



### Agreement of Policies

#### Policies:

- ❖ Please make a courtesy call by 8:00am if your child will not be coming in that day.
- ❖ Make arrangements for picking up your child when you are going to be late.
- ❖ Call or send a note in if someone else is picking up your child. They will be asked to show proper identification.
- ❖ We do not have make-up days or refunds for illness or absences.
- ❖ All forms need to be completed before your child starts the program.
- ❖ Payment is due the week prior for your child to attend Stonebridge Montessori School.
- ❖ Notify staff of any contagious illness so we may notify other parents.
- ❖ Provide a complete set of clothes, appropriate for the weather that is updated each season, to be left at Stonebridge Montessori School.
- ❖ Ages 3 years to 6 years are eligible for the programs.
- ❖ Only prescription medication may be given to children during the program or medicine accompanied by a doctor's note. Aspirin, antihistamines, vitamins, etc. may not be administered by staff unless the parent brings a doctor's note included with it.
- ❖ Provide a 30 day notice if you plan to withdraw your child.
- ❖ Tuition billing is either monthly or bi-weekly in advance of the first day of programming.
- ❖ If your child is sick during the day (i.e. fever, vomiting, diarrhea, earaches) the parent/guardian will be called and the child will be sent home.

\_\_\_\_\_  
Print Child's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian Signature