

**Parent Handbook Addendum for
Montessori Enrichment**



**Director of Montessori Enrichment:
Shanthi Wickramasinghe 741-0040, extension 24;
shanthi@richmont.org**

**499 N. Parham Road
Henrico, Virginia 23229**

**Telephone – 804.741.0040, FAX – 804.741.5341
www.richmondmontessori.org**

Revised 1/2022

RMS Montessori Enrichment Before and After Care Operations Information

Rationale and Philosophy for Care Beyond the Classroom

The RMS extended day programs are an important service to the Richmond Montessori School community, providing care for our students after regular school hours. A welcoming atmosphere, coupled with the guidance of our nurturing staff, provides the structure for each child's care, guidance and safety. We offer a fascinating world complete with special activities, games, socialization, puzzles, art, music and so much more.

In its approach to care, the Montessori Enrichment program strives to be a true extension of each child's experience as a Montessori student, offering respect for the child while encouraging independence, creativity and natural curiosity.

Licensing Information

Richmond Montessori School's Montessori Enrichment Program (before and after school care, the summer camp program) is licensed to operate by the Department of Education (DOE). We are required to comply with the Minimum Standards for Licensed Child Day Centers, as well as the Code of the Commonwealth of Virginia, which applies to child day centers. The program is subject to announced and unannounced visits by the licensing inspector assigned to monitor our program. Annual fire and health inspections are also required.

Consistent staffing is a large component of the RMS Enrichment Program. We emphasize consistency within our Enrichment Program to ensure that children are able to form stable routines and relationships with their peers and teachers. Teachers are allotted a certain number of PTO days during the school year, the days are kept track of by the Level Director. When a teacher is out, we try our best to schedule the same substitute teacher to ensure this consistency is maintained.

Toddler Classrooms, while fully accredited by the American Montessori Society and the Virginia Association of Independent Schools, are also accountable to the obligations and standards of the Licensure from DSS.

The Virginia Department of Education State License is displayed in each licensed space. Our most recent inspection is also posted; additional records of compliance with licensing requirements are available upon request.

Introduction to Enrichment

Montessori Enrichment program staff report to the Director of Montessori Enrichment, who reports to the Head of School. Enrichment programs are an extension of the curriculum and activities in the Montessori classroom, and give students a broader, more well-rounded experience, allowing them to discover a variety of interests.

Hours

The Montessori Enrichment Program is open from **11:30 a.m. – 6:00 p.m.** **Our Licensed Toddler Program is from 8:00-11:45 or 3:00.** Please refer to the school calendar for a list of holidays and other days that Montessori Enrichment and/or the school is closed.

What your child needs to start in their Enrichment Program!

Extra Clothing & Masks

Please provide a set of season-appropriate extra clothing and masks for each Montessori Enrichment classroom. Each item of clothing and the bag should be labeled. Please launder and return extra clothes promptly, if used.

Sleeping Bags

The Montessori Enrichment program will provide a labeled rest mat for each child. Children must bring their own labeled blanket or child-size sleeping bag that opens on three sides. Because we store sleeping bags in individual cubbies, they should be small in size; *please do not send an adult size bag.*

Montessori Enrichment staff send sleeping bags home for laundering on Friday, or the last day of the week that school is open. Please return your child's clean sleeping bag the following school day. As you go through morning drop-off, a carpool volunteer will help to make sure that sleeping bags are delivered to your child's Montessori Enrichment classroom. If your child's sleeping bag is sent home as the result of an accident, please return it the following school day.

Nap or Rest? Whether a child is a napper or a rester depends on his/her sleeping habits. Toddlers and 3- year-olds start with the nap group. Children in the nap group who do not fall asleep are encouraged to rest their bodies, and may be allowed to engage in a quiet activity like looking at a book. If a child consistently does not sleep, he/she may be moved to the rest group

with the parent's consent as long as space is available.

Toileting Policy: Montessori Enrichment Guidelines

For the purposes of participation in the Montessori Enrichment program, the same standards defined for admissions apply.

Montessori Enrichment students must be toilet trained and have the ability to use the bathroom independently. The only exception is for toddlers (age 18 months through 3 years) who participate in the nap group of Montessori Enrichment or the Toddler extended day program and who are not yet toilet trained. These students may wear pull-ups.

When accidents are habitual (more than 3 - 4 times in one week), the child is not considered ready to participate in the Montessori Enrichment program. If a student is having consistent toileting difficulties, the school reserves the right to set an earlier pick-up time than the time originally contracted upon enrollment. This policy applies to Primary and school age students.

Children must be toilet trained to participate in Holiday Package or summer camp.

Lunch

Children staying for a nap or rest eat lunch at school, and should bring lunch in a container labeled with their name. RMS emphasizes good nutrition and asks that food brought to school be nutritious. Since our students are always moving towards independence and healthy autonomy, lunchtime is an excellent time to develop these skills. A label is placed on the lunchbox weekly to ensure that your child eats lunch each day.

- Please avoid sending food that needs refrigeration (freezer packs work well).
- Thermoses are acceptable.
- No lunch boxes with war or armament-related motifs.
- Please label (or have your child label) lunchboxes.
- Sometimes food that is not eaten will be sent home to allow you to keep track of your child's eating habits.
- Each classroom teacher will inform you of specific information about her classroom lunch procedure.
- No child is asked to eat food he/she does not want to eat.
- RMS adheres to the following food and dining regulations stipulated by the Virginia Department of Education:

- a. Children's lunch/snack may **not** include (and RMS must remove if sent in): candy, gum, or caramel corn
- b. children may not share food
- c. children must eat at their own individual placemats

Snack

During our Extended Day programs (3:00 – 6:00 p.m.) nutritious snacks are welcome. Children are welcome to bring their own snack or eat their leftover lunch. Please send a snack that students are able to open themselves as we want to try and limit touching foods as much as possible to mitigate sickness.

Schedule for Toddler Lunch/Nap

Your toddler student will eat lunch and nap in spaces designated below. We encourage independence as well as grace and courtesy. The children eat lunch peacefully and use the bathroom before settling down for a nap. We keep the lights off and soft music playing – and the children typically fall right asleep after their active morning. Children are permitted to bring one stuffed animal to help them get comfortable and fall asleep. Pacifiers and other toys are not permitted.

At approximately 2:10 p.m, the children wake up. They use the bathroom, help put things away, and enjoy some outdoor play weather permitting. At 3:00 p.m. children leave for carpool; children staying for extended day transition and have their snack.

Lunch/nap staff in Mrs. Jessica's classroom:

Ms. Morina, Ms. Shaelyn, Mrs. Jessica

Lunch/nap staff in Mrs. Kathleen's classroom:

Ms. Jenessa, Ms. Becca, Mrs. Kathleen & Mrs. Abby

Schedule for Primary lunch/nap/rest

Locations: Blue & Purple Classrooms in the House & Ms. Lavell's Room (Primary Lunch & Nap for Jaime & Kim's class cohort)

All Primary Lunch/Nap and Extended Day groups are located in the house or Ms. Lavell's Classroom on South Campus.

Your Primary student will eat lunch and nap in the House or in Ms. Lavell's Classroom with their cohort. Groups are intentionally small to allow for social distancing.

We encourage independence as well as grace and courtesy. The children eat their lunch peacefully, use the bathroom, and settle down for a nap. We keep the lights off and soft music playing – and the children typically fall right asleep after their active morning.

At approximately 1:30 p.m., we awaken the 4 year olds, who quietly complete the wake up routine. At 2:00 p.m., we awaken the 3 year olds. They use the bathroom, help put things away, and enjoy some outdoor play.

At 3:00 p.m. children leave for carpool; children staying for extended day transition and have their snack.

Lunch/Nap Staff for the Primary Lunch & Nap at House: (Mita/Taryn in the Blue Room; Meredith's cohort in the Purple Room)

Mrs. Lakshmi, Ms. Sarah & Ms. Kasey

Lunch/ Nap Staff for Primary Lunch & Nap in Lavell's Toddler Classroom for Jaime & Kim's students.

Ms. Lavell, Mr. Derrhyl, Mrs. Anna

Schedule: Primary Falcon Club

Although Falcon Club will be structured a little differently this year, your child will reap the same rewards. Each Falcon Club member will stay in their *own classroom* for lunch followed by an early afternoon Montessori work cycle with their classroom teacher and assistant.

At 1:30 p.m. the students will move to the yellow room at the House or outdoors with primary assistants Marshie Boswell and Emily Thompson for the Montessori extensions that are incorporated into the Falcon Club program. Students will explore art, science, reading, physical activity, the outdoor classroom and all of the wonderful components of the Falcon Club curriculum in a socially distant way.

At 3:00 p.m. children leave for carpool; children staying for extended day transition to the Blue or Purple Room at the house, where they will continue for the rest of the afternoon.

Falcon Club Staff: Mrs. Marshie and Ms. Emily

Extended Day Schedules- 3:05 to 6:00 p.m.

Toddler – 3:05 to 5:00 p.m.

Location: Kathleen's Toddler classroom

The toddler group will use a Toddler classroom and continue their day in a familiar environment. Outdoor play, gardening, nature study, and special art projects are planned for a fun learning experience.

Staff: Mrs. Abby and Mrs. Anna

Snack: please send an afternoon snack for your child from home. We will avoid serving food or doing food preparation works/lessons to minimize transmission of COVID-19.

- **Pick up procedures:**
 - Call **extension 21** once you are in the RMS parking lot.
 - Your child will be ready to depart when you come to the door on the patio as you approach the office on South Campus to collect them (without entering the building). Please let us know if you are uncertain about your pick up location.
 - Staff will document your child's departure time and who picked them up.

- If there is no answer on extension 21, do not leave a message; please go to the door at your pick up location – there will be a note on the door indicating where to locate your child’s group. They will most likely be outdoors playing.
- Please make sure that anyone who might pick your child up knows this procedure and is included on your approved pick up list.
- Anyone other than parents who are picking up your child must have a picture ID with them.
- As always, show your caring and concern for staff by wearing a mask and arriving on time for your child to depart before we close at 5:00 p.m.

Primary Extended Day:

All Primary Extended Day programs will be held in either the Purple Room or the Blue Room at The House on South Campus. Primary students enjoy special projects, stories, free choice works, and outdoor play. A continuously changing assortment of activities and themes keeps the children engaged and learning.

Pick up procedures:

Call **Ext. 44** once you are in the small parking lot as you enter the driveway. Your child will be ready to depart when you come to the door of the Blue Room. Please do not enter the classroom. Staff will document your child’s departure time and who picked them up.

If there is no answer at extension 44, do not leave a message; please go to the door at your pick up location – there will be a note on the door indicating where to locate your child’s group. They will most likely be outdoors playing.

Please make sure that anyone who might pick your child up knows this procedure and is on your approved pick up list. Be sure anyone picking up has a picture ID with them. As always, show your caring and concern for staff by wearing a mask and arriving in time for your child to depart BEFORE we close at 6:00 pm.

Primary Extended Day Staff:

Ms. Kasey - Purple Room with Jaime & Kim’s cohort.

Ms. Chloe - Yellow Room with Meredith’s cohort.

Ms. Sarah - Blue Room with Mita & Taryn’s class cohort.

Lower Elementary: Carousel Club

The Carousel Club team has developed a program for Lower Elementary that allows for outdoor fun as much as possible including creative indoor works/lessons that can be done individually. Each month there is a theme with special activities including art, gardening, nature study, and games – just to name a few!

- Students in Sudipa/Julisa classes will be in the Art Studio.
Staff: Ms. Grace Johnson
Extension: 33
- Students in Stacy/Sasha classes will be in the CEED downstairs in the same building on south campus.
Staff: Trisha Potter & Ginger James
Extension: 32

How to find the building with the Art studio and CEED Tech Lab:

As you face the main office on south campus, go to your **left** on the sidewalk in front of the school and **down** the steps. The Art Studio/CEED building is directly **on your left**. There is an exterior stairway to the Art Studio which is on the top level of the building. The CEED is on the lower level with the door facing the plaza.

- Please **send an afternoon snack** for your child from home. We will avoid serving food or doing food works to minimize transmission of COVID-19.
- **Pick up procedures:**
 - Call the extension listed for your child's group once you are in the RMS parking lot.
 - Your child will be ready to depart when you come to their door to collect them with a mask on (without entering the building).
 - Staff will document your child's departure time and who picked them up on the roster.
 - If there is no answer on the extension, do not leave a message; please go to the assigned door for their group – there will be a note on the door where to find them. We will be using outdoor spaces as much as possible!
 - Please make sure that ANYONE who might pick your child up knows this procedure and is on your approved pick up list.

- Be sure anyone picking up has a picture ID with them.
- As always, show your caring and concern for staff by wearing a mask and arriving in time for your child to depart BEFORE we close at 6:00 p.m.

Staff: Mrs. Trisha, Mrs. Ginger & Ms. Grace

Schedule: HUB – Location: Middle School Building

The Hub team has created age appropriate activities and choices for our oldest students. Once they have finished their homework assignments, there will be special planned activities, individualized projects, and free choice works/lessons to stimulate creativity.

Locations: Middle School classroom for middle school students.
Middle school library for Upper Elementary students.

Extension: 69

Door: Lower level entrance of the Performing Arts Center.

- Hub will be held on north campus
- Hub students will remain in their cohorts; Middle School as one and Upper Elementary as another.
- Please send an afternoon snack for your child from home. We will avoid serving food or cooking to minimize transmission of COVID-19.
- **Pick up procedures:**
 - Call the extension listed for your child’s group once you are in the RMS North Campus small parking lot close to the PAC.
 - Your child will be ready to depart when you come to their door to collect them with a mask on (without entering the building).
 - Staff will document your child’s departure time and who picked them up.
 - If there is no answer on the extension, do not leave a message; please go to the assigned door for their group – there will be a note on the door where to find them. We will be using outdoor spaces as much as possible!
 - Please make sure that anyone who might pick your child up knows this procedure and is on your approved pick up list.
 - Be sure anyone picking up has a picture ID with them.

- As always, show your caring and concern for staff by wearing a mask and arriving in time for your child to depart before we close at 6:00 p.m.

Staff: Middle School: Mr. Jeffrey; Upper Elementary: Mrs. Shannon

6:00 p.m. Montessori Enrichment closes. Late pickup fees apply.

Departures and Late Fees

RMS policy dictates that, if children leave at any time other than carpool, they must be signed out upon departure. Our pick up procedures this year only allow staff to sign your child out each day. If an authorized pick-up has not been on campus before. Please make sure they bring their Photo ID for verification. Only persons listed as authorized pick-ups are permitted to pick up children. Please notify Nimila Banerjee if you would like to add an individual to your child's file. All unauthorized pick-ups are listed on each class attendance roster.

Etiquette for Picking up your Child

- **Call the appropriate extension when you are on the way**
- Please finish calls and put away your cell phone before pick-up.
- Keep conversations with staff short so that they can focus their attention on the children in their care.
- Wear a mask when picking up your child.

Please provide written advance notice of any change in a child's departure (i.e. time or person authorized to pick up). To ensure the child's safety, we will check the identification of any person unknown to us before releasing the child into that person's care.

The one-way driveway traffic pattern applies at all times, including during Montessori Enrichment hours. **Parking is prohibited in the driveway**, as it hinders traffic as well as visibility.

LATE **PICK-UP**

A staff member and Director of Enrichment will stay with your child until you arrive. Thank you for respecting your child's need for consistency and staff members' time commitments by arriving for pick up **before 6:00 p.m.**

Please call extension 24 or the extension of your child's program if you have an emergency and know you will be late. While we expect and extend grace for an occasional late pick up due to unforeseen difficulty or family emergency, the school's policy states that a *pattern of late pick-ups can result in withdrawal from extended day.*

Montessori Enrichment closes at 6:00 p.m. **A late fee of \$25 will be charged for carpool ending at 3:30 p.m. and 6:00 p.m.** Payment must be made by check to Richmond Montessori School and is due no later than the next school day. If you or your emergency contacts cannot be reached the Department of Social Services may be called.

Communications

Please use written communication or email (shanthi@richmont.org) whenever possible. In the case of an emergency, you may contact our Director of Montessori Enrichment at 804-741-0040 extension 24, or speak to the front desk personnel at 804-741-0040. Check your child's bag daily for any notes or notices from Montessori Enrichment staff.

Please direct questions or information specific to your child's day to the Montessori Enrichment staff member in your child's group. Please understand that it may be difficult to discuss major issues during pick-up times when children are in our care. Email is the best form of communication and will be answered within 24 hours. Please direct questions or concerns regarding the Montessori Enrichment program or its operations to the Director of Montessori Enrichment, Shanthi Wickramasinghe at shanthi@richmont.org

Please note, due to the pandemic during the current school year, we are not inviting parents into the classrooms.

Montessori Enrichment staff can be reached by phone at extension 24. It may be necessary to leave a voicemail while staff supervises students. Should a family emergency arise please call the main school line and leave a message with the receptionist at extension 10.

Any health related concerns should be directed to our school nurse, Tammy Point at health@richmont.org

Emergency Procedures & Safety

Emergency Drills: RMS will conduct a fire drill once a month, alternating between morning and afternoon times. *We will practice evacuation by the secondary egress at least twice per year. In addition to monthly evacuation drills, RMS will conduct two Shelter-in-Place drills per year and 1 lockdown drill annually as stated in the DOE licensing standards.*

Reuniting with your child following an emergency:

From a fire: *If a fire takes place on RMS campus. Your child will go to the soccer field on South Campus or the field behind the North Campus building based on their location. The fire department will be notified immediately. The RMS Crisis Response Team will employ our emergency communication system to communicate with you (which includes an email, text and voice call.) Teachers also have access to parent contact information on their attendance roster. Teachers will remain with and care for students until such a time that the parent, legal guardian, or emergency contact person can safely claim the child.*

From a shelter in place or Tornado: *Students will go to their shelter-in-place location based on the space they are in. The students will remain there until the all clear has been given by the Admin Team. The RMS Crisis Response Team will employ our emergency communication system to communicate with you (which includes an email, text and voice call.) Teachers also have access to parent contact information on their attendance roster. Teachers will remain with and care for students until such a time that the parent, legal guardian, or emergency contact person can safely claim the child.*

From an intruder lockdown: *Students will remain in their lockdown locations until an all clear is given by local police authorities. Once an all clear has been given, students will be*

dismissed. The RMS Crisis Response Team will employ our emergency communication system to communicate with you (which includes an email, text and voice call.) Teachers also have access to parent contact information on their attendance roster. Teachers will remain with and care for students until such a time that the parent, legal guardian, or emergency contact person can safely claim the child.

Evacuation: *Students will be transported to either Temple Beth-El at 601 N. Parham Rd (for those on North Campus) or West End Assembly of God at 401 N. Parham Rd (for students on South Campus). The RMS Crisis Response Team will employ our emergency communication system to communicate with you (which includes an email, text and voice call.) Teachers also have access to parent contact information on their attendance roster. Teachers will remain with and care for students until such a time that the parent, legal guardian, or emergency contact person can safely claim the child.*

You can view the [RMS Pandemic Mitigation Plan](#) here.

All staff members have First Aid and CPR certification. Complete First Aid kits are located in each classroom and adjacent to the playgrounds. Sanitization stations have been placed throughout the school for extra precaution.

Montessori Enrichment staff members file accident reports with the school office; copies are sent/given to families at departure. If a child receives a serious injury as outlined in the Parent Handbook, a designated staff member will call 911 and notify a parent immediately.

Accident reports are reviewed annually to determine if there are any trends that need to be addressed for better safety.

Absence, Illness and Medication:

Parents are required to complete the Healthy Roster screening before arriving at school each day. Sharing information about your child's health and school attendance is important in maintaining the health of the school community.

Absence

Report your child's absence to the school office stating the reason for the absence. In the case of a contagious illness, notify the office as soon as possible by leaving a voicemail message for the school health coordinator, Tammy Point at (804) 741-0040, extension #63. If your child does not have an excused absence from school, they will not be allowed to attend Montessori Enrichment on that day.

Illness

Parents or emergency contacts are notified during the day if a child becomes ill, throws up, has diarrhea or has a *temperature of 100.4*; in such cases, the child must be picked up promptly. The Virginia Department of Social Services has set certain guidelines regarding the attendance of children at school in the event of a contagious illness. To that end, RMS has the following policy regarding illness. Children may not attend school if any of the following conditions exist:

- 100.4 degree or higher temperature - children must be fever free and without medication over the counter or prescription for 24 hours before returning to school
- rash (unless diagnosed as non-contagious by a doctor)
- discharge from ears or eyes; inflammation of eyes (unless diagnosed as non-contagious by a doctor)
- sore throat or persistent cough (unless diagnosed as non-contagious by a doctor)
- cold with green or yellow discharge from nose
- child not well enough to play or work
- vomiting, the night before or the morning of attending school
- continuous diarrhea
- other exclusionary illnesses which require office notification include: lice, pinworms, ringworm, impetigo
- In the case of lice, children can return to school 24 hours after treatment and they must be nit free.
- Reportable contagious illnesses include:
 - Adenovirus
 - Chicken pox
 - Head lice
 - Influenza (flu)
 - Impetigo
 - Pink eye (conjunctivitis)
 - Pinworms
 - Ringworm
 - RSV
 - Scarlet fever
 - Strep throat
 - Whooping cough
 - COVID-19

If your child will be absent from school for an extended time due to illness, notify the school

in writing in advance so that his/her teacher can determine a “work plan.”

If a child is not feeling well enough to attend his/her Montessori class, the child may not attend the Montessori Enrichment program.

Medication

If a child needs a dose of prescription or over-the-counter medication during Montessori Enrichment hours, a parent must complete the medicine authorization form provided by Montessori Enrichment. Parents must also provide an original pharmacy container labeled with the child’s information, or the original over-the-counter container with the child’s name written on it. These medicine forms are valid for 10 days.

Parents need to have a physician sign the same authorization form if their child needs to have long-term medication on hand or for Epi pens and inhalers. The Montessori Enrichment staff checks medication lock boxes on a monthly basis for expired medications and/or authorizations.

The Montessori Enrichment staff can apply over the counter skin products such as sunscreen, insect repellent, moisturizing cream and diaper ointment if a parent completes and signs an authorization form provided by Montessori Enrichment. The product brought in for use must be in its original container and must be labeled with the child’s name. Prescription products must meet our medication requirements, as detailed above.

If your child has a **diagnosed food allergy**. A FARE Plan must be completed by their physician and kept in their medication box. RMS Staff will notify parents immediately of confirmed or suspected food allergies.

Items to and from Montessori Enrichment

Labeled books and cultural items are welcome. Please do not send toys, comic books, unsolicited videos or games. If any unfamiliar items show up at home (marbles, puzzle pieces, etc.), please return them to Montessori Enrichment.

Late Arrivals to Montessori Enrichment

If your child was absent during the school day they may return for Montessori Enrichment unless they are out sick.

Montessori Enrichment Drop-In Reservation

RMS has established a drop-in reservation procedure to accommodate the occasional need of

families without a Montessori Enrichment contract to have care for their children beyond their contracted hours.

Advance reservations must be made and confirmed with the Director of Montessori Enrichment, Shanthi Wickramasinghe. She may be reached at ext. 24 or by email at shanthi@richmont.org.

Requests are accommodated on a space-available basis. In addition, a family must be current on their drop-in payments for any previous visits. Some families need a "regular" drop-in arrangement, certain days of the week on an ongoing basis. These reservations are made from month to month. If space is filled with contracted students, drop-in arrangements are suspended.

Once a reservation is confirmed, payment can be made at the front desk or to the Director. Each \$30.00 visit is good for a block of Montessori Enrichment: Rest, Nap or Extended Day. Even if only a portion of the 3 hours is used, the entire fee is due. Likewise, the visit may not be split over two days or between two children.

Reporting Suspected Abuse or Neglect

Anyone may report child abuse or neglect; however under Virginia law, teachers or other persons employed in a public or private school are required to immediately report the concern to the local department of social services or the child abuse and neglect hotline: 1-800-552-7096.

Student Discipline

RMS does not permit under any circumstances the use of corporal punishment (including spanking or shaking) or emotional punishment (intentional public humiliation, sarcasm, unmonitored isolation or shouting) as means of modifying a child's behavior.

Please see the section on student expectations and discipline in the RMS Parent Handbook.

The Department of Education requires that we inform you of withdrawal and dismissal policies:

If, in the judgment of the administration of RMS, it is not in the best interests of the student or the school for continued attendance, withdrawal may be the only alternative. In such cases some or all of the following procedures will be followed:

- The Education Directors, Assistant Head of School, Head of School and any other qualified professional they select, will observe the student and assist the staff in making adaptations within the context of Montessori philosophy, to help improve the student's performance.
- The Education Director and Assistant/Head of School will meet with staff to gain their insight and to make recommendations for adaptations that may improve the student's performance.
- The Director of Montessori Enrichment, the Education Director and/or the Assistant/Head of School will meet with the student's parents to discuss their observations and the student's progress and performance.
- The school may require a comprehensive professional evaluation by an external expert within a specified time period.
- In the case of behavioral problems, the parents may be asked to keep the child home for a designated period of time or to come to school during the school day to take the child home.
- If, in the judgment of the teacher, the Education Director, the Assistant Head of School and the Head of School, the student cannot be accommodated within the realm of the school and its philosophy, the parents will be asked to withdraw the student from the school. The Head of School may offer an Enrollment Contract contingent upon reviewing the results of a professional evaluation and/or the continued evidence of progress and the demonstration of appropriate behavior for the remainder of the current school year.

Students Leaving RMS during the School Year

If parents voluntarily withdraw their child from RMS during the school year, written notification must be submitted to the Admission Office stating the child's name and last day of school. Contracts for the school year are binding.

Academic records should be requested from the Admissions Office. A parent or legal guardian must sign a "Release of Records" before records can be sent to another school. If scheduled payments on any of the family's accounts are more than 30 days in arrears, RMS will not release academic records, transcripts or teacher references to other schools, and will not permit the child to attend, re-enroll or move to a different level within RMS. If RMS cannot process a transcript request, families will be notified in writing.

After 30 days of non-payment the responsible parties will be in default; RMS may elect to have the entire annual balance immediately due. In case of default of tuition payments, suspension,

expulsion and/or legal action may result.

Summer Camp Program

Montessori Enrichment coordinates the RMS Summer Camp Program. Brochures containing a detailed list of offerings are available in February on the school website.

Summer Schedule: There is no Early Arrival during Summer Enrichment.

9:00-9:20 - Morning Carpool

9:20-10:00 a.m. Outdoor Play

10-11:30 a.m. – Camp Programs

11:30- Noon – Lunch

Noon- 3:00 p.m. Rest & Play

Noon – 3:00 p.m. Classic Camp Afternoons (camp activities)