
GRACE MONTESSORI SCHOOL

PARENT HANDBOOK

Version: 1.0

12286 N 56TH AVE GLENDALE, AZ 85304

www.grace-montessori.org

Contents

Vision	3
Mission Statement	3
About Grace Montessori School	4
Hours Of Operation.....	5
Registration & Enrollment	6
Tuition	7
Fees	7
Refunds.....	8
Withdrawal & Discharge	8
Lunch & Snacks	9
Clothing Policy.....	9
Visits and Observations	10
Parent Participation	11
Field Trips.....	12
Discipline	12
Sun Protection.....	13
Medications & Illness	13
Accidents & Emergencies.....	14
Transportation	14
Special Needs	14
Pesticide	15
Contact Information	16
Address:.....	16

Vision

Grace Montessori School believes that early education plays a vital role in nurturing a lifelong passion for knowledge. We recognize children as valuable and capable individuals who possess their own unique perspectives. They possess an innate curiosity, imagination, and a desire to form connections with others. The role of our teachers is to serve as partners, carefully observing and guiding students towards a deeper understanding of topics they have chosen themselves. By empowering children to make decisions about their own learning, we demonstrate that learning is a source of joy, wonder, and even frustration. We emphasize that each child is important and has a place in the world. Furthermore, we instill in them the belief that with perseverance, they will achieve success. By granting them the freedom to be themselves, we enable them to accomplish extraordinary things.

Mission Statement

Our primary objective at Grace Montessori School is to instill in children the confidence to embark on an unending journey of knowledge. Through our personalized and research-driven curriculum, we foster the growth of intellectual, social, emotional, and creative abilities. By engaging in guided inquiry, children naturally acquire a wide range of academic, problem-solving, and social skills. Our aim is to lay a solid foundation that will enable children to achieve lifelong success.

About Grace Montessori School

Grace Montessori School is a school that is dedicated to the child, fostering inner curiosity and desire to learn. We respect each child as a unique individual, fearfully and wonderfully made. We offer a carefully prepared environment that allows the children to reach their best potential. We are excited that you found your way to Grace Montessori School and cannot wait to get to know you and your family!

Grace Montessori School is a place where children:

- Feel confident contributing their thoughts and ideas.
- Problem solve and resolve conflicts.
- Explore, imagine, create and discover.
- Learn how to learn.

Hours Of Operation

Academic Hours:

Full Day: 08:30 am – 03:00 pm

Half Day: 08:30 am – 12:00 pm

Extended Care:

Morning Extended Care: 08:00 am – 08:30 am

After School Extended Care: 03:00 pm – 05:30 pm

Grace Montessori School calendar will abide by the Peoria Unified School District Calendar, although there may be some slight differences. The academic year runs from August to May, and we may also offer summer programs.

Registration & Enrollment

Parents may download and print enrollment documents at any time through our website at www.grace-montessori.org/docs.

A non-refundable registration fee of \$125¹ is required. To complete the registration process, parents must fill out the AZDHS Emergency, Information, and Immunization Record Card (Blue Card) and submit the child's immunization records or exemption form.

Children must be at least 3 years old and must be fully potty trained before they can be enrolled. Enrollment is subject to availability, and if there are no spots open, your child will be placed on our waiting list. Each child's acceptance into the program is contingent upon their successful adjustment, parental satisfaction and support, and staff approval.

All registration documents, fees, and tuition payments must be received by Grace Montessori School before enrollment can be finalized.

¹ \$100 per child for additional child of the family enrolled if registered at the same time.

Tuition

Program	Duration	Yearly Tuition	Monthly	Late Pick Up Fee
Primary Day Half	08:30 am – 12:00 pm	\$7,000	\$700	\$25 (after 12:15p)
Primary Full Day	08:30 am – 03:00 pm	\$9,000	\$900	\$25 (after 03:15p)
Morning Extended Care	08:00 am – 08:30 am	\$500	\$50	\$0
After School Extended Care	03:00 pm – 05:30 pm	\$1,900	\$190	\$28 / (after 05:45p)

Program	Cost
Occasional Care	\$20 / day

Tuition fees are determined on an annual basis, specifically for the academic year, and can be conveniently settled through 10 monthly installments spanning from August to May. The payment for each month's tuition is expected to be made on the first day of that respective month. Additionally, families with a second child enrolling simultaneously are eligible for a 5% discount on the tuition fees.

Fees

One Time Enrollment Fee	\$125
Late Payment Fee:	\$15 up to 3 days late and beyond 3 days \$20/day from 4th day onwards
Returned Check Fee:	\$35
Snack Fee:	\$25/mo.

Refunds

There are no refunds or allowances for absences, withdrawal, or vacation. Tuition is the same whether a child attends or does not attend class and regardless of the number of school days in a particular month (days when school is closed are already factored into the price of tuition). **All fees are non-refundable.**

Withdrawal & Discharge

Parents have the option to withdraw their child from the school at any time, provided they give a written notice of 60 days in advance. However, if a student withdraws without giving the required notice, the parents will still be responsible for paying the child's tuition for a period of up to 60 days after their departure.

At Grace Montessori School, the school and the child's teacher have the authority to discharge any student at any time if they believe that the student is not benefiting from the instruction or if their behavior is negatively impacting the program or the school. The recommendation and observations of the student's teacher are taken into consideration before making a decision. Discharge is only considered if it is deemed to be in the best interest of the child and/or the classroom. The school has the discretion to determine any tuition considerations at the time of discharge.

Lunch & Snacks

At Grace Montessori School, children are provided with nutritious snacks twice daily, both in the morning and afternoon. Please inform us if your child has any dietary restrictions.

Parents are required to supply lunch. Lunch should be ready to eat without teacher / microwave preparation.

We require each to child arrive daily with:

- a healthy lunch packed in an insulated lunchbox with an ice pack
- a reusable water bottled filled with water (we refill them throughout the day as needed)

Clothing Policy

Children are required to wear aprons during certain activities; however, it is common for them to get messy on most days. Please ensure that your children are dressed appropriately. We kindly request that all children bring a spare change of clothes in a labeled bag for us to keep on hand. Any soiled items will be sent home with your child. We require children to wear closed-toed shoes to fully engage in activities that enhance coordination. Open-toed shoes and flip-flops can pose hazards and may hinder the effectiveness of

certain activities. Remember to wear socks with shoes. Please be aware that certain hairstyles may be a distraction to other children, we recommend that students do not come to school with a Mohawk, or any type of hairstyle that may cause distraction to other students.

Visits and Observations

Parents are encouraged to visit their child at any given time and are granted access to all sections of the facility where child care services are provided. Parents are also invited to arrange for an observation session to gain a better understanding of their child's daily activities. We kindly ask parents to schedule these observations after their child has had a minimum of two months to adapt to their new routines and surroundings. To schedule an observation, parents can either call or send us a text message.

Parent Participation

We believe that building a strong, supportive community around our children is crucial. Parent involvement plays an important role in a child's preschool experience. There are a variety of ways parents can support their child:

Special Talents: If you have a special talent you would like to share, such as playing an instrument, gardening, art, performing magic, etc., we would welcome it. Please let us know so we can schedule a visit.

Communication: Communication between parents and preschool staff is vital. Parents should and special events posted to the Parents section of our website.

If you have any questions, please message us.

Family Nights and Special Events: We will be hosting several family events throughout the academic year. These events offer a great opportunity to meet other enrolled families and interact with staff. Keep an eye out for newsletters and our special events calendar.

Volunteering: Parents are encouraged to volunteer. Whether it's in the classroom, at a special event, or during a field trip, parent participation is always welcome. Please let us know if you're willing to volunteer.

Conferences:

Teachers may request a conference from time to time, and parents are always welcome to schedule a conference with their child's teacher.

Field Trips

The education of children is further enriched through specially arranged visits to various off-campus locations. These trips are meticulously planned in advance and require the explicit permission of each parent for their child's involvement. Prior to any off-campus field trip, you will be provided with the necessary forms to authorize your child's participation. We highly value and appreciate the presence of parents as chaperones on these field trips.

Discipline

Natural consequences are considered the most effective method for students to learn from their mistakes. If a child knocks something down, they are responsible for fixing or cleaning it up, with the assistance of a teacher if necessary. To guide young children towards safe and productive choices, we employ positive redirection and refocusing techniques. We communicate what the child should do in a positive manner, such as encouraging them to "walk in the classroom" instead of saying "don't run." If a child becomes disruptive, they may be asked to sit apart from their peers and observe the classroom rules. Any ongoing issues will be promptly discussed with parents. In cases of severe misbehavior, parents will be required to pick up their child from school within 30 minutes of being notified.

Sun Protection

We strongly recommend that you ensure your child is adequately protected from the sun. You have the freedom to choose the sun protection method that suits your preference, such as a hat, sunscreen, or long sleeves. Please remember to apply sunscreen to your child before they arrive at school, and we will also reapply it in the afternoon.

Medications & Illness

Grace Montessori School does not dispense medications to students. If a child becomes ill, they will be sent home. If your child is not feeling well with symptoms like fever, stomach upsets, cough, runny nose, rash, or red eyes, please keep them at home to protect their classmates. If your child has a contagious disease such as chicken pox, strep throat, pink eye, etc., please inform us so we can alert other parents to watch for symptoms in their child.

Accidents & Emergencies

Grace Montessori School maintains a first aid and CPR trained staff member on-site whenever children are present. Should a medical emergency or serious injury occur, all essential measures will be implemented to protect the child's well-being. Emergency services will be contacted by dialing 911, and the child will be transferred to the closest healthcare facility. Parents will be notified immediately of any significant injuries and will usually be consulted on the necessity of medical treatment. Regardless of the injury's severity, an incident report will be recorded. First aid will be administered to any child in need of care.

Transportation

Transportation service is not offered to students of Grace Montessori School.

Special Needs

An individual assessment is conducted for every child with special needs to determine the appropriateness of our program.

Pesticide

In case of any pesticide being used at any location within Grace Montessori School, parents can request access to pesticide information at least 48 hours prior to the application.

This information will cover details such as the brand, concentration, application rate, and any necessary use restrictions specified on the herbicide or pesticide label.

Additionally, it will include the date and time of the application, the pesticide label, material safety data sheet, as well as the contact information of the pesticide business licensee and licensed applicator.

Contact Information

- Mirela Neamtu (LEAD GUIDE, AMI CERTIFIED): 623-703-0712

Address:

12286 N 56TH AVE GLENDALE, AZ 85304

Website:

www.grace-montessori.org