

Acknowledgment

Please be aware of the following policies and procedures.

Holidays – We are closed on the following holidays: New Year’s Day, Martin Luther King Day (staff development day), Spring Break in accordance to LISD, Good Friday, Memorial Day, Independence Day, Labor Day, Wednesday-Friday for Thanksgiving Holiday, and Winter Break in accordance to the LISD schedule. When a traditional holiday falls on a weekend, we observe the holiday in accordance with the national Monday Holiday Bill. Because our tuition is set on an annual basis, there is no reduction in tuition for holidays.

Birthday Celebrations - We have a special way of celebrating birthdays at Cypress Creek Montessori. It is different than a traditional American birthday celebration and is more conducive to the classroom environment. Please refer to the handbook for more specific information and please refrain from bringing a birthday cake, cupcakes, or any other foods with high sugar content for their special snack. Please do not bring any special snack that contains nuts or are manufactured in a facility that processes nuts or tree nuts.

Nut Free Zone – Due to potential or existing nut allergies in our Toddler Classroom, this classroom is a “Nut Free Zone”. Please refrain from bringing lunch items to school that contain nuts for the safety of our children; if bringing in a food item for group celebrations, please make sure that it is not processed in a facility that processes nuts or tree nuts.

Medication Policy – On days that a child is required to take medication, parents must complete the “Medication Authorization Form”. The medication must be kept in its original container and the following information must be clearly stated: the child’s name, doctor’s name (if prescription), prescribed dosage, and expiration date; Please provide a spoon/cup with your child’s name on it. CCMS cannot administer a fever reducer for any elevation of temperature; any fever reducers cannot be administered until the child has been in care for over 4 hours. Please do not leave any type of medicine in your child’s bag or belongings. A “Medication Authorization Form” must also be completed for CCMS to administer insect repellent.

Emergency Dismissal – Occasionally Williamson County has flash flood warnings or other severe weather conditions. CCMS will be closed on any day LISD has cancelled school because of inclement weather. If LISD is not in session, we will follow the judgment made for city employees. As with any missed days, tuition cannot be refunded for missed days due to weather.

Financial Policies - Monthly tuition is due and payable to CCMS on the 1st of the month. A \$5.00 per day late fee is applied to each working day after the 5th, with a maximum charge of \$50 per month. The late fee is applied after the fifth without exceptions of absence from the school due to illness, vacation, or school closings. Tuition and other fees must be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendances as “make up” days.

Supply Fee – A bi-annual supply fee of \$100 per child is billed in August and February for classroom supplies, art and craft supplies, computer programs, and manipulative and Montessori materials.

Deposits – Your deposit of \$100 will be refunded when you provide the written notice of withdrawal more than 30 days in advance. You also have the option of deducting it from your last month’s tuition if proper written notice was given. Please keep in mind that the last month is not prorated.

Sibling Discounts – Families enrolling more than one child will receive a \$50 discount on the total tuition price. Discounts are not applied to any prorated months.

Temporary Absences of Two Weeks or More – If you want to guarantee that your spot will be held, you must continue to pay the tuition. If you do not pay the tuition, your spot will be filled, but you will be put on the top of our waiting list.

Disenrollment/Reenrollment – If you would like to disenroll your child from the school, we require 30 days written notice. The last month is never prorated, so please give notice at the top of the month with the last day of attendance being the last day of the month. If you are planning to re-enroll, all fees are due again, which include a re-registration fee of \$100, \$100 deposit, and the appropriate supply fee.

Late Pick-up Fee – Students must be picked up by 6:30 p.m. There is a late fee of \$1.00 per minute per child for parents who arrive after 6:30.

Class or Schedule Change – If your child moves to another class with a different tuition, no mid-month adjustments are made. You will be billed the new tuition rate in the following month. Please also note our schedule change policy in your handbook.

Photography – We often document your child’s activities by taking photographs. Photos are for school use only and are available by request. Those published in the newsletter will also be published on the website. The child is never identified by name, but requires a signed Photograph Permission Slip from the parent in order to be used for this purpose.

New Enrollments – There is a three month probationary period for all new students enrolled to the school. In this time, new students will be assessed to see if the Montessori environment is best for your child.

I acknowledge that I have received Cypress Creek Montessori School’s Parent Handbook. I understand the school policies and will respect them. I realize that changes may be made to these policies.

Signature of Parent(s) _____

Date _____