

Wortspiele Policies 2011 - 12

1. Hours of Operation and Philosophy

Wortspiele is a German Montessori preschool operating daily from 9 am to 2:50pm. Early Morning Drop Off is available from 8:30 to 9 am.

Wortspiele is an educational program for young children and not a day care facility. We offer school hours that we consider developmentally appropriate for children aged 2 to 4 years of age. Two year old children will be accepted for 2- or 3- mornings per week, three- and four-year old children will be accepted for up to 5 full days a week.

Wortspiele does not offer after-school care.

2. Holidays, Recesses and School Closings

Wortspiele generally follows the NYC Department of Education school calendar in scheduling mayor holidays and recesses.

However, **we reserve the right to differ** from the NYC DOE school calendar in regard to minor holidays and to the number of days and specific dates for recesses. All families will receive a Wortspiele school calendar including all holiday and recesses at the beginning of each school year.

Please be aware that Wortspiele will stay closed in severe weather if the commute to and from our premises is deemed unsafe, **even if** the public schools stay open. We will try and provide a make-up day if possible. We will **not** provide a make-up day if we have to stay closed because the city issues a public school "snow day".

For the midwinter and spring recesses Wortspiele will offer midwinter and spring camps **if possible**. Camp times and schedules will be based on our regular preschool times and schedule. Registration for camp will be necessary and there will be a camp fee that is not included in your tuition payment for the school year 2010-11.

2. Arrival and Pick up

The timely arrival and pick up of your children is a courtesy to our staff and an important contribution to your child`s successful preschool experience.

The "free play/choice time" at the beginning of the school day is a crucial part of our daily routine and philosophy since it provides opportunity for children to explore and to apply, practice and facilitate many of the skills taught in our curriculum.

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While doors open at 8:55 am we allow ten minutes - from 9-9:10 am - for the morning "greeting/arrival time" to account for minor delays.

We require that parents/caregivers **sign each child in and out** upon arrival/pick-up. A sign-in/out sheet will be provided daily and placed in the hall.

Pick-up time for the half-day children is 11:50 am, and 2:50 pm for the full day-children. We ask that parents/caregivers **call us** if they are running late.

There is a **\$ 10 charge** for every \$15 minutes late pick-up, starting - after a grace period of 10 minutes - at 12 noon(h-d)/ 3 pm (f-d).

2. A "nut-free", "well-children only" environment

Wortspiele is a **nut-free** and **well-children-only environment**.

We share the responsibility for the safety, health and well-being of all the children in our preschool. Our nut-free- and well-children policies play an important role in ensuring these. **Parents may not bring a sick child to school.** (A sick child meaning a child that displays or has displayed any of the **symptoms outlined in our health plan** 24-hours prior to the start of the school day.)

Parents are required to **inform us** if their child has been diagnosed with a contagious illness They will also need to provide a medical clearance form before your child can return to school.

Due to our **nut-free policy** there are **some restrictions** on what you can give your child for lunch. We will provide a list with exclusion criteria and a snack list with food items that are **safe** to bring. Please read these lists carefully and thoroughly, be sure to check with us if you are unsure or have any questions re a specific food item.

Lunch items that may pose a **choking hazard** will **need to be cut/sliced** in a way to eliminate this hazard, for example: all carrots (including baby carrots), tomatoes (Including grape, cherry tomatoes), grapes need to be cut in quarters, along the long side. Apples, pears, etc. need to be cut into thin slices, peeled if you peel them for your child at home. Hot dogs need to be cut into thin strips.

3.a) Information: from you to us

You play an invaluable role in helping us to serve and support the needs of your child to our best abilities. Please **provide information that might help us better understand** your child`s behavior, feelings in general or at any specific time in his/her life.

Please inform us of situations at home that might have an impact on your child`s behavior, feelings and overall mood and well-being.

A German Montessori preschool and language program

Situations may include

- business travel of a parent for longer than usual
- sickness or death of a close relative, friend or pet
- separation, divorce
- move,
- pregnancy, arrival of a sibling

You can be assured that all information you provide will be treated strictly confidential and be used only for the purpose described above.

3.b) Information: from us to you

You will receive copies of our
Discipline Policy,
Health Care Plan, including Emergency procedures
Emergency Evacuation plan.

Please read these thoroughly and carefully. They inform you on how we discipline children in our classroom and what we will do in case of a medical emergency or an imminent or potential danger that requires us to evacuate the children from our building. They further inform you of what is expected of you as the parent/primary caregiver in those circumstances.

4. Emergency Pick-up and Sick-Child Return Policy

Please be prepared to pick up your child within one hour after receiving information that your child is sick/not feeling well. If you generally will not be able to get to our school from your work or home within one hour please make arrangements to have a designated emergency contact person pick up your child from our school in case of sickness.

Children who had to be sent home sick need to provide a medical clearance form before they can return to school.

5. Tuition Payments

A tuition payment of 1/4 (one-fourth) of the yearly tuition is due at the time of registration (once a child's space has been confirmed) or - if the overall tuition exceeds \$10,000 - latest by the first day of June to secure a child's space for the up-coming school year.

Further tuition payments are due at the beginning of each trimester (Sep 1st, Jan 1st and Apr 1st). A monthly payment plan may be made available upon request.

All payments are final and non-refundable. There is no make-up or reimbursement for missed classes.

A German Montessori preschool and language program