

Appendix A

Week of _____

Child's or Children's First and Last Name(s): _____

Dear Parents/Guardians and other Caregivers:

This form is used to assure correct billing for child care services used. We need you to note the time your child is left with our teachers, and the time he/she leaves our staff's care. We also need the initials of the adult who escorts the child here, and the adult with whom the child leaves.

Our staff will take this completed form from the box on Friday for bookkeeping use on Monday. Thank you for your cooperation!

Day of the Week	Time Child Arrived	Initials of Adult with Child	Time Child Left	Initials of Adult with Child	For Office Use Only
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

Appendix B

MEDICATION PERMIT

Name _____

Prescription name & number:

Times to be administered:

Quantity each time:

Length of time to be administered:

The staff of Villa Montessori School has my permission to give the above medicine.

Signed _____

Date _____

Administered by:

Date and Time:

Appendix C

NOTE TO TEACHER

To: _____

Date: _____

From: _____

Child's Name: _____

RE:: _____

Comments:

Appendix D

Parental Concern/Input

If you have a school-related concern or problem, please fill out the below form and turn it in to the school office. The appropriate person will get in contact with you to help resolve your concern.

Name: _____ Date: _____

Classroom related

Administration related

Specific problem or concern: _____

Best time to call/contact you (include phone number): _____

Appendix E

VILLA MONTESSORI SCHOOL
VOLUNTEER FORM

Parent/Guardian Name _____

Child's Name _____ Room _____

Date _____ Activity/Job _____ # Hours _____

Date _____ Activity/Job _____ # Hours _____

Date _____ Activity/Job _____ # Hours _____

Date _____ Activity/Job _____ # Hours _____

Date _____ Activity/Job _____ # Hours _____

Date _____ Activity/Job _____ # Hours _____

TOTAL _____

Appendix F

REQUEST FOR ADDITIONAL DAY

If you would like to have your child attend school on a day/time when your child is not normally scheduled, please fill out this form and give it to your child's teacher. Your child's teacher will determine if there is space for your child on that day, and will return this form to you to notify you if your request is accepted or denied. This is for a *one-time addition* to your child's schedule (e.g., parent has a doctor appointment, parent will be out of town, etc.). If you wish to add days/times to your child's schedule on a regular or permanent basis, please complete a "Change of Schedule" form.

To be filled out by parent/guardian:

Child's Name _____ Date and Time Requested _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian: Please give this form to your child's teacher.

To be filled out by teacher:

Request accepted Request denied

Teacher's Signature _____

Teacher: Please return this form to the child's parent/guardian.

Appendix G

Change of Schedule

Student's Name _____ Parent/Guardian Name _____

OLD SCHEDULE:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	_____	_____	_____	_____	_____

NEW SCHEDULE:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	_____	_____	_____	_____	_____

Effective Date _____

Parent/Guardian Signature _____

Today's Date _____

Please note: There is no charge for changes that increase the child's hours of attendance. All other schedule changes are as follows: \$30 service charge for the first schedule change; \$40 service charge for the second change; \$45 service charge for the third change. While the school strives to be flexible, frequent schedule changes are discouraged due to the disruption it causes to the child. Changes which reduce your child's days/hours are not allowed after March 1 of the current school year. Please return this form to the office for processing.

For Office Use/Reply to Parent/or Guardian:

- Your schedule change has been accepted Your next tuition billing will reflect your schedule change
- We are unable to accommodate the schedule change you've requested. Please see Renee or Mo in the office.

Signature

07/07/10

Appendix H

Villa Montessori School Parent/School Partnership Covenant

Each family is required to sign a legal contract for enrolling a student at Villa Montessori School. In addition, Villa Montessori feels it is helpful for the school and parents to enter into a "covenant," a pact by which we articulate the reasonable expectations we have of each other. By supporting the covenant, a partnership is formed which ultimately benefits the child's education and well-being.

What Can Parents Expect of the School?

What can I expect in terms of communications from the school?

Parent/teacher conferences are scheduled in the fall, winter, and late spring to discuss each child's progress. Teachers will also send home notes or call parents whenever additional communication is needed.

The school newsletter, Villa Voices, is published twice/month and contains classroom and school-wide news. Villa Voices, as well as other school communications, are placed in family mailboxes. Families should check their mailboxes regularly and thoroughly read all pieces in order to remain fully informed.

What can I expect from parent/teacher conferences?

Our teachers are professionals who will provide you with a **"portfolio" assessment** of your child's progress. Teachers will be happy to answer any questions you have about your child's classroom performance.

Once children reach elementary, **"three-way conferences"** which involve the teacher, parents, and child in discussing the student's progress and setting goals for future growth, are often utilized. We do expect parents to treat our teachers as professionals (who know what to teach and how to teach it) just we expect our teachers to treat parents as experts about their own child (who can contribute to the dialog about maximizing effectiveness in working with the student).

What can I expect if my child encounters academic or behavioral difficulties?

A meeting will be scheduled at which the student's teacher, parents, and sometimes, Head of School, meet to determine the causes for the child's difficulties and design a plan to overcome them. When appropriate, testing or referrals may be arranged.

What can I expect if my child reports alarming behavior or a potentially dangerous situation at school?

Parents are encouraged to report to school any accounts of situations that you believe are disturbing or dangerous. Rest assured that the school will vigorously investigate any reports, since we prize and value the reputation of our school for being a safe, secure, and welcoming environment. At the same time, be prepared to discount rumors. Remember the old adage, "If you only believe half of what your child tells you about school, we'll only believe half of what they tell us about home."

What Does the School Expect From Parents?

What are my responsibilities to contribute to the development of my child's moral values?

Young people need three essential building blocks: **support, encouragement, and structure** (i.e., clear boundary lines and significant consequences for crossing the line). Periodically, assess the extent to which you are giving your child these three foundations.

Be a role model when it comes to **honesty and civil behavior** (at all times, but especially in behaviors towards others at the school). **Model common courtesies and respectful conversation/behaviors** toward others, and expect the same from your child.

Engage your child in conversations around events that have moral overtones.

Encourage participation in events that promote high standards (e.g., community service).

Do not fear opposing bad choices, even if you made them yourself in your youth. Admit you were immature when you made the bad choice.

Help your child to capitalize upon successes and even more importantly learn from and adjust to setbacks and failures as part of life that promotes future growth.

What are my responsibilities to my child's academics and activities?

Endorse the school's mission and policies.

Show your support with **your participation in school activities** and attendance at school events, especially those in which your child has a role to play.

Read the **School Handbook**.

Maintain **regular contact** with your child's teacher and attend parent/teacher conferences.

Support the teacher when she gives assignments or reading to be completed at home.

Be prompt in dropping off and picking up your child. Your child will understand the importance of school if he/she is not allowed to be late to class.

What are my responsibilities to the financial support of the school?

Make timely tuition payments. The school provides several payment options to fit each family's budget and lifestyle.

Prompt tuition payments are necessary so the school can meet its own financial obligations.

Commit to annual giving. While contributions to the annual fund are not mandatory, they are very important for an independent school. The amount charged in tuition covers only a portion of actual cost in educating and caring for each child. Therefore, we are absolutely dependent upon the generosity of parents and patrons to make up that difference. Please be respectful and responsive when you are called upon to give.

Support school fundraising activities. The school sponsors two fundraising events each year (Fall Festival and carnival). Parental support of these events is greatly appreciated and will help eliminate fundraising/door-to-door sales found at many other schools (e.g., candy sales, gift wrap sales, etc.).

What are my responsibilities regarding complaints?

Understand the governance structure. As an independent school, VMS is governed by a Board of Trustees, whose job it is to secure the future of the school. It does so by setting basic policies, hiring and supporting the Head of School, undertaking strategic planning, and leading in financial support of the school. The Board entrusts the daily operations of the school to Renee Detloff, Head of School, who supervises and evaluates all programs and personnel and is the final arbitrator of any disputes that may arise. *The Board does not sit in review of administrative decisions*, so the Head of School is the "court of last resort" for any problems.

Use proper channels. The proper channel to raise an issue or register a complaint is to go most direct level first (i.e., the teacher for a classroom-related problem, or to the business office for a billing concern). If you do not receive a satisfactory answer, speak with Renee Detloff, the Head of School. If you are unsure of the proper channel, the school supplies "Parental Concern/Input" forms, found at the mailboxes, which may be filled out and turned into the office. The school will then make sure the proper person responds to the concern.

Parents/Guardians Signatures

School Representative Signature

Appendix I

Addition/Deletion to Child's Pick Up List

Child(ren)'s Name _____

Signature Date

ADDITION TO MY CHILD'S AUTHORIZED PICK UP LIST:

Name _____ Phone # _____

Relationship to child _____

Please add this person to my child's pick up list permanently, or until I remove him/her from the list

This person is authorized to pick up my child for this/these date(s) only: _____

DELETION TO MY CHILD'S AUTHORIZED PICK UP LIST:

Person to be deleted from the pick up list: _____

Please note: if the person being deleted from the list is a parent/guardian of the child, a copy of a court order must be given to the school.

08/24/06

Appendix J

Notice of Withdrawal

Child's Name _____

Child's Anticipated Last Date of Attendance _____

Reason for Withdrawal _____

Parent/Guardian Signature _____ Date _____

Please Note: Written notice of withdrawal must be given at least 30 days before withdrawal of a child from Villa Montessori. In the event that a withdrawal is made without such notice, the parent shall assume financial responsibility for the payment of one full month of tuition. A \$50 withdrawal fee will be charged, per child, to the family's account. If a child is withdrawn after March 1, the parent shall assume financial responsibility for each of the monthly tuition payments due through the end of that school year. Withdrawal of an elementary student from the school will not excuse the parent from the duty to pay all of the tuition.

Return this form to school office for processing.

(Office staff: make copy for alumni database)