



# My Child's Montessori

## Dual Language Preschool

### Parent Handbook 2023-2024

My Child's Montessori LLC

Mesa Maple Drive, West Jordan Utah, 84081

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## Welcome Parents to our 2023-2024 School Year!

### Preschool Admissions Agreement

We are so happy to join our MCHM family and that you have chosen our dual language preschool program to start your child's academic adventure! This is an agreement between My child's Montessori LLC Preschool and the parent(s) or guardian(s) names below for the enrollment of the child named below:

**Clothing:** Preschool students must still wear their My Child's Montessori uniforms to school. **Every child must have a change of clothing with them at all times**, Students must be able to dress themselves in the preschool classroom. Shoes should be closed to toe and easy for children to put on themselves. Uniform's colors are: Light blue polo shirt and dark blue bottom.

**Bathroom:** Students in the preschool (three to five-year-olds) must be able to use the bathroom by themselves. If an accident occurs, teachers may verbally assist the child by handing them their clothes or assisting with shoes. If a child refuses or is unable to dress themselves a parent or legal guardian will be called to help the student get dressed. If a student in the preschool classroom has a bowel movement accident and the child is unable to clean themselves, a parent or legal guardian will be contacted to come and clean up their child.

**Health:** If a child has symptoms that indicate that they have a contagious illness or disease, the child should not attend school until their symptoms have cleared. If a child begins to present symptoms at school a parent or legal guardian will be contacted to pick the student.

**Birthdays/Class Celebrations:** My Child's Montessori Preschool will do a "Celebration of Life" birthday celebration for your student. This is an opportunity for parents to bring a picture for each year of a child's life. Each family can bring a treat to share with the

class BUT NOT NECESSARY a book for or other donation for the classroom are welcome.

**Drop off/ Pick up Policy:** We will love to greet each child at a time. Please at drop off time make sure you wait for your turn and bring your child at the door to the teacher. The same process should be done at pick up time.

**Tuition Payment Schedule:** Preschool payments are due in full on the 1st of every month and have a grace period of **three** business days. There is no credit given for holidays or days absent due to illness, vacation, or otherwise. Payments can be made by card, or check, zelle or venmo. Checks are made payable to My Child's Montessori LLC.

**Termination Conditions:** If for any reason a parent decided to be unenrolled from My Child's Montessori, the parent should withdraw with 30-day written notice. To terminate this agreement a 30-day written notice to the Director is required prior to your child's last day of participation.

**School Shutdowns:** If MCHM is forced to shut down due to weather or other disasters, a Class Blooms message will be sent to all parents.

**Items Needed for the First Day of Each Week:**

- Change of clothing (to be on hand if needed)
- Backpack
- 1 Baby wipes
- 1 Clorox wipes
- 1 box of coloring pencils
- 1 box of glue stick
- Personal snack

**Registration cost:** By signing this agreement you acknowledge understanding that a \$50 non-refundable deposit must be paid to reserve your child's enrollment spot for the academic year. This deposit is non-refundable even if you should choose to no longer attend the program.

**The signing of this agreement:** All parents and guardians maintaining legal custody must sign this agreement.

I have read, understand, and agree to abide by all or the above policies and conditions.

Parent/Guardian

Signature \_\_\_\_\_ date \_\_\_\_\_

Parent/Guardian

Signature \_\_\_\_\_ date \_\_\_\_\_