Georgia physician and they can complete the form and give any required vaccines. Form 3300: Certificate of Vision, Hearing, Dental and Nutrition Screening is required for all children age 4. This form can also be completed by the health department or a Georgia Physician.