2021-2022 School Year

The Springs
A Montessori School

THE SPRINGS, A MONTESSORI SCHOOL

PARENT HANDBOOK

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PART I: INTRODUCTION

ABOUT THE SPRINGS

THE SPRINGS was founded in 1966 as a private school to provide Montessori classes for children in the Northern Virginia area. In 1984, THE SPRINGS expanded to include a licensed Full Day Program to accommodate the needs of children of working parents. In 2014, the school expanded to include programs for infants and toddlers. In the fall of 2016, The Springs opened their Elementary School. The school is licensed by the Virginia Department of Education (VOE) and is required to follow certain regulations as outlined by the Fairfax County Department of Health and the VOE. THE SPRINGS is accredited by the American Montessori Society (AMS), and Cognia (formerly AdvancedEd). THE SPRINGS program consists of a traditional, authentic Montessori program as follows:

- Infant House (ages 6 weeks-20 months)
- Toddler House (ages 20 months – 3 years)
- Children's House (ages 3-6 years)
- Elementary House (grades 1-6)

This handbook sets forth THE SPRINGS' policies and procedures. It is comprised of the Virginia Department of Education regulations, Health Department regulations, American Montessori Society and Cognia best practices, and lessons learned through practical on-going operations. Parents of all enrolled children are expected to read carefully and review the policies and procedures set forth in this handbook. Adherence to this Handbook is agreed upon contractually between enrolled families and THE SPRINGS by the terms of each student's Enrollment Agreement. The intention of this Handbook is to provide parents and other caregivers the information necessary to ensure a positive and harmonious school experience.

COVID-19 DISCLAIMER

The Springs has published a COVID-19 Playbook for the 2021-22 school year. This playbook can be found on our website at www.springsmontessori.com/parents. Should there be any discrepencies in policies between the Parent Handbook and the COVID-19 Playbook, the Playbook takes priority. If there are policies not spefcifically addressed in the Playbook, please refer to the policies setforth in this Handbook. The Springs reserves to right to make changes to either the COVID-19 Playbook or the Parent Handbook aat any time without notice.

OBJECTIVES

THE SPRINGS is dedicated to the Montessori philosophy and method of teaching. The faculty strives to create an environment that allows each child to learn and develop at his or her own rate and in accordance with his or her own needs, interests, and abilities. We work with the children to help them acquire a love of learning, respect for others, and self-discipline.

A Montessori class differs from the traditional school setting in several significant ways. The education is child-guided, classes are mixed ages, and materials are designed to stimulate, challenge, and encourage curiosity, self-motivation, and self-discipline. Children learn and develop new skills as they are ready rather than when they reach a certain age. Students move onto the next lesson or continue practicing until they have mastered the lesson. Older students provide inspiration and motivation to younger students while younger children remind older children that they must lead and help care for their greater community.

MISSION STATEMENT

The Springs, A Montessori School, is committed to developing the whole child in accordance with their individual needs adhering to authentic Montessori practices to provide a foundation that cultivates a lifelong love of learning grounded in peace, respect, independence, and excellence intended for the continued success of our students.

PARENTAL ROLE

In this handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person authorized to act in place of parents. THE SPRINGS respects the role of parents as the primary educators of their children. Since school is a continuation of the education children are receiving at home, the faculty of THE SPRINGS should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and objectives as well as to support the school policies as outlined forthwith. One of the conditions for initial and continued enrollment at THE SPRINGS is a signed contract indicating the parents' support of the school's philosophy, policies, and regulations. If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward the faculty or administration of the school, the school may take corrective action. Said corrective action may include, but is not limited to, at the discretion of the Head of School, the following:

- Imposition of particular rules or procedures the parent must follow in interacting with the school and its students and/or faculty
- Restriction or termination of the parent's access to the school property
- Dismissal of the parent's child(ren)

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

EQUAL OPPORTUNITY

THE SPRINGS, A Montessori School is an equal opportunity school and does not discriminate against its students or applicants on the basis of race, color, religion, age, sex, genetic information, national origin, disability, or other legally protected status.

PART II: MONTESSORI PROGRAMS AT THE SPRINGS

INFANT HOUSE – AGES 6 WEEKS – 20 MONTHS

"Growth comes from activity, not from intellectual understanding." –Maria Montessori.

The infant is the perfect example of Maria Montessori's words. Intellectually, the infant understands little at first, but their growth and development blossoms from the very act of doing. It is not long before they understand so much and are able to do even more.

Maria Montessori believed that the development of the individual begins at birth, if not before. Infants are immediately born into the First Plane of Development that is defined by an absorbent mind, the acquisition of language, intense concentration, the development of self as well as biological and physical independence. We can see these tendencies in children, at different levels, until about the age of 6 when they move onto the Second Plane of Development: Childhood. However, these tendencies are often most apparent during the first year to year and a half of life as it is so easy to observe the baby's absorption of the world around them since they do not yet have the distraction of words. We see the language come slowly, haltingly, but surely. We see the young infant deep in concentration rocking back and forth determined to roll. We see the older infant begin to mimic those around him revealing that he has been closely watching and examining his world and those in it. And most notably, we see the infant move through the first year of life, away from the comfort, immobility and complete dependence of the womb into a walking, crawling, eating, child that begins to yearn for independence. It is a miraculous and beautiful transformation; one that is fostered and encouraged by the Montessori Method.

Our Infant House is a unique environment designed entirely for the infant. It is a small environment with a 3:1 student to teacher ratio. The atmosphere feels warm, cozy, and safe for the infant, but within a regulated, predictable, school environment for the convenience and comfort of the parent. The constant basis of our Infant House is to provide a nurturing and loving place where children are encouraged to grow and develop at their own pace. It is also a place for parents to feel secure, welcome, and involved. We understand the privilege that parents grant us in being a part of this special time in a child's life.

The Montessori Infant curriculum is entirely child centered and plays to the tendencies of the infant. The room is safe and secure, allowing each child to explore freely and to engage in movement. Infants in a Montessori setting are not confined to high chairs and other immobilizing devices. They are provided equipment at their own level that allows them to observe and absorb their surroundings. The environment is quiet and peaceful as infants listen to classical music, the sounds of nature, or the reading voices of their teachers. Stimulation is prepared thoughtfully and provided slowly and with focus.
Montessori materials are introduced as the child becomes ready. Lessons facilitate the major milestones of the first year and a half of life. They include, but are not limited to rolling, crawling, object permanence, talking, weaning, walking, etc. Language development is a central focus of the Infant House. Our teachers read frequently from a mixture of picture and board books as well as classics of children's literature like

Charlotte's Web and Little Women providing exposure to language usage, word formation, and new vocabulary. They encourage babbling and describe actions, pictures, and sing songs ensuring the infant's exposure to different facial movements and expressions.

Nursery gyms with ramps and stairs are available to encourage movement and play. Rugs and blankets of different textures are available to encourage sensory exploration. Developmental toys like puzzles and blocks become available as the infant requires more stimulation. The infants explore basic musical instruments and begin to experiment with art materials. The basics of self-care and clean up routines are introduced to older infants. They work on pouring, sponging, sweeping, dusting, and even begin the basics of toilet learning.

For the most part, the Infant House is the infants' world, but at times the infant enjoys watching and exploring older children. The infants will be given opportunities to watch and observe the Toddlers and even the Primary children from the safety of their classrooms or with their teachers. As infants become fully mobile and more communicative, they become free to explore the adjacent toddler classroom. At times, older children may be given the privilege to help the infants in tiny ways, allowing the infant the opportunity to see the possibilities of his or her growth.

Once the child is ready, with the consultation of his or her parents and teachers, the infant will make the leap to toddler and move on to our Toddler House. Generally, this happens between 16 and 20 months depending on the child's individual readiness. **Readiness is defined by a number of different developmental factors as opposed to a specific age or milestone.** However, at a minimum, a child must be walking confidently and be able to communicate needs on a basic level to be moved into the Toddler House. Transitions are also typically timed to coincide with natural breaks in the school year as transitions are generally smoother at these times.

TODDLER HOUSE – AGES 20 MONTHS – 3+ YEARS

The Toddler Program fully embraces the Montessori philosophy and aims to help children grow in independence, self-discipline, social and emotional awareness, and physical development of the body, ultimately preparing them for a smooth transition into a classroom in our Children's House. Our Toddler classroom offers a 1:5 teacher ratio. Typically, two assistant teachers work under the direction of a Lead Teacher holding a Montessori Infant Toddler Credential. Materials in the classroom are presented and designed to foster curiosity, exploration, self-sufficiency, and accomplishment with the flexibility and nurturing comfort of a small, attentive environment.

Our main goal for the Toddler classroom is that each and every child feels safe, happy and loved every day. Additionally, we strive to help each child develop, at his or her own pace, physically, socially, emotionally, and intellectually.

- Practical Life: This area focuses on the toddler's ability to care for himself as well as to help him become aware of and begin to care for the environment around him. Through repetitive and precise exercise, the toddler will learn concentration and order to gain independence. Examples include feeding oneself, dressing and undressing, toilet learning, hand washing, drinking from a cup, scooping, pouring, grace and courtesy, etc.
- Movement: Our Toddler classroom encourages the movement toddlers so desperately crave while helping children learn control of the body and develop spatial awareness, balance, and strength. Movement activities include yoga, dance, balance beams, climbing apparatuses and both indoor and outdoor play.
- Language: Exposure to the elements of language is critical for this age group. We provide activities designed to encourage expression, build vocabulary, strengthen word-mapping skills and promote linguistic understanding. Teachers encourage regular conversation in addition to reading, singing, rhyming, etc.
- Sensorial: Toddlers love nothing more than to explore, examine, and test. The sensorial materials encourage children to touch, watch, listen, taste, and smell, while helping them discriminate and classify, assign vocabulary, and problem solve.
- Mathematics and Science: Basic mathematical and scientific concepts will be introduced in preparation for entrance to the Primary classroom. Toddlers will explore the concept of quantitative description as well as the basis of experimentation and prediction.
- Culture and Art: Toddlers explore the different celebrations and traditions of the cultures represented in their classroom. They begin to understand and become aware of the world outside of themselves. Additionally, art and music are major components of the toddler curriculum with free expression and planned projects aimed at fostering creativity available all day, every day.

Toddlers transitioning into our Children's House, having experienced the roots of Montessori education, are excited and curious, eager to blossom into the next level of challenges. These children are evolving from side-by-side play into authentic, interactive play. They have solid problem-solving skills and are beginning to problem solve collectively. Verbal communication and expression have become natural and comfortable for this age group. The transitioning toddlers have learned to use the toilet, care for themselves while doing so, and have mastered the necessary skills to feed and clean up after themselves. They are comfortable separating from their parents and transitioning to new activities. They understand the expectations of the classroom environment. Most of all, they are happy, confident and ripe to burst into independence and further exploration. **Readiness is defined by a number of different developmental factors in addition to the ones listed above as opposed to a specific age or milestone.**

We encourage parents to work collaboratively with us throughout their toddler's Montessori experience and to trust that your child's care and safety are our first priority. Parents will receive a daily information sheet while their child is in the Toddler classroom. We welcome feedback about your child's interests, preferences, and habits. The parent

is the child's first and lasting teacher and the consistency between home and school is crucial during this developmental stage. Security and nurturing in this stage when it is most appropriate will make the leap to independence at the next stage easier for both the children and the adults. Furthermore, acceptance of the classroom goals and values and their promotion at home facilitates and even speeds a child's adjustment and success in the classroom.

CHILDREN'S HOUSE – AGES 3-6 YEARS

Our Children's House (sometimes called Primary, Early Childhood or 3-6) classrooms provide authentic Montessori education in a balanced mixed age group that aims to help children gain independence, self-discipline, confidence, curiosity and problem-solving competencies. Lessons are given in accordance with the teaching philosophy developed by Maria Montessori and provide children with activities that help them grow socially, emotionally, physically and intellectually. The Children's House operates on a 1:10 teacher-student ratio.

The Primary Classroom functions on the traditional Montessori Three Year Cycle and culminates with the Kindergarten year. Students enrolled in our Primary Classrooms can expect to engage in the following Montessori lessons and activities:

- Practical Life: The classroom is the child's living room and the activities in the Practical Life section are designed to help students learn to care for themselves, care for others and care for their environment. The lessons, through repetition, foster order, concentration, fine and gross motor skills, and help children become contributing members of their classroom community. Many of these activities, such as polishing, dusting, pouring, scooping, washing, etc., are recognizable to the children providing them a comfortable place to begin their exploration of the classroom. Typically, the goals of the Practical Life lessons are realized quickly thus encouraging children to attempt less familiar challenges. Practical Life remains integral through the Kindergarten year when children will accomplish sewing, embroidery, shoe tying, and other necessary life skills.
- Sensorial: At the heart of the Montessori classroom, the majority of the sensorial materials were designed by Maria Montessori. These materials isolate the child's individual senses to promote refined discrimination and classification. Children will smell, taste, feel, look and listen while assigning vocabulary and learning to differentiate at more acute levels. For example, smooth vs. rough will be fleshed out to order smooth, smoother, smoothest and rough, rougher, roughest. Ultimately, children build spatial relationships, recognize and create patterns, assemble and disassemble, all while indirectly building the basic skills they will need for advanced academic work in both the language and mathematical areas.
- Language: The average child learns 14,000 words between birth and age six. Therefore, the language section is crucial to a child's early childhood education.

From the moment a child enters the Children's House classroom, they are working towards the exciting goal of independent reading. Reading is taught phonetically and includes hands on experiences that help children learn sounds, form letters, recognize sight words, learn the parts of speech, and ultimately builds to the full scope of reading that includes deconstructing and constructing words, and reading comprehension, as well as writing with illustration.

- Mathematics: Students in the Children's House Classroom are provided hands on mathematical experiences that provide children with a concrete experience of quantity and mathematical operations. Children work towards abstraction and upon completion of the Kindergarten year are typically able to perform operations in their heads. Often their mathematical work includes carrying and borrowing as well as more advanced concepts such as multiplication, division, and fractions. Children also practice introductory geometry and even algebra.
- Science: Children are curious and the backbone of curiosity is experimentation. Our Children's House students are introduced to various scientific concepts such as magnetism, buoyancy, color mixing, zoology, botany, astronomy, and chemistry. The Montessori science activities encourage prediction, evaluation, experimentation, measurement and reporting. Additionally, children learn classification and proper nomenclature. Children are always encouraged to explore and discover.
- Geography and Culture: Our children live in a global, connected and diverse world. For over 110 years, Montessori education has encouraged the study of and exposure to different cultural traditions, beliefs and customs. Children's House students study the world closely beginning with the globe and moving locally as they progress. Families are encouraged to share their cultural and ethnic traditions. Our students celebrate many holidays and festivals experiencing cultural food, dances, clothing, goods, and beliefs with the aim of appreciating our difference and recognizing our oneness.
- Peace Education: Maria Montessori was nominated for the Nobel Peace Prize three times and it is no wonder because peace is at the heart of her teaching philosophy as she believed man's chances for peace start with the children. Now more than ever, children need to learn appropriate social and emotional skills. Our Children's House classrooms always teach and promote self-control, independence, empathy, reflection, appreciation, adaptability, emotional self-awareness, and positivity. Children are encouraged to self-discipline through inner motivation as opposed to systems of rewards and punishments.
- Creativity and Expression: Our Children's House classrooms encourage creativity and positive self-expression at all times. Art projects as well as free, open ended, art activities such as painting, coloring, molding, etc., are always readily available in the classroom. Additionally, many traditional Montessori activities incorporate elements of art and creativity. Students are exposed to music through dance, singing and simple listening enjoyment throughout the day. Furthermore, times

for movement to encourage balance, coordination and control of body are integrated throughout the day.

MONTESSORI KINDERGARTEN (a.k.a. LEADERSHIP CLASS)

Dr. Maria Montessori based her teaching method on Three Year Cycles of education: Infant/Toddler (ages 0-3), Early Childhood (ages 3-6), Lower Elementary (ages 6-9) and Upper Elementary (ages 9-12).

THE SPRINGS offers an Early Childhood (a.k.a. Children's House) program that includes Kindergarten.

Montessori Kindergarten is crucial to realizing the goals and outcomes that are touted by Montessori proponents. It is during this year that students complete the most advanced work in the classroom, activities they have been building towards since entering the Children's House classroom at three. Additionally, and perhaps most importantly, it is during the Kindergarten year that students develop leadership skills, confidence and social maturity that can only come from being the eldest in a group setting.

Kindergarten is an important transitional year, as it is the final year of the First Plane of Development. As children turn six, they move into the Second Plane of Development and their desires, needs, and interest change drastically. Therefore, it is crucial that students have a solid capstone year to their First Plane of Development that satisfies their desire to lead, be challenged, and contribute to their community.

From time to time, as parents of Montessori students, you may run into skeptics who question the philosophy and students' ability to transition into traditional settings. This skepticism is largely due to Montessori students transitioning to traditional environments without completing the entire Three-Year Cycle. The reality is that children, who transition prior to Kindergarten, often are academically advanced when compared to their peers in traditional settings, but they have not gained the social maturity and problem-solving skills to handle their advancement. As a result, children who are not challenged or who finish assignments quickly are not able to refocus themselves and often resort to inappropriate behaviors thus becoming labeled as behavior problems and giving Montessori education an unfair stereotype. Additionally, research is beginning to show that children who transition prior to realizing the academic goals of the Montessori Kindergarten year are more apathetic and less confident towards future academic challenges.

On the other hand, children who complete the Kindergarten year make a much more seamless and productive transition as the goals of a traditional first grade classroom are more aligned with that of a Montessori classroom. Therefore, THE SPRINGS believes it is in the best of interest of our students to complete the Kindergarten year in a Montessori environment and THE SPRINGS does not recommend transition prior to the Kindergarten year.

In keeping with Virginia Law, a child is eligible to participate in the Kindergarten class provided he or she turns 5 prior to September 30. Children turning 5 after September 30 may join our Montessori Emerging Leaders class. No exceptions will be made.

MONTESSORI EMERGING LEADERS CLASS

The Springs encourages the learning growth of a child. As a result, any student who turns five after the Virginia Department of Education's September 30th Kindergarten entrance date will be eligible to attend our Emerging Leaders Class. This class offers an additional afternoon work cycle and strives to help stimulate the child's intellectual curiosity while still embracing the Montessori Method. A Montessori Teaching Intern typically leads the class and the student may not be with their normal Lead Teacher or Intern during this work period.

The Emerging Leaders class provides children an opportunity to transition, without pressure, to an afternoon work cycle, focusing on the specific needs of children who are on the cusp of leadership and transitioning into more complex academic work. From time to time, the Emerging Leaders class may integrate with the Kindergarten class, but generally will work in separate areas that allow for greater access to those lessons that best meet their needs of this unique transitional period.

Students are welcome to opt out of participating in the Emerging Leaders class. Half Day children may continue to go home at 11:45 while Full Day children may remain in the nap room where they will be required to rest for 30 minutes and then work quietly until others wake up.

ELEMENTARY HOUSE

Our elementary classrooms continue the Montessori experience as the young child grows. Mixed age classrooms continue to promote independence, confidence, curiosity, respect, and problem solving. Elementary lessons give the students the keys to explore the world around them and begin to explore the rest of space and time in their imagination. The Elementary Curriculum focuses heavily on the interconnectedness and interdependence of all living and non-living things to help instill a sense of gratitude and respect for the world. Children may begin working on their lessons in small groups to aid their social development. Lessons are given in accordance with the teaching philosophy developed by Maria Montessori and her son Mario Montessori.

In addition, THE SPRINGS offers the unique opportunity for Elementary students to experience Spanish language in the classroom. Elementary children enjoy the ability to communicate with others as well as the ability to connect with a larger world, and the benefits of learning a second language last into adulthood. The children will regularly practice Spanish in a natural and integrated manner in their classroom

Students enrolled in our Elementary Program can expect to engage in eight areas of the Elementary Classroom:

- Geography: The Geography lessons explore not only political geography, but expand to explore matter, the relationship between the Sun and the Earth, mountains, rivers, and how humans impact their world. Geography lessons introduce science experiments and demonstrations that trigger the imagination of the child to apply concepts to a larger scale.

- Mathematics: Mathematical concepts are introduced with concrete materials that isolate a particular concept. The children move through exercises with these materials until they reach abstraction and work completely on paper. Elementary mathematics work includes fractions, long multiplication, division, decimals, word problems, and beginning algebra as well as more advanced topics like square roots and cubing numbers.

- Geometry: The origin of the word Geometry comes from “geo” meaning Earth and “metre” meaning measure. Elementary students explore measuring the world through explorations with various shapes that lead to work in area and volume.

- Language: The child in Elementary is ready to delve into the nuances of the English language. He explores the history of his language, how each piece of it functions today, and different ways to interpret written words. The child continues to perfect his skills in reading and writing. Children are introduced to acting and dramatic production as a means of self-expression and exploration of human relationships.

- Biology: Elementary age children are incredibly interested in the plants and animals around them. The Biology lessons aid the child in organizing plants and animals into categories by their characteristics. Lessons in Biology also help the Elementary child understand the interconnectedness of life on Earth and prepare him for chemistry in the future.

- History: History is part of everything we do as human beings; it is part of who we are as a civilization. From our beginnings, differentiated from animals by special talents, through the development of civilization and farming, to present day, Elementary children love to hear stories of the past. The teacher encourages this love by becoming a storyteller of the past and encouraging the children to further explore by researching topics of interest in books. Many children develop timelines of historical events or write short books to show classmates what they have learned.

- Art: Art is another form of self-expression for children. Elementary art builds on the foundations of Children’s House art and sensorial by introducing different media, visual concepts like balance and symmetry, and historical art forms from cave paintings to modern art. The Elementary environment allows children time to explore art and refine their abilities in that area.

- Music: Music changes from a sensorial experience in the Children's House to a true study in Elementary. Children can learn to both read and write music using treble and bass clefs and standard music notation. They also are able to play several rhythm instruments, alone and in groups, and listen to music

- Field Trips: A large part of the Elementary Montessori experience is the opportunity to "go out". As the young child spent the Children's House years discovering and developing his or her self, the older child spends his time exploring his role in relation to others in the world. Therefore, the ability to "go out" and speak to people who fill different roles in society (bakers, veterinarians, scientists, etc.) is critical to his development. In small groups, with adult supervision, the children leave the classroom to find professionals who can answer questions related to their in-class lessons and research. The group then returns to the classroom to share with their peers.

PROGRAM ASSESSMENT

The school's assessment program is intended to assist faculty and administrators in a systematic evaluation of the program, to diagnose children's strengths and weaknesses and identify any potential weaknesses in the overall presentation of the curriculum. The Springs does so by administering the Iowa Test of Basic Skills (ITBS) from Seton Testing Services. This testing experience also provides students with a Practical Life exercise in taking an exam. Currently, elementary students will be assessed twice each year (in the fall and in the spring). Kindergarten students are assessed once per year (winter). The ITBS "are nationally normed standardized tests that offer educators a diagnostic look at how their students are progressing in key academic areas." While some alterations and adjustments may be made to the curriculum in the event any gaps in the curriculum are identified in the testing process, no efforts will be made to "teach" to the test and assessment is in no way tied to evaluation of a teacher's individual performance.

PART III: ADDITIONAL PROGRAMS AT THE SPRINGS

SUMMER CAMP

Every summer, THE SPRINGS offers an eight-week summer camp to children who are enrolled for the upcoming school year at THE SPRINGS. Camp is educational and theme oriented. The Montessori philosophy remains active during camp.

Families who want to enroll in Summer Camp must fill out a Summer Camp enrollment form the January before Summer Camp is to begin.

Eligibility: Summer Camp is only available to THE SPRINGS' students. Children who have completed Kindergarten at THE SPRINGS are eligible for Summer Camp before moving on to First Grade. Children who are eligible to continue enrollment at THE SPRINGS for the upcoming school year, but who have decided not to do so may not be eligible to attend Summer Camp (e.g., children planning to attend Kindergarten at another school). Exceptions may be made for students who still have younger siblings attending THE SPRINGS, but only if there is space availability after all other eligible children are enrolled. If families change their enrollment plans for the upcoming school year over the summer and fail to make the first tuition payment on July 25, THE SPRINGS reserves the right to dismiss the student, without refund, to facilitate the transition of new students to THE SPRINGS.

Summer Camp Classroom Assignments: Children are assigned to a class at the discretion of the Administration. THE SPRINGS has a reduced faculty for summer and does not guarantee that students will be placed with the same teachers as during the regular school year. Typically, children are mixed up to help promote the adaptability of the children and provide the children and staff with a new and fresh perspective as well as to provide children the opportunity to establish new friendships.

MUSIC CLASS

THE SPRINGS provides a weekly music class to all enrolled children. Our music teacher spends approximately 30 minutes with the Children's House classes, 20 minutes with the Toddler House classes, and an hour with the Elementary House. Class times may need to be altered at any time to fit the needs of the school. Music class consists of singing songs, introducing different instruments and types of music, dramatic play, puppetry and much more.

The music curriculum culminates at the end of the school year with our Annual Spring Concert, where each class performs for the school and all of our families.

There is no additional cost for Music Class.

SPANISH CLASS

THE SPRNGS provides Spanish instruction to all students in the Children's House on a weekly basis. The Elementary students will have Spanish everyday. The Infants and Toddlers spend at least 30 minutes per week with our Spanish Teacher. Spanish Class consists of singing songs, conversational Spanish, grammar building, writing, and much more at the discretion of the Spanish teacher. There is no additional cost for Spanish Class.

PHYSICAL EDUCATION (PE) CLASS

THE SPRINGS provides a weekly PE class to all enrolled children of our Elementary House. Our PE teacher, contracted out to Royal Athletes Inc., spends approximately 45 minutes with each class. A variety of physical activities will be performed. A doctor's note needs to be provided if any student cannot participate in the PE class. There is a separate PE uniform that is required to be worn on the day of class. If a student is not wearing the uniform, they will be unable to participate.

There is no additional cost for PE Class.

ELECTIVE CLASSES

THE SPRINGS offers a number of elective classes that parents may enroll their students in if they so desire. Elective classes may change from year to year. Generally, outside vendors partner with our school to provide their program on-site for your convenience. All fees and policies are determined and handled by the third-party vendor.

Enrollment for elective classes takes place during the month of September and classes do not begin until the first week in October. Vendors are available to meet with parents at our annual Back to School Night.

Children enrolled in the Half Day program are free to return to school if they wish to participate in any of the elective classes.

At this time, THE SPRINGS has partnered with, Coding for Kids, Brigitte O'Ryan Pollio (Yoga), Tolbert Music (music lessons) and Royal Athletes.

LIBRARY PRIVILEGES

THE SPRINGS has an extensive library. The privilege of borrowing books is reserved for the Leadership class as well as those students in the Elementary House. They participate in library once a week. Children need a book bag or backpack to carry books home. Two are allowed to be checked out at a time and may be kept out for one week. A child will

not be allowed to check out books unless the books borrowed the previous week have been returned.

Any lost or severely damaged books must be replaced by the parents. We recommend bringing in a similar book from your child's personal collection.

The library has a section dedicated to parents and teachers as well. Please feel free to visit our library. Ms. Maureen is our librarian. The rest of the Administration assists her. If you would like to check a book out, please let one of us know.

TECHNOLOGY PRIVILEGES

THE SPRINGS allows the students of the Elementary House to have access to a computer and the internet on a regular basis. All resources are the school's property. Any use of the school's computers and internet access must be in support of education and research.

Additional responsibilities for use of school computers for the Internet are:

- Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- Students shall immediately notify the teacher if they suspect that a security problem with the system and/or the Internet exists.
- Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
- Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
    - Messages to others shall be polite and shall not be abusive.
    - Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
    - Use of the network shall not disrupt use of the network by others.

THE SPRINGS makes no warranty of any kind, whether express or implied, for Internet service. The school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Users are not permitted to:

- Use technology in sexting or cyber bulling: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
- Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the Head of School.
- Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the Head of School.
- Attempt to circumvent the system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Violate license agreements, copy disks, CD-ROMs or other protected media.
- Use technology for any illegal activity.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees.
- Harm the good will and reputation of the school or school employees.
- Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

The Springs has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to:

- social websites,
- blogs,
- message boards,
- wikis,
- podcasts,
- image – video-sharing sites,
- live webcasting,
- real-time communities.

Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:

- Loss of use of the school network, computers, and software including Internet access.

- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

PART IV: ADMINISTRATIVE POLICIES AND REQUIREMENTS

SCHOOL HOURS

THE SPRINGS is open from 7:00 am to 6:00 pm.

Infant House
Hours are from 8:00 am to 5:30 pm for 6 weeks to 20 months old, Monday through Friday.

Morning Montessori Program
Class hours are 8:15 am to 11:45 am for 20 months - 4 year olds, Monday through Friday.

Children who are enrolled for the above hours must arrive at school between 8:15 am and 8:30 am. Please be prompt. Children are dismissed between 11:45 am and 12:00 pm. Please be prompt in picking up your children. A $1 per minute late fee is charged for children not picked up on time.

School Day Program (Kindergarten aged and above)
Kindergarten class hours are 8:15 am to 2:45 pm, Monday through Friday. Children must be 5 prior to September 30 to be eligible to stay until 2:45 pm in the Kindergarten class. No exceptions will be made if your child's birthday is not prior to September 30.

Half Day Students who turn 5 after September 30 are eligible to stay for our Montessori Emerging Leaders Class beginning the first Monday of the month of their 5th birthday. This accommodation is subject to availability based on teacher to student ratios and is not guaranteed. (Full Day students are guaranteed space in the Emerging Leaders class). Hours are the same as the School Day (8:15 am – 2:45 pm). Tuition will be prorated to reflect the change in hours. Please note that students in the Emerging Leaders class will mostly likely not be working with their regular classroom teacher.

School Day hours for the Elementary House are 8:15 am to 2:45 pm.

Children who are enrolled for the above hours must arrive at school between 8:15 am and 8:30 am. School Day students should also be dropped off in their classroom or on the playground as determined by the class schedule. School Day students may not be dropped off in Toole Hall. Children are dismissed between 2:45 pm and 3:00 pm. Please be prompt in picking up your children. **Dismissal for all School Day students will take place in Toole Hall.** A $1 per minute late fee is charged for children not picked up on time.

Full Day Program
Hours are from 7:00 am until 6:00 pm. Children enrolled in this program may arrive any time after 7:00 am, but not later than 9:00 am. Children arriving after 9:00 am miss a significant portion of instruction and academic opportunity and prior approval from the office is required to drop off after 9:00 am. Full day students must be picked up no later than 6:00 pm.

A child is considered tardy or late if they arrive after 9 am with the exception of School Age children. Please review the section on Absenteesim and Tardiness for more information. If your child is going to be late, please notify the office. We offer a 45 minute grace period to Infant-Toddler and Non-Kindergarten students from the start of the work period which begins at 8:15 am. **After 9:00 am no child will be admitted to school without prior approval from the Head of School or an Assistant Head of School as such late arrivals are disruptive and hard for faculty and children alike. Under no circumstances will children be admitted to school after dismissals have begun for the day, i.e. 11:45 am.** Children who are signed in prior to 9 am and leave for an appointment, may return after 12 pm with permission from the office.

Kindergartners and Elementary Students are beholden to state laws regarding attendance and tardiness and must arrive no later than 8:30 am. Please review the Absenteeism and Tardiness Section for additional information

By Virginia regulation, children enrolled in the Full Day program have two outdoor playtimes and children under 5 are required to nap/rest for at least 30 minutes. Children who fall asleep are allowed to nap as long as their individual needs require. Children who would like to get up after resting for 30 minutes may continue to work quietly with classroom activities.

Montessori class hours for Full Day children are generally 8:15 am until 4:00 pm. During this time children will engage in activities in their Montessori classroom. From 7:00 am until 8:15 am and 4:00 pm until 6:00 pm children will engage in a variety of activities including: art, music, dramatic play, crafts, and self-initiated free play, indoors and outdoors. At these times, children may also continue Montessori work or practice previous lessons.

The Springs is not allowed by the terms of our State and County licenses to operate before or after our approved, designated hours. A violation of these hours could result in the revocation of our permit to operate; therefore, children may arrive no earlier than 7:00 am and must be picked up by 6:00 pm. A $1 per minute fee will apply to children picked up late, this fee must be paid at pick up in the form of cash.

ADMISSION

We require that all parents visit the school before submitting an application for their child. This enables parents to make an educated decision as to whether a Montessori environment is the right choice for their child and also provides an opportunity to have questions answered.

After the application is received, the child visits the school to determine his or her readiness for school and for parents to determine if our program is right for their child. Applicants to our Elementary House complete a day of shadowing. Shadowing Days begin in February and continue throughout the spring. Shadowing Days are required for all applicants to the Elementary House. Applicants to our Children's House complete a

Child Visit that is comprised of a visit, generally with the parent, to one of our classrooms. Child Visits occur in the morning and typically last about 30 minutes. For a toddler applicant, we do not require a student visit. Instead we offer a home visit from your child's teacher closer to the start of school, but it is not required. The home visit is a wonderful opportunity for your toddler to meet his or her teacher "on his own turf" and helps ease separation anxiety. It is not meant to be an evaluation of the child, the family or the home. The home visit is also meant exclusively as a time for your child and the teacher to bond, it is not the time to ask questions about the school and our policies.

The application fee must accompany the application or the application will not be accepted. The tuition deposit is paid at the time the child is accepted. This deposit holds your child's space for the following school year and is applied to the last tuition payment of the child's capstone year. For more information, please the Tuition and Fees section.

If space is available, the individualized nature of the program allows for children to be phased into the classroom at any time during the year.

THE SPRINGS admits children ages 6 weeks - 12 years of age. All children must be fully toilet-trained and demonstrate a readiness for school to be accepted into our Children's House. Children not toilet-trained and/or not showing a readiness for school may be placed in our Toddler House. The decision to admit a child and his or her placement are made by the school administration. **Children must be 3 years old by September 30th to be eligible for acceptance to our Children's House. Children must have completed Kindergarten in order to be eligible for our Elementary House. NO EXCEPTIONS WILL BE MADE IN EITHER INSTANCE.**

Admissions for new students will be offered each February after re-registration is complete for returning students. Returning students are guaranteed a space in their current classroom until the close of re-registration (typically the last school day in January). After that time, spaces will be offered to new applicants and returning students are no longer guaranteed availability. Preference for open spaces is given to siblings of enrolled children. Enrollment in our Elementary program is very limited. SPRINGS' students are given preference until the close of re-registration. After that, enrollment will be open to students matriculating from other Montessori programs, followed by former SPRINGS' students returning to our program, and lastly students matriculating from non-Montessori programs.

APPLICATION

The application that you submit on behalf of your child is also your enrollment agreement. When signing and submitting the application you agreed to the policies and procedures listed on the application and any subsequent changes to school policy or procedure that may be issued through an updated Parent Handbook or memo as disemmenated by the school (i.e. email, text, bulletin board notifications).

See below for an example of the enrollment agreement portion of the application. This example may not reflect the most recent version of the agreement. Please see the office for the most up to date enrollment agreement.

Agreement Contract

Indicating yes on the following statements and/or questions is akin to signing and agreeing. The application will not be processed unless all statements and/or questions have been made in the affirmative.

Proof Of Identity Verification *
Virginia Department of Social Services requires that schools verify the identity of all children enrolled in our program. This is to assist with the identification of missing children and to verify the age of each student. Acceptable forms of identification include your child's birth certificate, passport, certified notification of birth from a hospital, physician or midwife, or adoption/foster placement agreements. All documents presented must be ORIGINAL and will be documented and returned to you immediately. Identity Verification must be completed upon enrollment and no later than your child's first day of school.

◯ Yes

Virginia School Entrance Form *
All students are required to submit a Virginia School Entrance Health Form that is signed and dated by a physician. Your child's physician must certify that your child is up to date on his or her immunizations or certify that your child is medically or religiously exempt form immunization requirements. If applicable, the Virginia Form for Religious

Exemption must be notarized and accompany your child's Health Form. The Health Form must be submitted prior to your child's first day of school. Additionally, an updated Health Form must be submitted between your child's 4th and 6th birthdays to reflect updated immunizations. A yearly physical must be documented for elementary students.

◯ Yes

Parent Handbook Acknowledgement *
I have received THE SPRINGS' Parent Handbook (available at www.springsmontessori.com). I understand and agree to abide by the policies, procedures, rules and regulations set forth in the Handbook for the academic period in which I am enrolling my child and all future academic periods to include any subsequent Parent Handbook changes. The policies set forth are to protect and ensure your child's safety. Understanding and complying with the Handbook will help to make your school experience more enjoyable and seamless.

◯ Yes

School Directory *
I acknowledge that my child's name, as well as my name will be listed in my child's classroom directory which is only accessible through a secure login via the school's online platform.

◯ Yes

Media Release And Photographs *
I acknowledge that my child's photograph may be taken within school events for use within the school community (e.g., bulletin boards, newsletters, private online portal, etc.). Additionally, I acknowledge that my child's photograph may be taken and used in publications, videos, social media, and other mediums for public use associated with THE SPRINGS. Names of children will not be released without additional parental consent.

◯ Yes

S.M.S. (Text) Alerts *
I understand that THE SPRINGS sends SMS (TEXT) Alerts out to all families who have listed a cell phone number. This message is sent via School Messenger and it is the family's obligation to opt in or out of the messaging service. I agree to abide by the terms and conditions of my cellular provider and am 100% responsible for any charges incurred by my cellular provider for receiving any SMS (TEXT) alerts sent by THE SPRINGS.

◯ Yes

Email Messages *
I understand that THE SPRINGS routinely sends email messages out to all families who have listed an email address. These messages are sent through a variety of platforms and it is the families' obligation to opt in or out of the messaging services. I agree to abide by the terms and conditions of my email provider and am 100% responsible for any incidents associated with receiving any email messages sent by THE SPRINGS.

◯ Yes

Field Trips *
I hereby give permission for my child to be transported via bus* to and from field trips away from the school grounds, unless the school receives written notice from me to the contrary. Additionally, I hereby give my permission for my child to be transported to the field trips by a licensed and insured driver. I understand that when my child is transported in the car, the driver will follow all safety precautions, including the use of seat belts. I will provide a child safety seat as required by Virginia Law. *Please note that Virginia law does NOT require safety seats on the school bus*

◯ Yes

Pick Up Authorization *

I understand that for any individual, other than the parents listed on application, to have approval to pick up my child from school I must complete a Pick Up Authorization Form. This form will be provided before my child's first day of school. All individuals picking up children will be required to present ID. Pick up authorizations will not be approved by telephone.

○ Yes

Pick Up Restriction

The individuals listed below are restricted from picking up my child. Please provided appropriate legal documentation, if applicable,

_____

Custody Agreement *

If there is a custody agreement (or one is subsequently agreed to) for my child, I agree to provide a copy to the school prior to the first day of school. I also agree that if any subsequent agreement were to be made, it will be provided to the school immediately.

○ Yes

Toileting Agreement *

I give my permission to The Springs, A Montessori School and their teachers to help clean my child if they have any toileting accident. Children's House teachers will only intervene at the request of the child or when it is visibly apparent that the child is unable to clean him or herself completely.

○ Yes

Inclement Weather Policy *

I understand that at times the school must be closed due to inclement weather and other emergencies. THE SPRINGS does not possess the resources or technology to determine widespread weather conditions. Additionally, the school must ensure property conditions are safe for students and faculty and that we can be fully staffed to provide care for your children. Therefore, THE SPRINGS follows FAIRFAX COUNTY PUBLIC SCHOOLS for school closings, delays, and early closings due to precipitation. Please consult the

Parent Handbook for further information. THE SPRINGS makes every attempt to make up any snow days as determined by FAIRFAX COUNTY PUBLIC SCHOOLS. However, the school year will not be extended in any way.

○ Yes

Audio and Video Surveillance *

I understand THE SPRINGS utilizes audio and/or video surveillance within the school and its grounds. I understand that my child and anyone else I bring onto the premises may be recorded. Furthermore, I consent to this surveillance. I understand that the recordings are on a private system and only the Administration of THE SPRINGS have access to the recordings. Any parent at any time can view the recordings under the supervision of an Administrator.

○ Yes

Community Health Agreement

I understand that my child is joining a school community that, in addition to my child, consists of other students, teachers, and family members of students and faculty. THE SPRINGS works very hard to protect the health of all members of our community and reserves the right to send ill children home at the discretion of the School Administration, each of whom has completed the Virginia Daily Health Observation Training. However, these individuals, while trained to identify potential illness, are not medical personnel and cannot diagnose illnesses. Indicating yes on the following statements and/or questions is akin to signing and agreeing. The application will not be processed unless all statements and/or questions have been made in the affirmative. Therefore, I agree to the following:

To pick up my child immediately upon receiving notification of my child's suspected illness. If children are not picked up within an hour of notification, I understand that the school will have to report to the appropriate state authorities. *

○ Yes

To notify the school within 24 hours if my student or any immediate family member is diagnosed with a communicable disease. In the event of a death, due to a communicable disease, I will notify the school immediately. *

○ Yes

That an anonymous notification of a communicable illness reported by my family will be posted for the school community to see. *

○ Yes

To provide a doctor's note, when required, for my child to re-enter school or to keep my child home from school until he or she has been entirely symptom free for a full 24 hours, without the help of medication. *

○ Yes

Classroom assignments are made at the discretion of the School Administration. While parents may make requests at the time of the application, THE SPRINGS is under no obligation to honor such requests. Classroom assignments are not finalized until August (after the first tuition payment is received). *

- Yes

House Transitions are done at the beginning of Summer Camp or a new school year. Mid-year transitions are extremely rare and are the discretion of the Head of School, if space is available at the next House level. *

- Yes

THE SPRINGS reserves the right to charge a fee for any changes of contract including switching from Full Day to Half Day or vice versa. *

- Yes

All tuition payments will be made online through a service called FACTS. *

- Yes

FACTS requires a $40.00 registration fee each year. *

- Yes

All tuition payments are due on the 1st of every month. They are considered late after that and if there are insufficient funds in your account FACTS will charge you a fee. Failure to make a payment will result in the immediate dismissal of your child from the school. Note: FACTS withdraws the tuition from your account on or about the 25th of the preceding month (e.g. July 25th for August 1st). *

- Yes

Tuition rates may change at any time. 30 days written notice will be provided to parents. *

- Yes

Tuition rates for your child will be determined by his or her age on the first day of school and will remain at that rate for the entire school year. Classroom placement is based on your child's age prior to September 30. A transition to another level (i.e. Infant to Toddler or Toddler to Children's House) will not result in a tuition rate change until the following school year. *

- Yes

Accounts payable are assigned to the child and the parents listed on this application; they are considered the responsible party. In the event a third party will be responsible for tuition, written notice must be given to the school office. Otherwise, refunds, credits, late fees, etc., will be charged to the individual listed as parents on this contract. *

- Yes

A $100.00 application fee must accompany this application and is not refundable under any circumstance. *

- Yes

Upon notification of acceptance, a non-refundable tuition deposit of $250.00 is due immediately via FACTS for the CHILDREN'S HOUSE. Enrollment is not guaranteed until receipt of the tuition deposit. The amount of tuition deposit due is subject to change at the discretion of the school at any time. Advance notice will be given, if possible. *

Agreement required regardless of program choice

- Yes

Upon notification of acceptance, a non-refundable tuition deposit of $500.00 is due immediately via FACTS for the TODDLER HOUSE. Enrollment is not guaranteed until receipt of the tuition deposit. The amount of tuition deposit due is subject to change at the discretion of the school at any time. Advance notice will be given, if possible. *

Agreement required regardless of program choice

- Yes

Upon notification of acceptance, a non-refundable tuition deposit of $1,950.00 is due immediately via FACTS for the Infant House. Enrollment is not guaranteed until receipt of the tuition deposit. The amount of tuition deposit due is subject to change at the discretion of the school at any time. Advance notice will be given, if possible. *

Agreement required regardless of program choice

- Yes

$250 of the tuition deposit may be carried over from year to year and is non-refundable if your child does not complete their kindergarten year at THE SPRINGS. All other amounts will be applied to the last tuition payment of the school year in May. If a student does not complete the school year then the complete amount of the deposit is forfeited. Upon completion of the kindergarten year at THE SPRINGS, the $250 deposit will be refunded in its entirety if no outstanding debts are owed. *

- Yes

Terms and Conditions of Enrollment

Indicating yes on the following statements is akin to signing and agreeing. The application will not be processed unless all statements have been made in the affirmative.

Academic tuition fees are annual, but may be paid in monthly installments from July to April. *

- Yes

All tuition, deposits, and any other fees once received by The Springs are non-refundable. *

- Yes

All required paperwork must be turned in before the 1st of August prior to the start of school. Your child may not attend until all paperwork is received. *

- Yes

This contract is automatically renewable each year with re-registration of your child. *

- Yes

Students are considered enrolled for the entire year. 30 days written notice must be given of intent to withdraw. Verbal notice is not accepted. *

- Yes

Upon withdrawal, refunds will not be issued for all fees already paid. Any refunds given, if applicable (see Handbook for details), will be given on a prorated basis determined by weeks enrolled. NO REFUNDS OR DISCOUNTS ARE GIVEN FOR ABSENTEEISM. *

- Yes

THE SPRINGS reserves the right to dismiss a child without notice at the sole discretion of the Head of School. *

- Yes

Classroom assignments are made at the discretion of the School Administration. While parents may make requests at the time of the application, THE SPRINGS is under no obligation to honor such requests. Classroom assignments are not finalized until August (after the first tuition payment is received). *

- Yes

House Transitions are done at the beginning of Summer Camp or a new school year. Mid-year transitions are extremely rare and are the discretion of the Head of School, if space is available at the next House level. *

- Yes

THE SPRINGS reserves the right to charge a fee for any changes of contract including switching from Full Day to Half Day or vice versa. *

- Yes

All tuition payments will be made online through a service called FACTS. *

- Yes

FACTS requires a $40.00 registration fee each year. *

- Yes

All tuition payments are due on the 1st of every month. They are considered late after that and if there are insufficient funds in your account FACTS will charge you a fee. Failure to make a payment will result in the immediate dismissal of your child from the school. Note: FACTS withdraws the tuition from your account on or about the 25th of the preceding month (e.g. July 25th for August 1st). *

- Yes

Tuition rates may change at any time. 30 days written notice will be provided to parents. *

- Yes

Tuition rates for your child will be determined by his or her age on the first day of school and will remain at that rate for the entire school year. Classroom placement is based on your child's age prior to September 30. A transition to another level (i.e. Infant to Toddler or Toddler to Children's House) will not result in a tuition rate change until the following school year. *

- Yes

Accounts payable are assigned to the child and the parents listed on this application; they are considered the responsible party. In the event a third party will be responsible for tuition, written notice must be given to the school office. Otherwise, refunds, credits, late fees, etc., will be charged to the individual listed as parents on this contract. *

- Yes

A $100.00 application fee must accompany this application and is not refundable under any circumstance. *

- Yes

Upon notification of acceptance, a non-refundable tuition deposit of $250.00 is due immediately via FACTS for the CHILDREN'S HOUSE. Enrollment is not guaranteed until receipt of the tuition deposit. The amount of tuition deposit due is subject to change at the discretion of the school at any time. Advance notice will be given, if possible. *

Agreement required regardless of program choice

- Yes

Upon notification of acceptance, a non-refundable tuition deposit of $500.00 is due immediately via FACTS for the TODDLER HOUSE. Enrollment is not guaranteed until receipt of the tuition deposit. The amount of tuition deposit due is subject to change at the discretion of the school at any time. Advance notice will be given, if possible. *

Agreement required regardless of program choice

- Yes

Upon notification of acceptance, a non-refundable tuition deposit of $1,950.00 is due immediately via FACTS for the Infant House. Enrollment is not guaranteed until receipt of the tuition deposit. The amount of tuition deposit due is subject to change at the discretion of the school at any time. Advance notice will be given, if possible. *

Agreement required regardless of program choice

- Yes

$250 of the tuition deposit may be carried over from year to year and is non-refundable if your child does not complete their kindergarten year at THE SPRINGS. All other amounts will be applied to the last tuition payment of the school year in May. If a student does not complete the school year then the complete amount of the deposit is forfeited. Upon completion of the kindergarten year at THE SPRINGS, the $250 deposit will be refunded in its entirety if no outstanding debts are owed. *

- Yes

Legal

A breach of the Enrollment Contract or Parent Handbook ('Agreement') by the responsible parties (child's parents) entitles THE SPRINGS to pursue any remedy available to it whether at law or in equity, including an action for damages or specific performance of the terms of this Agreement, and as the breaching party, you shall pay the costs incurred by THE SPRINGS for enforcing this Agreement or of collection of late payments, including the payment of reasonable attorneys' fees, legal expenses, and court costs. No term, provision, or breach of this Agreement shall be deemed waived by THE SPRINGS unless such waiver is in writing and signed by THE SPRINGS. Any waiver, whether express or implied, shall not constitute a waiver of any different or subsequent term, condition, or breach. Further, you agree to indemnify, defend and hold THE SPRINGS, its owners, officers, and directors harmless from any and all liabilities, claims or demands (including the costs, expenses, and attorneys' fees on account thereof) arising out of any defamatory statements by the responsible parties. *

- Yes, I agree

Infant House Additional Terms and Conditions

As the responsible parties of the applicant, we fully agree to all items listed herein and any policies set forth by The Springs, A Montessori School including but not limited to any future policy changes made at THE SPRINGS discretion.

All nutrition for children in the Infant class will be provided by the parent. Limited snacks may be provided by the school (e.g., Cheerios, bananas, etc.) but not without parental consent. *

- Yes

THE SPRINGS will not introduce new foods to infants. All new foods should be introduced at home, over three consecutive days. Only if the infant shows no sign of allergic reaction should the food be brought to school. *

- Yes

The parents will provide labeled bottles, with premeasured nutrition, on a daily basis. Parents should provide at least one extra serving per day to account for adjustments in intake. All food shall be labeled and dated with the day it was prepared. *

- Yes

Parents will provide diapers on a daily basis. Destin and Sensitive Unscented Wipes will be available. If parents prefer a different brand/type they will be expected to provide those items as necessary. Destin requires additional authorization. *

- Yes

Parents will provide at least three additional changes of clothes. They may be left at school, but the parent is responsible for restocking extra clothes regularly as the infant grows. We suggest monthly at least. *

- Yes

All of the infant's belongings should be labeled with the child's name. We suggest adhesive labels. *

- Yes

The weaning process is an important transition for all students in the Infant House. THE SPRINGS will work closely with parents to facilitate this process according to the prescribed method outlined by the Montessori philosophy. This includes weaning children as they show a readiness, moving from a bottle directly to a drinking cup, and encouraging self-feeding. This is done at the child's pace. However, all children must be fully weaned prior to entering the Toddler House. *

- Yes

Pacifiers are a useful, instinctual comfort to babies until 4-6 months. Beyond that they are proven to become unnecessary crutches as infants become capable of self-soothing. They also contribute to the spread of germs as infants become more mobile at this stage and can impede language development. The Montessori method works to eliminate pacifier use at this age. *

- Yes

I understand that under no circumstance will any item (other than a pacifier, if applicable) be placed in an infant's crib at any time, even by parental request. *

- Yes

I understand that all babies will be placed in their crib on their back. No exceptions will be made, even by parental request. Once an infant is capable of rolling over, he or she will be free to roll at his or her will. *

- Yes

I understand that all infants will be placed on their stomach for at least 30 minutes per day to strengthen neck and upper body strength as well as head control. This time will be broken down into age appropriate increments based on the child's individual needs. *

- Yes

I understand that infants require human contact and comfort. All employees of THE SPRINGS are thoroughly vetted with background checks and are approved to work in childcare environments. Therefore, children will be offered physical comfort on a regular basis, as needed, each day. *

- Yes

I understand that infants thrive on consistency and routine and agree to work in collaboration with the school to ensure that we, as a family, are consistent with the procedures and goals of the Infant classroom in our home. *

- Yes

REQUIRED DOCUMENTATION

All children must have a Commonwealth of Virginia School Entrance Health Form, an Emergency Information Card, a Pick-Up Authorization Form and ID Verification of a birth certificate on file BEFORE they may start school. In keeping with best practices, children may be denied attendance if the required paperwork is not fully completed and on file in the office.

The Health Form must be completed for all new children as well as all children returning for Kindergarten and Elementary students. It must be completed by both the parent and the child's physician and dated within one year of the first day of school. Updated health forms must be submitted each year for Kindergarten and Elementary students. In the event that a child has not been adequately immunized, proof of a medical exemption must be submitted to the school. Immunization exemptions on religious grounds may also be submitted to school, but must also be verified by a doctor on the Health Form. A child who can demonstrate an established plan to bring immunizations up-to-date may be allowed conditional admittance to school. The Health Form can be downloaded from Virginia Department of Education's website, the school website, or many doctors now complete the form electronically and provide you with a copy. Be sure to complete Section 1 which must be completed by a legal guardian and is not always included with doctor's print outs of the health form.

All children must complete an Identification Verification. VDE requires this to aide in the prevention of kidnapping as well as to verify that the child meets the age requirements of the school's license. All documentation submitted for the Identification Verification must be original. It will be recorded and immediately returned to you. Documents that can be accepted are a birth certificate, a US passport, legal adoption papers, or a certificate of live birth issued by an accredited hospital.

The Emergency Information Card must be submitted for all children, including returning students, at the start of the school year. All information must be complete. VDE requires two additional contacts (non-parents) that can pick up and assume temporary care of your child in the event of an illness or emergency affecting your child when a parent cannot be reached. This information must be submitted on Transparent Classroom. All fields must be completed to be approved.

The Pick-Up Authorization Form is a list of individuals authorized to pick up your child from school. It remains in the child's file and can be added to or subtracted from at any time. Please list all individuals who may pick up your child including emergency contacts. Notify the school office in writing any time a child will be picked up by someone other than the parent to verify the pickup person is listed. For your child's safety, no child will be allowed to leave with anyone not on file as authorized, in writing, by the parent. All unfamiliar individuals picking students up will be required to present identification, even if they have previously been to the school.

Children who have allergies listed on their emergency card, health form, or application must have a completed Allergy Action Plan on file. The Allergy Action Plan is available on Transparent Classroom upon request.

All elementary students need to submit all Kindergarten through 6th grade academic records from any previous school attended.

TUITION AND FEES

THE SPRINGS is an educational institution that operates solely on tuition income designed on an academic model. While we recognize that some families use THE SPRINGS solely for childcare services, please understand that we follow the aforementioned academic model with a childcare component. **Therefore, all tuition payments and deposits are made in advance and are only refundable in limited circumstances as described in the Refund Policy.**

Application Fee: A $100 application fee is due at the time of application to initiate the enrollment process. The application fee is non-refundable, no exceptions. Upon enrollment, the application fee covers the cost of your child's accident insurance while at school. All children are automatically covered by accident insurance at the time they are enrolled.

Tuition Deposit: Upon notification of acceptance, a non-refundable tuition deposit is required. The following are the non-refundable deposits that are required:

- Infant House: $1950
- Toddler House: $500
- Children's House: $250
- Elementary House: $2900

Enrollment is not guaranteed until receipt of the tuition deposit. The amount of the tuition deposit due is subject to change at the discretion of the school at any time. Advance notice will be given, if possible.

For students enrolling in the Infant House or Toddler House, $250 of the tuition deposit may be carried over from year to year and is non-refundable if your child does not complete their kindergarten year at THE SPRINGS. The entiretly of the Children's House desosit is alsa carried over from year to year and is only refundable upon completion of the Kindergarten year. All other amounts will be applied to the last tuition payment of the school year. If a student does not complete the school year then the complete amount of the deposit is forfeited. Upon completion of the kindergarten year at THE SPRINGS, the $250 deposit will be refunded in its entirety if no outstanding debts are owed.

Due to the limited availbilty in our Elementary House, the tuition deposit will be applied to the last payments of your child's school year. If a student does not complete the school year in which they are enrolled, then all deposits are forfeited.

The tuition deposit may be carried over for re-registration, each January, to hold your child's place for the following school year. New children must pay the tuition deposit at the time of acceptance to guarantee enrollment.

Tuition: **Tuition is a fee for the academic year** which may be paid in 10 installments, July-April for Toddler House-Elementary House. Summer Camp fees are billed in May and June for Toddler and Children's House. The Infant House operates on a full year calender and payments may be made in 12 installments. Please note that annual tuition is divided into installments, these installments do not correspond to the month in which they are paid.

The first tuition payment is due July 25th and the remaining payments are due on the twenty fifth of each month and are considered late after that in accordance with the policies set forth from FACTS Tuiton Management. **The first tuition payment is non-refundable, and all subsequent tuition payments are final and only refundable in limited circumstances (see Refund and Withdrawal Policy)_once recevided by The Springs**

Summer Camp Tuition: Summer Camp enrollment requires a $500 deposit each spring to reserve a space in camp. **The Summer Camp deposit is non-refundable**. Remaining payments are due May 25 and June 25. Due to the limited timing and availability of Summer Camp, **no refunds are issued for withdrawal from Summer Camp**.

FACTS Tuition Management System: All payments and fees are handled through the tuition management system FACTS. All families must create an individual account with FACTS. FACTS requires a $40.00 registration fee each year and the registration fee is the responsibility of each individual account holder. FACTS also requires a five day hold on all tuition payments. Therefore, funds will be withdrawn from your account several days prior to the 1st in order to be received by The Springs on the 1st of the month. Any late fees or returned checks will also incur a late fee as stated in your individual agreement with FACTS.

THE SPRINGS was founded on the principle of affordable all-day Montessori education and continues to aspire to that goal. In doing so, the school must forego some modern conveniences to keep administrative costs as low as possible. THE SPRINGS only accepts cash or a FACTS payment. We do not have the capability to process credit cards except through FACTS, but please note that use of credit cards through FACTS incurs additional fees.

Other Fees: Material fees are included in tuition as are fees for Spanish and Music Class. Lunch fees are not included in tuition. Additional fees may be charged to your FACTS account for damaged materials resulting from aggressive behavior, failure to return borrowed school clothing, or unreturned library books.

Additional Tuition Information: All children are considered enrolled for the entire school year and/or Summer Camp. NO deduction or refund is made for absenteeism regardless of reason, excused or unexcused. When a child enrolls during the school year, rates are pro-rated for the actual number of weeks the child was formally enrolled. **No refunds are given when a child is withdrawn except in the limited circumstances outlined in the Refund and Withdrawal Policy. The first tuition payment of the school year is required for all students including those students who were withdrawn after June 30th.**

THE SPRINGS is supported only by its tuition and fees so please pay promptly and be sure to review our payment and refund policies carefully. Tuition rates for each level (i.e., Infant, Toddler, Children's House, and Elementary) are largely influenced by state required student to teacher ratios that are determined by age. Therefore, your child's tuition rate is determined by his or her age prior to September 30 and not by the class level to which he or she is assigned, unless you choose to hold your child back or your student has not met the requirements necessary to move to the next level.

THE SPRINGS tuition is determined by the number of days of school and accounts for planned school closures (e.g. spring break), holidays, as well as 25 extra days included for full emergency closings (no distance learning or childcare). When THE SPRINGS must close the school for inclement weather, natural disaster, or other life-safety or emergency situations, no tuition adjustment will be made. This is necessary so that THE SPRINGS can honor faculty salaries as well as other financial obligations throughout such times. If THE SPRINGS is closed for an extended period of time, we make every effort to provide remote distance learning for all students. All school age children may be required to participate fully in the distance learning program during this time so that state requirements for schooling are met.

REFUND AND WITHDRAWAL POLICY

Parents may withdraw their child from the school or Summer Camp at anytime during the year with 30 days written notice. Any returned payments will be in accordance with our Refund Policy and please note that it is possible that tuition may still be owed to THE SPRINGS. In the event, The Springs makes the determination that it is in the best interest of a child to withdraw from the school, 30 days written notice is not required and any due refund will be in accordance with the following Refund Policy:

THE SPRINGS operates solely on tuition income and tuition payments are considered final upon receipt. Therefore, THE SPRINGS only refunds tuition in very limited circumstances. In the event, that a refund is warranted, please allow 60 days from the notice of withdrawl to received payment refunds.

Tuition will be refunded to families under the following circumstances:

- A documented, job-related relocation outside a 20 mile radius of the school
- A documented, long-term, medical condition of the enrolled student or immediate family member (i.e. parent or sibling only)

- Death of student or an immediate household family member

Should THE SPRINGS require withdrawl of a student from the school, a refund will be issued 30 days after the child's official withdrawal. The refund will be prorated for the actual number of weeks the child was formally enrolled.

Refunds will not be given except in the aforementioned circumstances. Additional non-refundable fees include but are not limited to the following:

- Application fee
- Deposits
- Lunch fee
- Extra Clothing Fee
- Field Trips

Additionally, any outstanding fees including for damaged materials, unreturned library books, etc. will be deducted from any potential refunds or charged to you account if tuition is not eligible for refund.

FINANCIAL ASSISTANCE PROGAM

THE SPRINGS was founded on the idea of being an affordable Montessori program in Northern Virginia. As such we strive to maintain those ideals by trying to keep tuition as low as possible. THE SPRINGS subsides on tuition alone and as such does not have a financial assistance program.

THE SPRINGS participates in several military subsidy programs. All tuition is still paid in the full amount to THE SPRINGS. All subsidy documentation must be retrieved from the program to which you may qualify and submitted to the agency for review. Upon acceptance from the qualifying agency, a reimbursement check, as determined by the program will be sent to THE SPRINGS. THE SPRINGS, will reimburse the family in accordance with the subsidy rules and regulations. THE SPRINGS is not liable for any determination of refunds or eligibility of individual participation. THE SPRINGS does not guarantee a continued partnership with the military subsidy programs.

LATE PICK UP POLICY

There will be a charge of $1.00 per minute for children not picked up on time. Payment must be submitted no later than the following morning in order for your child to be admitted to school. Late fees must be paid in cash. All late fees are considered babysitting fees and are distributed to the faculty members who remained late with your child. Any parent who is repeatedly late will be asked to withdraw their child from school.

Should any child be left at THE SPRINGS past 7:30 pm, and parents or emergency contacts cannot be reached, Virginia Department of Education and Child Protective

Services will be called and arrangements will be made for the child to be taken into state custody.

ADMINISTRATION

THE SPRINGS' administration is headed by Co-Heads of School.The current Heads of School are Katelyn Shirilla and Natalie Baginski. All questions and concerns regarding the school should be brought to the attention of the administration. The administration of school matters is left to the discretion of the Heads of School or in their absence, their appointed Designee.

SCHOOL FACULTY

All faculty members are carefully chosen and references are checked carefully. All faculty members undergo a Virginia Department of Education background check, a Virginia State Police background check, as well as a national fingerprint investigation. All faculty members must also provide a tuberculosis screening. Faculty members follow the same health and illness policy expected of students (see Health and Absences).

Preschool classrooms at THE SPRINGS are assigned one (1) Montessori Lead teacher and two (2) supporting faculty members. Other supporting faculty members are designated as "floating" and assist in every classroom. THE SPRINGS strives to maintain consistency in the staffing of each classroom, however, it may become necessary to adjust faculty hours or assignments based on the needs of the community.

The Montessori Lead teachers all have at least a Bachelor's Degree or equivalent programmatic experience and a teaching certificate from an accredited Montessori training program. Supporting faculty members are chosen for their experience, love of children, patience, and sense of humor. All faculty members are expected to meet the highest standards of Montessori pedagogy and follow childcare best practices. Additionally, all faculty members are required to complete at least 16 hours of professional development/continuing education each school year and undergo CPR and First Aid training every other year. The Springs works very hard to support and development faculty members, however; in the event a faculty member is unable to meet the demands and expectations of our school community, it may become necessary to make changes in faculty staffing.

CLASSROOM ASSIGNMENTS

THE SPRINGS assigns children to their classrooms/teachers. Classroom assignments are based on classroom and school needs in keeping with the Montessori philosophy. The goal is to balance the different age groups as well as genders. In a Children's House Montessori program, the goal is for the child to remain with the same teacher for the three-year Montessori cycle. The school administration has ultimate authority regarding classroom assignments.

We work diligently to ensure that student and parent experiences are consistent and predictable across all of our different classroom environments. Therefore, we are confident that no one class is better or superior to another. Certainly, the unique personalities of students and faculty have significant bearing on the learning experience. Therefore, we use the child visit, the information gathered on the application and other feedback from the parent to make an educated and thoughtful classroom placement.

Parents may request to be considered for a certain classroom. THE SPRINGS does not guarantee classroom/teacher requests. Requests must be made at the time of application or, in the case of returning children, during the re-registration period in January. THE SPRINGS does not recommend switching classrooms from year to year. In no instance will returning children ever be "bumped" from their assigned classroom to accommodate the classroom requests of other families or to balance out age or gender. It is not school policy to move a child to a different classroom during the school year, even by parent request except in extenuating circumstances.

Final classroom assignments are made in August after the first tuition payment has been received from all enrolled families.

THE SPRINGS does not place siblings, to include twins, or other familial relations in the same class.

HOUSE TRANSITIONS

Students, who enroll at the Infant and Toddler level or are enrolled in the Leadership class, will reach a point where it is time to transition to the next House. This means the Toddler House for rising infants, Children's House for rising toddlers, and Elementary House for rising Leadership students. This step can be both exciting and intimidating for both students and parents alike. Our primary goal regarding House transitions is ensure that the child's transition is smooth, when he or she is developmentally ready and that it is made for appropriate reasons. At no time will tuition costs be considered a reason to transition a child as tuition rates are determined by age, not exact house placement. Each transition is determined on an individual basis and is based on the child's needs. Transitions with some rare exceptions occur at the start of the school year or the start of summer camp. Generally, it is in the best interest of the child to remain at his or her house level for a full academic year, unless exceptional developmental progress demands a sooner transition. If a mid-year transition is warranted, it will always occur on a Monday.

While certain basic criteria may need to be met to initiate a transition, a number of other factors are considered. Generally, a child must be of age (i.e., 20 months, 3 years old, or 6 years old) to transition to the next house. This does not mean that a child makes the transition the day he or she reaches the appropriate age. Rising toddlers must be comfortably walking and rising preschoolers must be confident and proficient using the toilet. Rising Leaders must have completed the Montessori Kindergarten (a.k.a Third Year) curriculum. However, each child is different. Some potty-trained three year olds need a little extra time in the smaller toddler environment to gain self-control or control of body before entering the larger environment. Similarly, some younger children show a readiness and warrant making the transition earlier to meet their needs. The child guided individuality is the heart of the Montessori philosophy.

As the time for transition approaches, parents will be invited to come in to observe the next level. The teacher from the next level up will come and observe the child in his or her current class. Additionally, the child may be invited to spend some time visiting in the next level before making the final transition. Your child's current teacher will conference with you throughout the process. Parent input is welcomed and encouraged. **Please remember that readiness is defined by a number of different developmental factors as opposed to a specific age or milestone. Ultimately, the decision to transition a student to the next level will be made by THE SPRINGS' Head of School in consultation with a child's current teacher and the teacher of the class he or she will be entering**.

OUTDOOR PLAY

The Springs is commited to outdoor, physical play. Outdoor play time represents not only a crucial portion of your child's physical education, but movement and gross motor activities are a core component of the Montessori philosophy. Additionally, the benefits of physical play for your child's overall health, social development, and even academic success are well documented in educational research. Children who engage in outdoor physical play, demonstrate healthier physical development, they learn the intricacies of social relationships with peers, and show increased levels of concentration during academic work times. **The Springs is highly committed to providing our students with ample opportunities for physical education. Therefore, outdoor play that occurs within designated school hours is considered part of the academic school day and is compulsory. Students are not required to be present for play time prior to 8:15 am and occurring after 3:00 pm.**

Additionally, outdoor play is a regulatory requirement. The Licensing Standards outlined by Department of Education requires that any school operating longer than 5 hours must allow children to play outside for one hour provided the air quality is safe for children and there are no severe weather advisories for our area. At THE SPRINGS, we divide this hour up between morning and afternoon play. Any other restrictions on playing outside (e.g., precipitation, temperature, etc.) are up to the school's discretion.

If a child is present at school, the child will be expected to participate in outdoor play. The Springs is unable to accommodate children remaining inside. If a child has an approved excuse to refrain from physical play, alternative activities will be brought outside. If a child is not healthy enough to go outside, he or she is not healthy enough to be at school.

At THE SPRINGS, children will go outside to play every day for fresh air and exercise unless it is actively precipitating, the wind chill falls below 25 degrees F, the heat index rises above 100 degrees F, or there is a Code Red advisory for air quality. Therefore, please make sure your child is dressed appropriately.

The children of our Infant House must also adhere to the Licensing Standards. As such they will be taken out for a walk at least twice a day, weather permitting. The teachers take the children in a stroller across the street into the Saratoga neighborhood. At least two teachers always accompany the children and they take a cell phone in order to remain in communication with the school at all times.

When it is lightly raining, the children will still go outside. Each child is asked to bring in a pair of rain boots that can remain at the school. You are also welcome to bring in a rain jacket that can remain at school. Please do not bring snow boots.

NAPTIME

State regulations require that children under the age of 5 rest or nap daily after lunch. Cots or cribs and sheets are provided. Children's House and Toddler House students are required to bring a blanket (make sure it is marked with your child's name). Blankets will be sent home weekly to be washed. Children are welcome to bring a "lovey" or "cuddle buddy" for nap. However, this item will be stored with other sleeping materials or in the child's cubby during non-sleeping times.

Please do not send full size bed pillows or sleeping bags as we do not have room to store these items.

Students in the Infant House sleep on-demand. A crib and fitted sheet is provided and maintained by the school. Under no circumstances will THE SPRINGS allow any additional items, including but not limited to cuddle buddies, blankets, etc. in the cribs. Sleeping infants will be checked every 15 minutes. Infants who are at least 12 months old will begin to transition to sleeping on a cot.

TOILET TRAINING REQUIREMENT – CHILDREN'S and ELEMENTARY HOUSE

All children enrolled in the Children's and Elementary House at THE SPRINGS are expected to be toilet trained. Toilet trained means that the child wears underwear, does not wet or soil him or herself except on rare occasions, can express to an adult when he

or she has to go to the bathroom and can handle himself or herself in the bathroom independently. This includes being able to manage his or her clothing, operate a toilet, and clean his or her own body. Children are always supervised by a staff member at the bathroom. However, staff members do not enter the bathroom with a child and are prohibited from cleaning or "wiping" children without the direct written permission of the parents.

The staff at THE SPRINGS, in keeping with licensing regulations and best practices for the protection of themselves and your children, are not encouraged to clean and "wipe" children in the Children's House without direct written permission from the parents and the child. The staff will make every effort to help a child clean him or herself to the fullest extent possible. In the event that a child is unable to clean his or her body completely and refuses help, the administration will immediately notify the parents. The parents are responsible for making arrangements to come and clean and/or pick up their child if the teachers are not given either verbal consent from the child and written permission from the parents to clean the child.

The Children's and Elementary House classrooms are not equipped with diapering supplies or disposable mechanisms. Therefore, wipes and diapers cannot be used in these rooms. Children requiring such items will be sent to the Toddler House classrooms. It is up to the discretion of the school administration to decide if a child is sufficiently toilet trained to be able to continue in the Children's House program.

It is expected that children will have occasional accidents or find themselves in need of a change of clothes. Always keep an extra supply of clothes in your child's cubby.

DIAPERING AND TOILET LEARNING – INFANT HOUSE & TODDLER HOUSE

THE SPRINGS Infant and Toddler Houses do have the necessary equipment to care for children in diapers or pull ups. THE SPRINGS will help those children in the Infant and Toddler Programs to change themselves, which may include, but is not limited to, cleaning or wiping their genital area, helping children on and off the toilet, securing clothing, etc.

The Montessori philosophy for the Infant and Toddler level provides for toilet learning and the basics of toilet learning will be introduced as young as nine months. The faculty is trained to teach toileting lessons and will work with your children to ensure they learn to use the toilet as they become ready. The Montessori approach to toilet learning encourages children to become involved in the process of cleaning and dressing themselves from an early age. However, it is expected that children will have many toileting accidents at times during their toilet learning experience. Always keep **multiple changes** of clothes at school for your child.

Until children are able to successfully wear underwear, children will be diapered. Parents are to provide a supply of diapers daily for their child in the size, brand, etc., that is

appropriate for their child's needs. All diapers must be disposable unless the use of cloth diapers is deemed medically necessary by a licensed physician. It is recommended that children in the Toddler House wear a pull up style diaper as they facilitate independence and child involvement in the toileting process.

Unscented, hypo-allergenic wipes will be provided by the school. If a parent wishes to provide alternative wipes from home, they are free to do so.

Diaper ointment is treated like a medication and the appropriate authorization to administer must be completed. It must be supplied in its original container, clearly labeled with the child's name. A record will be maintained of all applications and any adverse reactions, if applicable. The Springs maintains a supply of Destin on-site, which still requires administration authorization. Children requiring other types of diapering cream/ointment will be required to supply their own.

DAILY REPORTS

Daily reports are kept for children enrolled in the Infant House and Toddler House. Daily reports detail your child's meals, snacks, diaper changes and/or toilet use, as well as sleep times. Daily reports are maintained in our child management system, Transparent Classroom. Parents may log on and view the daily report at any time and an electronic copy will be sent (usually about an hour after signing out) to those families who enter an email into Transparent Classroom. Some teachers may also provide a paper copy, but are not required to do so.

ARRIVAL AND DEPARTURE

Enter the school driveway from Fullerton Road and please park in marked spaces. Do not park in the handicap space unless you are authorized to do so. Never park in fire lanes or other unmarked areas.

Building Access: All children enter and leave through the door by the school office. All doors in the building are locked at all times. There is a security system to the right of the door. All enrolled families will be given a code to the door that will operate the door between the hours of 7 am and 6 pm. This code should only be given to the people who will regularly be picking up your children. The code will change regularly throughout the year. Parents will be notified by an email a few days prior to the change. If you do not know the code to the door, there is a buzzer that can be pressed and a faculty member who is at the reception desk may let you in. In the event that the office is left unattended, and you do not know the code, you may have a short wait to enter the building. A SPRINGS' faculty member will come to let you in as soon as possible. THE SPRINGS asks that if you are unsure of a person trying to enter the building, do not let them in and please let one of the faculty members handle the situation. We would like to maintain as safe of an environment as possible.

Arrival Times and Locations: Half Day children should arrive between 8:15 am and 8:30 am and should be dropped off directly in their classrooms or on the playground depending on their class' schedule. Half Day students may not be dropped off in Toole Hall.

School Age Students (Kindergarners and Elementary) are subject to state laws regarding attendance and tardiness and should arrive between 8:15 am and 8:30 am, but no later than 8:30 am. Please see the section on Absenteeism and Tardiness for more information.

Full Day children may arrive as early as 7:00 am, but no later than 9:00 am (except Kindergartners and Elementary students who must arrive by 8:30 am) and all students must be picked up by 6:00 pm. Children arriving before 8:15 am should be dropped of in Toole Hall. Children arriving after 8:15 am must be dropped off in their classroom or on the playground depending on their class' schedule.

Late Arrival: All students are expected to arrive on time for school as this is best for their transition to the classroom and their ability to experience the morning work cycle. On time arrival also sets up healthy habits for life. For Infants, Toddlers and Preschoolers (non-Kindergarteners) we do offer a 45 minute grace period for arrival up until 9:00 am. For Kindergarteners and Elementary students the grace period for late arrival is 8:15-8:30 am. Arriving during the grace period for any age group should be the exception and repeated late arrivals will result in a conference with your child's teacher where the school and the family will develop a plan to support on time arrival

Children arriving after the grace period, (after 8:30 for Kindergartners and Elementary, 9:00 am for all other students) must have approval from the office to join their class. Students arriving after the allotted grace period will be escorted to class by the office staff to minimize distraction and interruption in the classroom. Please see the section on Absenteeism and Tardiness for more information.

Please call the school office by 9:00 am if your child will be absent or late to school.

- **Safety and Supervision during Arrival and Departure:** The safety of your children is our first priority and we ask that you help us maintain consistency by upholding and reminding your child of the school rules while they are in your care on school property, especially during arrival and departure. These rules are applied to all children at the school, regardless of age.

- **All children must be signed in and out by an adult, 18 years or older.**

  Children may not operate the sign in/sign out system and are not allowed to touch the iPads. Only adults may complete the sign in/ sign out process.

- **Children are prohibited from entering or leaving the school building without being accompanied by an adult**. Please do not send children into or out of the building alone for any reason, regardless of their age.

- **Only adults may open the door of the school's main entrance**. Please do not allow your child to touch or stand in front of the door even if you are right there with them. Please do not allow your child to run and bang into the door as other children are often on the other side of the door. Additionally, the parking lot is right there and we would like to ensure the safety of all children.

- **Only adults may use the security system next to the door.** Please do not allow your children to type in or touch the box regardless of their age and academic level.

- **Children are not allowed to be in the hallway, bathroom, or classroom without an adult.** When picking up or dropping off your child, please keep him or her by your side at all times.

- **Children are not allowed to touch the fire alarm or fire extinguisher.** Because the fire alarm must be handicap accessible it is also child-accessible and can be attractive to children. The children are taught that they may not touch this. Parents must be vigilant when signing their child in and out as well. If a child pulls the fire alarm, the school will evacuate according to procedure. The fire alarm is linked to the Fire Department who must come to deactivate the alarm. In the case of false alarms, the Fire Department charges an inconvenience fee. This fee is passed on to the family of the child who pulled the alarm.

- **Children may not run or shout in the building**. Please remind your child to walk and use inside voices.

- **Avoid carrying your child into school**. Walking into school prepares the child for a school atmosphere of independence and eases the separation from the parent.

- **Cell phones should not be used during pick up and drop off**. Parents are expected to supervise their children carefully during pick up and drop off. This is a time of major transition for children and children require the full attention of the adults caring for them. We respectfully ask that you do not use cell phones during this important time in your child's day.

- **Children may not play in the parking lot or other outdoor areas outside the fenced playground.**

Tips for a Smooth Drop Off: Drop off can be a stressful time for children and parents. The following are some tips for helping keep drop off time stress free and are particularly helpful in the early weeks of school:

- **Talk about school.** Explain to your child what to expect: how long you'll stay, who will be in the classroom, the teachers' names, etc.

- **Be positive.** Your child can sense your own separation anxieties; if you're enthusiastic, they will be too.

- **Read books about school when you're home.**

- **When/if your child cries, remain calm.** Try not to say, "Don't be afraid," or "There's nothing to be afraid of," or "There's no reason to cry." It's best to address your child in a positive way. "It's okay to be afraid. Your teachers will take care of you."

- **Never sneak out, slink out, or "slip away."** Tell your child that you're leaving the classroom. Make sure you are consistent and give one quick good-bye, each time you leave.

- **When you leave, tell your child where you're going, when you'll be coming back, and what you'll be doing.** Please follow the teacher's instructions on when to come back, when to leave, etc.

- **Don't ask your child for permission to leave the classroom.** For example, "Is it okay if I go now?" This can be confusing to your child. Be matter of fact instead.

- **Focus on your child during drop off and pick up.** Store cell phones and hold off on other adult conversations until after you have separated from your child. Please trust that we will comfort your child when you leave and that your child is safe

Departure or Pick-Up: All children must be picked up at the designated time for the program in which they are enrolled. Half Day children may be picked up between 11:45 pm and 12:00 pm. Parents are welcome to wait in the reception area and students will be dismissed directly to you from Toole Hall. School Day children must be picked up between 2:45 pm and 3:00 pm from Toole Hall. Full Day children must be picked up by 6:00 pm. Full Day children may be picked up directly from their classroom or the playground.

Late Pick Up: Parents arriving late to pick up their child(ren) will be charged $1.00 per minute per child. Payment must be submitted no later than the following morning in order for your child to be admitted to school. Late fees must be paid in cash. All late fees are considered babysitting fees, recorded in your child's file, and distributed to the faculty members who remained late with your child. Any parent who is repeatedly late will be asked to withdraw their child from school.

Should any child be left at THE SPRINGS past 7:00 pm, and parents or emergency contacts cannot be reached, Virginia Department of Education and Child Protective

Services will be called and arrangements will be made for the child to be taken into state custody.

NO CHILD WILL BE RELEASED TO ANYONE OTHER THEN THOSE LISTED ON THE PICK-UP AUTHORIZATION FORM IN YOUR CHILD'S FILE. A written note should be sent if a child is to go home with someone other than their parents. If someone unfamiliar to the faculty picks up your child, the person picking up will be required to present identification to determine that the person picking up is on the parents' list of individuals authorized to pick up your child. Individuals cannot be added to the pick-up list without written consent (i.e., over the phone).

ABSENTEEISM AND TARDINESS

Regular attendance to school is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, nor any of its employees are responsible for ensuring actual attendance as this is the responsibility of the child's parent(s).

Kindergarten and Elementary School students (school age children) are compulsory in the Commonwealth of Virginia. THE SPRINGS is required by law to record and report any child and/or parent who is not in compliance with the law. As such, the following policy will be enacted in accordance with the law:

Every student must attend school during prescribed hours. The following chart lists THE SPRINGS requirements for arrivals and tardiness for School Age Children versus Non-School Age Children.

	School Age Children	Non-School Age Children
School Day Starts and Montessori Work Cycle Begins (to include group times and outdoor/indoor playtimes)	8:15 am	8:15 am (Full Day children may arrive earlier)
Arrival Grace Period	8:15 am – 8:30 am	8:15 am – 9:00 am
Students are Marked Absent / Tardy	After 8:30 am	After 9:00 am
Allowable Absences per Virginia Law	15 days (3 tardies = 1 absence)	N/A

Students who fail to follow the attendance policy are subject to the penalities set forth by the Commonwealth of Virginia's Laws on compulsatory education.

There are two types of absences, excused and unexcused. An excused absence is one for which parents or guardians have prior knowledge, consent, and/or legitimate reason. Legitimate reasons may include:

- Illness of the student,
- Death in the family,
- Doctor or dental appointment,

- Observance of a religious holiday,
- Suspension,
- Or another reason acceptable to the principal or his or her designee.

The Head of School or his/her designee determines whether or not absences will be excused and may require a physician's note in cases of chronic or long-term illness. Parents or guardians and students are encouraged to prearrange excused absences when possible.

An unexcused absence is one for which the parent or guardian does not have prior knowledge, consent, and/or legitimate reason. Examples of reasons that are not justified and will result in an unexcused absence include:

- Family and/or student vacations,
- Child care situations,
- Non-school-related activities,
- Or other reasons unacceptable to the Head of School or his / her designee.

This definition holds for all day and period absences.

After the fifth unexcused absence, the school will contact the parent to notify him or her of the absences and the consequences of continued absences. After the tenth (10th) absence of any description, the Administration will follow the following protocol:

- Written notification of tenth absence will be made to parent/guardian
- Conference will be requested by the school to resolve chronic absenteeism issues (within five (5) school days).
- A plan for attendance improvement will be developed at this conference.
- Attendance policy (attendance mandatory-all day, every day) outlined.

After the fifteenth (15th) absence of any description the administration will follow the following protocol:

- Send a letter sent to parent(s)/guardian(s) containing the following information:
    - Absences have been determined to be an issue of chronic absenteeism for one (1) or both of the following reasons:
        - Failure of parent(s)/guardian(s) to cooperate with an attendance improvement plan;
        - Parents inability to control/supervise the child with regard to school attendance; or
    - Absences have been determined not to be an issue of chronic absenteeism for one (1) or both of the following reasons:
        - Cooperation of parent(s)/guardian(s) and/or;
        - Extenuating circumstances have made the student's absences reasonable and not considered at this time to be an issue of failure to comply with the compulsory education law.
    - Continued cooperation between parent(s)/guardian(s) and school will be necessary to insure a minimum impact of the student absences.

In the event absences are considered to be a failure to comply with the compulsory education law, the Head of School will inform the parent(s)/guardian(s) of the following action:

- A referral for failure to comply with the compulsory education law has been filed with Student Services. This referral will result in one (1) or more of the following:
    - Referral to Child Specific Team (CST) or other appropriate intervention;
    - Initiation of court proceedings against child (CHINSup); and/or
    - Initiation of court proceedings against the parent(s)/guardian(s) (Code of Virginia, section 18.2-371).

Please note that three (3) tardies equal one absence per the Code of Virginia. School age children (Kindergarteners and Elementary students) are considered tardy after 8:30 am. Arrival time is determined by the sign-in function in Transparent Classroom.

The school day includes outdoor or indoor playtime. Any play time that occurs during the prescribed school day hours (8:15 am-3:00pm), even if it occurs, prior to the start of the Montessori work cycle is considered compulsory. It represents a component of your child's physical education and is reflect of authentic Montessori education which includes opportunities for movement and gross motor activities.

CLOTHING AND UNIFORMS

Clothing should be neat and comfortable, appropriate for the weather, and easy for the child to manage for him or herself in the bathroom. Clothing should be washable. **ALL REMOVABLE CLOTHING MUST BE MARKED WITH YOUR CHILD'S NAME.**

A change of clothing must be left at school for all children. Infants, toddlers and children who are recently potty trained should have several changes of clothing at school. Please note that children work with water, food, and various art materials. Often children who are fully toilet trained may require a change of clothes for other reasons. Therefore, every student must have a change of clothes kept at school. Clothing MUST be marked with your child's name.

During seasons of variable weather conditions (e.g., spring and fall), children should have a change of clothing at school to accommodate temperature changes. During the winter, children should have a hat and mittens as well as a warm coat. Infants should have a stroller blanket. During the summer, children must wear socks and closed-toed shoes. It is particularly important for children who nap to wear socks so that their feet have protection if we are required to evacuate the children during nap time.

For the safety of all children, necklaces, bracelets, rings, watches, etc. will not be allowed to be worn at school. If a child comes to school with such items on, they will be removed

and stored in the office until the end of the day. Similarly, only studded earrings are allowed. Any dangling or hooped earrings will be removed and stored promptly.

Extra Clothing Policy: If a child does not have a change of clothes at school, The Springs will provide (if available) appropriate clothing from our supply of extra gym uniforms for the child to wear. If the School does not have clothes available, you may be required to bring a change of clothes in for your child or come pick them up. School clothing must be washed and returned to the school office within five (5) school days. Borrowed clothes must be returned to the front office so their return can be verified. Failure to return school clothing within five (5) school days will result in a charge to your FACTS account. Underwear may not be returned and use of school underwear results in an automatic charge. Charges are as follows and are subject to change without notice, based on Lands' End pricing:

- Tee shirt: $10.00
- Sweatshirt: $20.00
- Sweatpants: $20.00
- Shorts: $15.00
- Pair of Socks: $2.00 (automatic, non-returnable)
- Underwear: $2.00 (automatic, non-returnable)

To avoid unnecessary charges, please keep your child's cubby fully stocked with extra clothes.

UNIFORMS REQUIREMENTS:

Uniforms help to support independence and self-care, which are hallmarks of the Montessori philosophy. As a result, all children enrolled in the Elementary House are required to wear the approved uniforms. Uniforms are available only through either French Toast School Box Uniforms (school code: QS5ESAK) or Lands' End School (school code: 900183054). For the 2019-2020 school year, the school will be extending the uniform policy for all students (except infants). Currently enrolled students will be grandfathered in and can still opt out of the uniform until they move up to the next House level, but all subsequent enrollees will be subject to the uniform policy.

The following are the uniform requirements for all House Levels. Generally, the uniform is not gender or age specific (although items are grouped by gender and/or age on the French Toast and Lands' End websites).

- Infant House:
  - No Requirements
- Toddler House:
  - Approved uniform from FrenchToast.com or Lands' End School as listed on their respective websites.
  - All shirts, dresses, sweaters, and jackets must have The Springs crest.
  - Navy blue, black, white, or gray leggings, shorts, undershirts, etc. must be worn underneath uniform dresses.

  - Approved pants and shorts colors are navy blue and gray.
  - Leggings are not to be worn as pants, except for in the case of inadequate sizing from our uniform suppliers. Approval from the administration is required under these circumstances
  - Classroom shoes (see policy below)
  - Toddler students may opt to wear the PE uniform*. The PE uniform and standard uniform may not be combined
  - Outdoor shoes provided should be shoes that children can play in, i.e. no highheels, sandals, or boots should be worn.
- Children's House
  - Approved uniform from FrenchToast.com or Lands' End School as listed on their respective websites
  - All shirts, dresses, sweaters, and jackets must have The Springs crest.
  - Navy blue, black, white, or gray leggings, shorts, undershirts, etc. may be worn underneath the approved uniform
  - Approved pants and shorts colors are navy blue and gray.
  - Leggings are not to be worn as pants, except for in the case of inadequate sizing from our uniform suppliers. Approval from the administration is required under these circumstances.
  - Children's House students may opt to wear the PE uniform*. The PE uniform and standard uniform may not be combined
  - Classroom shoes (see policy below)
  - Outdoor shoes provided should be shoes that children can play in, i.e. no highheels, sandals, or boots should be worn.
  -
- Elementary House:
  - Approved uniform from FrenchToast.com or Lands' End School as listed on their respective websites.
  - All shirts, dresses, sweaters, and jackets must have The Springs crest.
  - Navy blue, black, white, or gray leggings, shorts, undershirts, etc. may be worn underneath the approved uniform.
  - Approved pants and shorts colors are navy blue and gray.
  - Leggings are not to be worn as pants, except for in the case of inadequate sizing from our uniform suppliers. Approval from the administration is required under these circumstances.
  - The PE uniform may be worn only on spirit days and designated PE class days*.
  - Outdoor shoes provided should be shoes that children can play in, i.e. no highheels, sandals, or boots should be worn.
  - Classroom shoes (see policy below)

Children who wear the uniform are required to do in keeping with the guidelines set forth above. Violations of the uniform policy will be documented. A note will be sent home via Transparent Classroom notifying parents of failure to adhere to uniform regulations. After the third notice, any subsequent uniform violations will result in the child being sent home to change. Students may return to school as soon as the uniform is in compliance.

*The PE uniform is only available from Land's End School. The PE uniform is unisex although Land's End designates items as "girls" and "boys" on their website. Because availability varies from time to time based on their inventory, you may not see all pieces of the gym uniform listed by gender which may require you to shop under the opposite gender.

CLASSROOM SHOES

All children enrolled in the Toddler House, Children's House, and Elementary House* are required to wear classroom shoes in the classroom. Classroom shoes are a sturdy, slipper like shoe common to Montessori environments. Children in a Montessori classroom spend a lot of time on the floor and the use of classroom shoes helps keep the classroom clean and eliminates a great deal of noise from foot traffic. Classroom shoes need to provide the structure and support of a shoe, but the comfort and softness of a slipper. We recommend the "Wicked Good Moc" from L.L. Bean and the "Kids Suede Moc Slippers" from Lands' End for Children's House and Elementary Students. We also recommend Toms or Foamtreads for Toddler House students.

Parents are welcome to provide classroom shoes of their choosing. However, they must meet the following criteria:

- The slipper must have a solid, rubber sole. (Please do not send shoes with suede or soft leather bottoms)
- The slipper must have a closed toe and closed heel
- The slipper must be solid in color and free of all logos, characters, and decorations such as jewels, feathers, etc. (Initials or Names of Students are OK)

Shoes that do not meet the criteria will be sent home to replace. Please note that these shoes will remain at school and will be used exclusively indoors. Children will change in and out of classroom shoes as they enter and exit the classroom. Teachers do their best to check sizing regularly and to let you know when you child outgrows their classroom shoes, but parents are expected to check their child's shoes routinely as well.

Lastly, please order shoes early. Children who do not have classroom shoes will still be required to remove outdoor shoes and work in their socks. However, this is not optimal for your child's safety or foot development, so we will only allow this for a maximum of 10 school days, provided appropriate classroom shoes are on order.

Additional Options for Classroom Shoes:

- Foamtreads
- Toms
- Soft Star (Ramblers style only)**
- Crocs** (Santa Cruz Loafer; CitiLane Slip On, solid colors; and Busy Day MaryJane, solid colors are the only Croc styles that meet the guidelines at this time)

**Please note most versions of Crocs and Soft Stars do not meet the guidelines for classroom shoes. Styles change so please be very careful in your selection if you choose Crocs or Soft Stars.

*Infant House students are not required to wear classroom shoes. However, "street shoes" are not permitted in the classroom. All parents, visitors, teachers, etc., who enter the class are kindly asked to remove their shoes or wear the provided shoe covers. We do make every attempt to keep infant feet covered and you are welcome to send a baby slipper that does not meet the above criteria. However, infants love taking their socks off and emerging walkers benefit tremendously from practicing barefoot so at times you can expect infants to be barefoot.

PERSONAL BELONGINGS

All personal belongings must be marked with your child's name and stored in his or her cubby or other area designated for particular personal belongings. Please check with your child's teacher about proper storage when leaving a personal belonging at school

Books and recordings are welcome. Also welcome are additions to the science and nature shelf or items which relate to school activities. Please check with your child's teacher before leaving any items at school for "show and tell" a.k.a. "sharing." These items should be in accordance with your child's teacher's policy regarding "sharing." Please do not allow your children to bring money to school. Please do not allow your children to bring toys to school. Please do not allow your child to wear jewelry (except studded earrings) to school as such items present a choking hazard and are easily misplaced. Please check your child's pockets before he or she comes to school and upon arriving home. Montessori materials are very expensive. Please return any items found belonging to the school.

A cubby is provided for all children enrolled at THE SPRINGS for storage of a change of clothing and other personal items brought to school. All children have a folder in which their school work is kept. The folder should be taken home on Friday, emptied and returned to school on Monday.

TRANSPORTATION

THE SPRINGS does not provide transportation between home and school or vice versa. We encourage parents to form carpools. However, when THE SPRINGS takes field trips,

Williams Bus Service or other reputable bus services will be contracted. All automotive and traffic laws will be strictly enforced. This includes requiring all passengers to wear a seat belt at all times, if available.

RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records. The school shall maintain student records for at least seven years, but no more than 10 years.

CELL PHONES

The Springs is a cell phone free zone as our focus is on the children at all times.

Faculty members are not allowed to use personal cell phones while responsible for children. Faculty cell phones must be stored and out of sight and reach of children at all times.

All students are prohibited from carrying a cellphone into school during school hours. Any student caught with a cellphone on their person, or in their belongs, is subject to the cell phone immediately being confiscated by the teacher and brought to the office. The cell phone will then be turned over to the parent at the end of the day. Violation of this policy in excess of three times will result in discipline from the school at the discretion of the Head of School.

We kindly ask parents to support our cell phone policies by refraining from cell phone use while in the school building. Drop off and pick up are very important transitional times for children and we ask that parental attention be focused on your child until you leave the school building.

Students are not permitted to bring cell phones on any field trip. Parents should call the office if they need to contact their child, and the office will contact the teacher in charge. Parents will be contacted by the teacher or the office if there is a need for parent communication, including arrival times, illnesses or injuries, unexpected changes in field trip plans, behavioral issues, etc.

MAKE UP

Students are not allowed to wear make up to school. Make up can be distracting for children, and we want their focus to be on their work. Any student with who comes to school with make up on will immidately be asked to wash their face. If they are unable to wash their face, then a teacher will help them.

PART V:
FOOD POLICIES

BREAKFAST

THE SPRINGS does not serve a formal, full scale breakfast. Children are expected to finish breakfast before coming to school. However, we understand that mornings are hectic and hurried with children. A breakfast snack of dry cereal is served between 7:00 am and 8:15 am for children who may still be hungry. Additionally, children arriving before 8:15 am may bring a breakfast snack to supplement the meal they eat before coming to school. A "breakfast snack" includes any item that can be eaten immediately, does not require utensils or tableware and all remnants, including packaging, can be thrown away. Appropriate breakfast snacks include fruits, muffins, cereal bars, etc. All breakfast activities cease at 8:15 am when children go to their Montessori classrooms. Children arriving after 8:15 am are expected to have eaten breakfast.

In the event that food or containers are left behind; please understand that they will be discarded. THE SPRINGS cannot save uneaten food.

SCHOOL LUNCH PROGRAM

Lunches are obtained from Fairfax Food Services for all children in the Elementary House, Children's House, and Toddler House who stay at school through lunch. THE SPRINGS bills the cost of lunches to the parent at the end of each month. Children are expected to eat the lunch provided by Fairfax Food Services unless the child has allergies or special dietary needs. Fairfax Food Services does not change lunch counts on a daily basis. Therefore, you will still be charged for lunch on days your child is absent (excused and unexcused). Parents must provide lunch if the child has special needs (i.e., dietary or religious restrictions).

LUNCHES FROM HOME

THE SPRINGS strongly encourages families whose children eat lunch at school to participate in the school lunch as the Department of Health requires the school to closely monitor lunches brought from home for children in our care. However, children with special dietary needs due to illness or allergies may need to bring lunch from home. We recommend that families use the school lunch calendar as a guide when preparing lunches and recommend limiting lunch items to fruits, vegetables, cheeses, lean meats and healthy grains. Lunches from home must be nutritionally balanced.

Families wishing to discontinue school lunch and bring lunch from home must have approval from the Head of School and complete the necessary paperwork to discontinue school lunch. This includes a release and review of the Lunch from Home Guidelines.

If your child brings lunch from home, please send your child's lunch in a plastic lunch box or a paper bag labeled with the child's name and date that it was brought. Lunch bags must be a equipped with a dry erase tag so that in the event you forget to lable the date,

the teachers can easily add the date. **DO NOT** send breakable thermoses or glass containers.

We do not have facilities for refrigerating food from home and heating foods brought from home is strictly prohibited by the Department of Health. **Lunches sent from home must contain an ice pack especially when fruit, vegetables or dairy products are sent. Similarly, hot food should be packed in an appropriate warming thermos. Lunches set from home must be clearly labeled with the student's name as well as the date it was brought in.**

THE SPRINGS provides milk and water for all children at lunchtime. The Health Department also requires that any leftover food be discarded. Therefore, it is THE SPRINGS policy to discard all uneaten food. If a child has a milk allergy, the parent is responsible for providing an alternative beverage (e.g., soy milk, 100% fruit juice). If the parent does not bring a substitution, the child will be served water. Lunch boxes are placed on classroom shelves in the hall.

Candy, gum, sugary desserts, and junk food are prohibited. All juices and fruit snacks must contain 100% fruit juice. Flavored milk is prohibited. Vitamins are also not allowed.

SNACKS

A breakfast snack is served between 7:00 am to 8:15 am. This snack is provided by the school and usually consists of dry cereal and milk.

Snack is also served throughout the morning work period and after nap. These snacks are generally provided by the school. You may occasionally be asked to contribute for a special snack.

Children are expected to eat school snack. Snacks may not be brought from home unless a child has a specific allergy or dietary restriction that cannot be accommodated by the school. Parents are responsible for providing snacks if their child has food allergies or dietary restrictions.

Meals and snacks meet the nutritional needs of children as established by the U.S. Department of Agriculture, the Fairfax County Department of Health and Virginia Department of Education.

FEEDING – INFANT HOUSE

Generally, the majority of all meals and snacks for children enrolled in the Infant House are provided from home. Parents are required to send breast milk and/or formula daily as well as any additional solid foods you may wish your child to have. Infants are free

to eat on demand and the faculty will work with students and parents to move towards a traditional feeding schedule towards the end of the first year in preparation for moving to the Toddler House.

All nutrition and other food items must be clearly labeled with your child's name, the name of the food (including brand name) and any other additional feeding instructions. All bottle-fed babies will be held while fed. Children that have progressed to solid foods will be seated and assisted as necessary. Self-feeding will be promoted as much as possible.

Breast milk and/or formula must be premeasured in individual, labeled bottles. Bottles will be warmed using a bottle warmer and food temperature will be checked. At no time will bottles be microwaved. Parents are highly encouraged to send an extra portion of nutrition to account for infants ever changing feeding needs. If a bottle is started and not finished, the remaining nutrition must be discarded. However, entirely unused bottles will be sent home at the end of the day. All bottles will be returned for cleaning and sterilization at home.

As children progress to solid foods, parents are free to send prepackaged foods or homemade items as long as they are appropriately labeled. As with bottles, unfinished food will be discarded from an open container, but unopened, unused food will be sent home. All new foods and beverages must be introduced at home. **THE SPRINGS will not serve a new food or beverage item to a child until it has been introduced over three consecutive days at home.**

Parents are welcome at any time to come to school to feed their children. Breast feeding is always facilitated and encouraged.

A limited number of school snacks will be available in the Infant House. These items include, but are not limited to, cheerios, bananas, goldfish, etc. Under no circumstance will a school snack item be served in the Infant House without parent approval.

Please review THE SPRINGS' allergies policy in the Health and Safety section for additional information regarding food.

PART VI: PROCEDURES FOR SPECIAL CIRCUMSTANCES AND OCCASIONS

BIRTHDAYS

On your child's birthday (or the day you choose to celebrate your child's birthday if his or her birthday does not fall on a school day), you are welcome to send a special treat. We recommend small cookies, cupcakes with minimal icing, muffins, fruit, etc. Please do not send cupcakes with sticky or dyed frosting. We prefer un-iced cupcakes. Please do not send cupcakes with plastic decorations on the top. Please provide napkins with any food. Goody bags are not allowed at THE SPRINGS. Please do not send candy. **All food items must be nut free. Always check with your child's teacher before bringing in any treats or planning a birthday celebration. We keep a list of local bakeries specializing in allergy friendly treats in the office. Birthday treats that do not meet our criteria will not be served.**

If you want to send invitations to a personal party, THE SPRINGS recommends keeping your profile on Transparent Classroom up-to-date and available to other parents as invitations should be sent out through email or the postal service. The Springs will not be responsible for distributing birthday invitations.

LIBRARY BIRTHDAY BOOK PROGRAM

We invite our families to participate in **THE SPRINGS Birthday Book Program**. The birthday child is given an opportunity to select a book and present it to the school; the book is placed in the library with a nameplate in the child's name. This is a fun way to honor children as well as provide books and resources for our library.

HOLIDAY CELEBRATIONS

THE SPRINGS is a non-sectarian school. In keeping with the Montessori philosophy, we discuss and celebrate holidays from many cultures. If your family celebrates a holiday that THE SPRINGS has not celebrated in the past and that you would like for the children to learn about, please let the school office know when the holiday falls and we will make every effort to expose the children to such holidays. Occasionally, parents will be asked to contribute for a class event or celebration. Common celebrations at THE SPRINGS include, but are not limited to:

- Fall
- Thanksgiving*
- St. Nicholas Day (Germany, Holland – Dec. 6)
- Christmas
- Hanukkah
- Chinese New Year (China)
- Valentine's Day ** (Italy – Feb 14)
- St. Patrick's Day (Ireland – March 17)
- Military Appreciation Month (May)
- Cinco de Mayo (Mexico - May 5)
- Juneteenth (June 19)

***Thanksgiving Feast:** This celebration is one of our biggest school wide events. The focus is coming together as a community and having all members of the community contribute to the event. Families are asked to bring in food items for the children to complete cooking projects as planned by the teacher. Children love being able to contribute to feast. The school provides all paper products, utensils, etc. The feast is held the Wednesday before Thanksgiving and we encourage parents to attend.

**** Valentine's Day:** All classes have a Valentine's Day party. Please send in signed cards for all the children in the class. Please coordinate with the child's teacher to determine how many children are in the class. Please do not address the envelopes. This allows younger children who may not be reading yet to hand out their own Valentines. Please do not send candy.

PART VII: INCLEMENT WEATHER POLICY

INCLEMENT WEATHER OR EMERGENCY CLOSING

THE SPRINGS follows Fairfax County Public Schools (FCPS) for school closings and delays due to emergencies or inclement weather. Our families and staff travel from all over the county, neighboring counties, and in some instances, even neighboring states, to be at THE SPRINGS. We do not have the technology or resources to determine widespread weather conditions and therefore rely on county resources. We believe it is best for children to be in school consistently and understand that school closings and delays can be an inconvenience, but please understand that we must also protect the safety of our students and staff. Additionally, we also must verify the conditions of our school facility. Most importantly, we must ensure that we have enough faculty available to maintain state regulated ratios and age groupings to ensure the safe supervision of all children

In limited circumstances, THE SPRINGS does review FCPS' decision and deviates from their decision. Generally, a deviation only occurs in weather related closings that do not involved precipitation and do not have much bearing on our community. For example, in cases where FCPS has closed due to extreme low temperatures, THE SPRINGS has decided to open as our property was safe and our students are brought to school at their parent's discretion. Please keep in mind that the Administration makes this decision with very limited resources and can only do so to the best of their ability with the information available. They base their decision on several factors that include but are not limited to FCPS's decision, the National Weather Service, Capital Weather Gang, the conditions of the property, decisions of neighboring school districts, and the faculty's ability to get to school. Therefore, it is always best to check school resources (website, voicemail, etc.) when there is inclement weather to verify THE SPRINGS' operating status.

In all emergency conditions, the decision to bring a child to school is at the discretion of the parents. At any time, if you feel that the conditions are unsafe to bring your child(ren) to school, you are under no obligation to do so.

School closings and delays are always announced on the school website, the school voicemail, and school social media accounts. Additionally, we utilize School Messenger to send out email and text message blasts. Every family is automatically enrolled in this program. You may choose to opt out of either program. Please note that standard text messaging rates apply from your carrier and THE SPRINGS is not responsible for any additional fees that you may incur.

If school opens late or closes early, the start time will be determined from our 7:00 am opening and 6:00 pm closing times. For example, if THE SPRINGS has a two-hour delay, we will open at 9:00 am for all students. If THE SPRINGS has a two-hour early closing, the pickup time for all children program is 4:00 pm.

Preschools are not required to make up emergency closing days and our full day Kindergarten and Elementary school exceeds the number of instructional hours required for school age children by the Virginia Department of Education. As such, THE SPRINGS

calendar allows for 27 emergency closing days. In the event we have more than 15 emergency days, every effort will be made to make up the days *as **a courtesy to our families***. Typically, other holidays are converted to regular school days or the length of Kindergarten time and Elementary school day are extended daily to make up instructional hours, if necessary. **However, due to Summer Camp, the end of the school year will not be extended. If there are more than 15 days of school closings, the Elementary House and Kindergarten Students may extend the school year to meet the required number of instructional hours if all missed time cannot be made up by extending the school day.**

Tuition will not be discounted or refunded for emergency closings. Please refer to our tuition policy for more information.

PART VIII: BEHAVIOR AND DISCILPINE

POSTIVE DISCIPLINE

The policy at THE SPRINGS is to help children acquire self-discipline by keeping them constructively occupied by doing interesting, challenging activities and by teaching behavioral skills. Expected behavior is on the child's level and limits or rules are appropriate and understandable to the children. Rules and expectations for behavior are fairly and consistently applied. Our faculty focuses on positive discipline.

Positive Discipline includes but is not limited to redirection, modeling appropriate behavior, as well as natural and relatable consequences. Our approach does not focus on external rewards or punishments such as stickers or time out chairs. Occasionally, a child may need to regroup and be separated for a brief time. The teacher will do so with compassion and in a manner that helps the child understand why he or she is being separated and with a focus on what he or she needs to do to rejoin the class.

The Montessori philosophy places a large emphasis on Peace Education. As such, THE SPRINGS incorporates these concepts into our discipline policy as well encouraging children to be peaceful and reflective. Often our classrooms have a Peace Table with soothing items such a Peace Rose or a book of peaceful scenes. This is an area where children may go to relax, regroup, or to work out conflicts between one another. Our goal is for children to acquire productive social emotional skills and to do so in a respectful and kind manner.

Faculty members agree on the standards of acceptable and unacceptable behavior to prevent children from being confused. The methods of discipline most often used include teaching appropriate behavior, distraction, brief verbal command, and redirection.

The following types of discipline are prohibited:

- A faculty member shall neither force nor withhold food from a child
- A faculty member shall neither force a child to nap nor withhold naps from a child
- A child shall not be punished for a toileting accident
- Verbal abuse of a child or the child's family shall not be used
- Physical punishment of any type is prohibited

Violation of any of the above results in immediate job termination for the faculty member involved.

BEHAVIORAL EXPECTATIONS AND DISMISSAL

Children enrolled are expected to behave in a manner that does not cause continuing or ongoing disruption of the peace, harmony, and operation of the classroom. Children are not allowed to hit faculty members or other children. Ongoing disruptive or aggressive behavior will be considered cause for dismissal.

THE SPRINGS considers biting and hitting serious behavioral problems. Biting and/or hitting often result from frustrated, inadequate communication and/or lack of impulse control—two developmental tasks that children are intensely engaged in. Younger children are in the process of mastering language and often lack the words to fully express their needs, feelings, and thoughts. In the absence of words, children employ their bodies; they push, grab, scratch, and sometimes bite. A bite or a hit by an older child is more unusual, but usually still stems from the inability of a child to be successful when using words to resolve a conflict. When a child bites or hits, the parent of the child who did the biting as well as the parent of the child who was bitten will be notified. A child, who continues to bite, hit or shows other signs of aggressive behavior will be dismissed from the school if the school deems this necessary.

Destruction of materials or environment is also considered a serious behavior problem. When a child breaks materials through purposeful misuse, the parents of the child will be notified. Parents of children who break or destroy school items are asked to replace the damaged items. Children should be involved in the process of replacing the item so they can learn and understand the consequences of their actions.

If a child's behavior is creating an ongoing problem in the school, the teacher will call the parent to discuss the behavior and develop a plan with the parent to correct the behavior. If the behavior continues to be a problem, the parents will be asked to come to the school for a conference with the teacher and Head of School to determine a course of action to change the behavior. A child's ongoing aggressive or disruptive behavior affects the well-being of all of the children. If inappropriate behavior continues, the child may be dismissed. Parent cooperation is essential in successfully navigating and overcoming on-going behavioral issues.

It is our desire that your child's school experience be a positive one and that parents feel comfortable with the philosophy and policies of the school. If THE SPRINGS determines that this is not the case, THE SPRINGS reserves the right to require a child to withdraw from the school. In most cases, parents will be given two weeks notice when required to withdraw their child from the school. However, **THE SPRINGS reserves the right to dismiss a child, without notice, at our discretion.**

SPECIAL NEEDS OR DEVELOPMENTAL CONCERNS

The Montessori philosophy is conducive to teaching children with all different learning abilities. Our teachers work very hard to meet the needs of each individual child. However, at times, teachers may identify issues concerning a child's development that may require additional services or resources. These types of concerns may range from behavioral issues to academic challenges to physical limitations. Our teachers, as part of Montessori certification, receive general instruction on how to identify such issues and methodologies for observing and communicating concerns. Given their training and professional experience, the teachers are well qualified to recognize when they may need additional resources to best serve a child's needs. However, they are not qualified to diagnose children in any way.

In the event a child's teacher is concerned about his or her development, the teacher will contact the parent for an initial discussion of the situation. This may occur in person or over the phone. The teacher will begin conducting formal observations of the child in the classroom. She may ask classroom assistants to conduct observations as well. Formal observations mean that the teacher sets aside specific time to observe the child and completes documentation of her observations. Generally, there will be at least three observations. The purpose of the observations is to attempt to identify any patterns and to see what alterations or accommodations the teacher can make in the environment to help the child as well as to document the outcome of such changes.

After the initial observations of the teacher, if she still feels the situation warrants more attention, the teacher will request additional observations from other members of the teaching staff and the administration. Upon completion of formal observations, the child's parents will be invited to school for a formal conference. The parents may be required to observe the child in class as well. We will discuss our observations and determine a plan forward to support the child. While it is our goal to work with all children, to do so may require additional resources. These observations provide a record that should be shared with pediatricians and other specialists that you may decide to consult. In some cases, we may require that a doctor or other professional review your child's observations or observe your child at school. Speech therapists, behavioral therapists, psychologists, etc. are welcome to come to school to observe and work with the children. This is a common practice. However, if such professionals wish to work with your child one-on-one away from our faculty, they will be required to submit proof of appropriate background checks and screenings in accordance with VOE regulations.

Please understand that identifying special needs or developmental issues is difficult in young children. Many behaviors that are often classified as age appropriate in young children can also be an indicator of larger issue. At the same time, for many special needs, early intervention is crucial and can have a significant impact for later development. Therefore, we do not treat such concerns lightly and aim to proceed thoughtfully and with as much support as possible. Additionally, we also strive to understand the delicacy and emotional impact for parents when such concerns arise. We understand that for many parents, this may be the first time there is an indication of a special need or developmental issue and that this can be a very difficult process. We will support families in any way we can. When parents, teachers, and specialist work together, openly and honestly, we have a very high success rate of working with children with special needs and/or helping children over developmental hurdles.

The Springs works with a licensed clinical social worker, Courtney van Schagen, to help identify areas of concern and implement plans to work with children requiring additional resources. In the event, the school determines that your child requires an observation by Ms. van Schagen or that working with her on a regular basis may be beneficial, you will be notified by the school administration and invited to come in to meet her.

ANTI-HARASSMENT/ NON-DISCRIMINATION - STUDENTS

The Springs is committed to maintaining a school environment in which all individuals are free from harassment or discrimination based on race, religion, color, national origin, ancestry, age, sex, citizenship status, genetic information, disabilities and other characteristics protected by federal or applicable state law.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility toward another student because he or she is a member of a protected group and that interferes with a student's work or creates a hostile, intimidating, or offensive environment.

Sexual harassment, in particular, may consist of (a) making unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or comments of a sexual nature; (b) making submission to or rejection of such conduct the basis of decisions; or (c) creating an intimidating, offensive, or hostile environment by such conduct. Examples of sexual harassment can include, but are not limited to:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits or sexual propositions
- Non-verbal: Making suggestive or insulting noises, leering, whistling or obscene gestures
- Physical: Touching, pinching, brushing the body, coercing sexual intercourse or assault
- Graphic: Displaying or circulating in the school written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail)

Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

BULLYING

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying but does not include ordinary teasing, horseplay, arguments, or peer conflict.

However, the school recognizes that many of the children in our care are too young to be developmentally capable of bullying as defined here, but that some habits, if not identified and dealt with in early years, can lead to bullying. Therefore, it is our policy to avoid using the label of "bully" or "bullying" when discussing young children. Instead, we focus our approach on teaching positive conflict resolution skills and supporting social emotional learning.

In the event, the school does determine behavior to meet this definition of bullying appropriate action will be taken. The school will not tolerate any bullying on school grounds or at any school sponsored activity (on or off school grounds).

Consequences for students who bully others shall depend on the results of an investigation from the Administration, and may include:

- Counseling
- Parent Conference
- Community Service
- Suspension and/or Expulsion

Depending on the severity of the incident(s), the Head of School may also report incidents of bullying to law enforcement if appropriate.

PART IX: COMMUNICATION AND PROGRESS

INFORMATION FROM HOME

Please inform your child's teacher and the office anytime a significant change (i.e., a parent away from home, death in the family, death of a pet, illness in the family, new family member, etc.) occurs at home.

We will inform you of any changes in the school environment that may affect your child.

INFORMATION FROM SCHOOL

We make every effort to communicate school wide information to parents effectively, quickly and diversely. We understand that each person is unique in how they like to and are able to receive information. Generally, to conserve resources, the administration communicates most information electronically. The administration sends out a weekly briefing with general school wide information. We also utilize School Messenger to send out texts with quick, general reminders, and to communicate emergency closings. Additionally, notices are also posted on the main bulletin board above the sign out shelf. Please check the bulletin board daily.

At the classroom level, each teacher will send home information as she chooses. The teachers often post signup sheets through SignUp Genius (or other online websites) for various occasions throughout the year. These signups will come to you via email. Additionally, each teacher creates a work folder for each student in the class. Children store their work in these folders throughout the week. On Fridays, the teachers will make the folders available to take home. Please take them home and return them empty on Monday. Keep in mind that most Montessori work is manipulative and hands-on. A great deal of work can be completed without a paper trail. Therefore, do not be concerned if you child’s folder does not seem that full or is mostly art projects. It is not until closer to Kindergartnen that more work includes paper work.

TELEPHONE CALLS and EMAILS

Please feel free to call the school at any time between the hours of 7:00 am and 6:00 pm to leave messages concerning your child, to request a call from your child's teacher, or for information concerning billing, etc. THE SPRINGS telephone number is 703-455-1000.

Emails are welcome, but may not receive an immediate response. We do our best to respond to all emails within 24 hours during the school week. THE SPRINGS general email address is info@springsmontessori.com. Please see our Email Communication policy below for more information.

PARENT PARTICIPATION

Parents are welcome at school at any time. Parent participation is an extremely important part of the child's school experience. Parent help is a welcome resource for the school. In the past parents have made tables, made copies, taken photographs, developed computer programs, repaired equipment, and painted shelving. If you have a cultural experience or musical instrument you can share, these are also enjoyed by the children. We always welcome fresh flowers, blank scrap paper, books, and baby food jars.

If you have time to volunteer, please contact your child's teacher and/or the school office. Parents typically volunteer in the classroom in the morning for 30-60 minutes. Parent volunteers must sign in at the school office. We do ask that parents refrain from volunteering during the first six weeks of school as this is in important time in establishing classroom routines and helping children overcome separation anxiety. Please understand that state regulations do not allow volunteers to work with children without school staff present.

Parents may also get in touch with the office or the PTO to discuss other volunteer opportunities.

If you can donate a service to the school, please contact the office.

PARENT-ADMINISTRATION COMMUNICATION

Any official communication from the Head of School or the Administration will be in the form of writing or a telephone call. If parents wish to speak with the Head of School or another member of the Administration, please call the school office during regular school hours and an appointment will be made. Pick-up is not an appropriate time to discuss concerns with the administration, as they are busy making sure that all staff and students are safe. We ask that you make an appointment so we can give you our undivided attention to your concern.

PARENT-TEACHER COMMUNICATION

A strong line of communication between parents and teachers is crucial to a child's academic success. Teachers will provide monthly newsletters to parents to provide general information about the class. Additionally, each teacher will maintain individual records for each child through our child management system, Transparent Classroom. Parents may log in to Transparent Classroom to view their child's progress, send messages to the teachers, view pictures, read descriptions of Montessori lessons, and receive announcements about upcoming events.

For students in the Infant and Toddler Houses, daily reports can also be viewed through Transparent Classroom. Keep in mind that daily reports do not include academic information. Academic information is updated weekly. Please keep in mind that while the

teacher will review your child's information weekly, children who are practicing many different lessons many not see weekly changes made to their record as their progress is on-going.

Parents are always welcome to request a telephone call from their child's teacher. The teacher will make every effort to call you the same day, if the request is made during school hours. We ask that parents please respect our teacher's privacy, personal lives and personal obligations. Teachers' private phone numbers and emails will not be distributed and we ask that even in the event you access this information that you do not use it without the teacher's direct consent.

The Lead Teachers all have a school email address. Parents may email them directly at their school address. Please allow at least 24 hours for an email response during the school week. Generally, live conversations are the most productive for discussing issues of concern.

Teachers will discuss the best way to communicate with them at Back-to-School Night. Please understand that we allow our teachers the freedom to communicate in the way they feel most comfortable.

Generally, information about your child will be relayed by your child's Lead Teacher or the Administration. Please understand that while Assistant Teachers may be able to provide you basic information about eating, sleeping, toileting, etc., they are not able to comment on a child's academic or behavioral progress.

Please understand that parent-teacher communication is very important and our faculty is happy to provide you with many avenues for communication: phone calls, emails, conferences, etc. **However, we ask that parents keep in mind that during school hours our faculty is responsible for supervising and teaching the children present at school. Therefore, please refrain from conferencing with faculty during visits, observations, drop off and/or pick up. If you have an immediate concern while at school, please let an Administrator in the office know**.

If at any time you have a problem or concern about a faculty member or another student, we ask that you bring it to the attention of the Administration professionally, respectfully and privately. Please be sure to avoid discussing other adults or other children in front of any children, including your own. We will do our best to help resolve any issues with kindness in a discreet and professional manner. We require our faculty to treat every individual, child or adult, with respect. We ask that you provide our faculty the same consideration. Any parent who is threatening or aggressive towards members of our faculty (including administrators), other parents or any children may be prohibited from school grounds. If such problems persist, you may be required to withdraw your child from our program.

EMAIL COMMUNICATION POLICY FOR PARENTS

Below are the guidelines and expectations to follow when using electronic communication.

Parents may send an email to THE SPRINGS faculty under these conditions:

- In reply to a faculty or administration email
- Asking a question that does not need an immediate response
- Setting up an appointment for the future, either in person or via phone
- Advance notice of a student's absence. (Please make sure to email by 8:00 am the day of the absence to ensure the email is received.)

Parents should not send an email to THE SPRINGS FACULTY under these circumstances:

- In response to a disciplinary measure
- To ask a question that needs an immediate answer
- To express disagreement with a classroom policy, procedure, activity, etc.

In these instances, the appropriate course of action is to contact the school administration. A meeting with all involved parties will be scheduled.

Additional Notes:

- Expect a minimum of 24-hour response time to an email during the school week. Understand that we do not require teachers to check or respond to emails on the weekend or over holidays.
- Email is not the forum to hold lengthy discussions requiring explanations.
- Teachers reserve the right to respond to an email with either an email or a phone call, as they see appropriate.
- If you, as a parent, prefer an email response, please say so. If email is not the proper method of communication on the subject, an email reply requesting a phone call or a face-to-face meeting may be sent by the teacher.
- Include a phone number, as well as a good time to reach you, should the subject matter be deemed inappropriate for email.
- Abuse of this email policy can result in your email address being blocked by the school administration.
- Parents may not use email for solicitation purposes.

PARENT-TEACHER CONFERENCES

Parents of new children will be contacted, by phone, within the first two weeks of school to welcome you to the school and reflect upon your child's initial transition to school. Parents may be contacted again after a few weeks to discuss the child's adjustment as necessary.

During November, a formal parent conference with you and your child's teacher will be scheduled. A second scheduled conference is held in the late spring. Additional

conferences may be requested at other times throughout the school year by either the parents or the teacher. In the event you would like to request a conference, please allow us 72 hours to make arrangements for the conference.

CLASSROOM OBSERVATIONS

If you wish to observe your child's class, please let us know. It is helpful to the teacher to know ahead of time to ensure other parents are not already scheduled to visit the classroom. Please do not bring other children with you when you observe as this is very distracting to the children in the class. We encourage your interest and hope you will observe often. For students in the Toddler and Children's Houses, we ask that you wait to observe until after the first six (6) weeks of school to allow for the establishment of classroom routines and appeasement of separation anxiety.

Parents are welcome in the school at any time, but please be sure to sign in as a visitor in the office.

NARRATIVES AND LETTERS OF RECOMMENDATION

THE SPRINGS provides a narrative of a child's progress at the completion of the Kindergarten and Sixth Grade year. The narrative is completed in May. A copy is placed in the child's file and another is provided to the parent. You may want to ensure that your child's first or seventh grade teacher(s) receives a copy. A copy will be sent to your child's forwarding school if the school requests records from us. However, not all schools request records and in some cases the records are not forwarded on to the teacher when received by the school, so it is always good to double check.

THE SPRINGS will complete recommendation forms for children moving on to first grade or older grades as requested by the elementary school. Please allow 2 weeks (14 days) for recommendation requests to be completed. Recommendations are sent directly to the requesting school. Requests for a parent copy of any recommendations are handled by the receiving school.

The Montessori Method expects a child to complete the Kindergarten year to realize fully the goals and outcomes that are common to Montessori education. THE SPRINGS does not recommend transition prior to the completion of Kindergarten. Therefore, THE SPRINGS does not complete recommendation forms or write narratives for children transitioning out of the program prior to first grade except in the case of relocation, transfer to another Montessori school, or for students requiring additional services to meet special needs such as, but not limited to, speech therapy, behavior management, etc. THE SPRINGS Head of School has ultimate discretion over the decision to complete recommendation forms and/or write narratives as well as final review of recommendations and narratives.

PARENT EVENTS

Parent events will be held during the year. Your participation is encouraged. Time and dates will be announced. Parent events may include opportunities for student showcases, parent education, or community socials.

Parent events are a wonderful way to gain a better understanding of your child's school experience. We strive to offer many events and vary the timing of events to accommodate the varying schedules of our families, particularly during Summer Camp when there are more opportunities for parent events. While participation is highly encouraged, we also understand that it is unrealistic for parents to attend all events. Therefore, we try to structure parent events that include children in a way that does not upset those children whose parents are unable to make the event. Depending on the type of event, this may involve allowing parents and children to participate together and then repeating the event with just the children or children without parents may be assigned to faculty members and enjoy the event with their favorite teachers. Additionally, we welcome grandparents, aunts, uncles or other family members or friends to come as well. Please let the office know ahead of time if we should expect an individual other than the parent. In either case, every child will participate in any special event regardless of whether or not a parent is able to attend.

PART X:
HEALTH POLICIES

FIRST AID, CPR and ACCIDENT PROCEDURES

The staff at THE SPRINGS undergoes First Aid and CPR training every two (2) years. Multiple staff members who are trained in First Aid and CPR are always present at school.

In the case of a minor accident, such as a skinned knee, parents will be informed of the accident, the circumstances involved, and the treatment via an Incident/Accident Report on Transparent Classroom. In the case of an injury that needs immediate, but non-emergency medical treatment, parents will be called immediately to pick up their child. If the parents cannot be reached, the emergency contact person listed on the emergency card will be called. **Please keep emergency numbers up to date.** In the case of a serious injury, parents will be notified and an ambulance will be called.

ALLERGIES

We understand that children often have allergies that influence their diet and/or well-being. Please be sure to list all allergies in your child's paperwork and notify the Head of School as well as your child's teacher of any food or drug allergies. Parents must complete an Allergy Action Plan for any allergies disclosed to the school. Allergies requiring medication must have the appropriate Medication Authorization completed. Please note that your child's allergy will be posted in the classroom so all faculty members are aware of such restrictions. If you wish to keep your child's allergy confidential, please notify the school office.

Please understand that the school will make every effort to accommodate your child's allergy. However, you will be required to provide substitutions if the schools lunch and/or snack program does not meet your child's needs.

In fairness to all the children at the school, we try to avoid making general restrictions for specific foods (e.g., strawberries, gluten, dairy, etc.). However, the school does evaluate the level of restriction for certain allergens on a case by case basis. If there is a child in the class that has a life-threatening allergy, restrictions may be placed on that particular allergen class-wide. If a specific food is restricted class-wide or school-wide, you will be notified in writing by the school administration. **For the 2021-2022 school year, THE SPRINGS will continue to be entirely nut-free**.

HEALTH AND ABSENCES

When children enroll at THE SPRINGS they join a school community that in addition to your child, consists of other students, teachers, and family members of teachers and students. THE SPRINGS works hard to protect the health of all members of our community and reserves the right to send ill children or those who may be ill home. For the health of all the children, those children who are sick must be kept at home. Any child

arriving at school sick will not be allowed to remain. Any child who becomes sick at school will be safely isolated and carefully monitored, and parents will be required to pick up the child. The decision to exclude or send a sick child home from school is left to the sole discretion of the school administration. All school administrators have completed the Virginia Daily Health Observation Training that provides education in identifying potential contagious illness, but in no way allows for diagnosis.

Children will be excluded from school when any of the following signs of illness are present:

- Fever of 100 degrees or more
- Diarrhea
- Rash (until diagnosed and determined to be non-contagious)
- Vomiting
- Eye inflammation (until diagnosed and determined to be non-contagious)
- Sore throat
- Unable to participate in school activities

Sick children must be picked up within 30 minutes. We suggest all families have a back-up plan to contact someone who can reach the school within that time frame. Be sure they are listed on your authorized pick-up list. **However, please understand that if a sick child is not picked up after one (1) hour from the time the parent is notified, we must notify Child Protective Services and the regular late pick up fees will take effect (i.e., one dollar per minute for every minute late), even if we know you are on your way.** Late fees collected on behalf of sick children will be donated to the School Library.

Children will not be allowed to return to school until the symptoms have disappeared for a full 24 hours or until the child has been on the appropriate, corrective medication for 24 hours, or whichever is longer. In the case of a fever, a child must be fever free for 24 hours, without the use of fever reducing medication, in order to return to school. In certain cases, a doctor's note/diagnosis may be required to return to school (e.g., skin rashes). Please understand that the children in the age range served by THE SPRINGS are considered a more susceptible and sensitive group than the general population. The requirements for returning to school may be more stringent than for older, school-age children and is up to the discretion of the school administration. It is possible that a doctor's note may not be sufficient enough for returning to school. Additional treatment and or exclusion may be required in order to protect the school community adequately. For certain childhood illnesses such as chicken pox, children must be excluded from school according to Department of Health guidelines.

If your child has an ongoing, reoccurring medical issue that is not contagious such as eczema or seasonal allergies, please have your child's doctor provide documentation, including a description of typical symptoms. Having such documentation may prevent us from having to send your child home. However, THE SPRINGS reserves the right to still

send your child home, even if documentation is on file, if any uncertainty due to worsening symptoms or additional symptoms arises.

Please understand that THE SPRINGS does not employ medical personnel and, therefore, cannot diagnose a child. When a diagnosis is required for a child to remain at or return to school, it must come from a licensed doctor or nurse practitioner. This individual cannot be a family member. THE SPRINGS cannot accept diagnosis made by non-medical individuals, including parents.

Whether or not a child is fit to attend school is up to the discretion of the school administration that has undergone Daily Health Observation Training as required by the Commonwealth of Virginia. Any child who is unable to participate in regular school activities will be sent home.

The Commonwealth of Virginia also requires enrolled families to notify the school within 24 hours when any member of the immediate household develops any communicable disease, except for life threatening diseases which must be reported immediately. The school is required to post an anonymous notice to alert the school community of any communicable diseases occurring among the school's population.

Please call the school office by 9:00 am if your child will be absent or late to school.

MEDICATION POLICY

THE SPRINGS only administers emergency (i.e., epi-pen, inhalers, etc.) and prescription medication.

The school must have a completed Medication Authorization Form on file for each medication your child is to receive. Forms are available in the school office. All medication must come in the original package with the original pharmacy label and any additional instructional inserts. We cannot accept a parent authorization that varies from the pharmacy label without a physician's authorization. Parents must provide an accurate measuring device (e.g., oral syringe, medicine cup or medicine spoon) clearly marked with your child's name. Utensils will not be accepted and medication will not be given without the appropriate measuring device.

VOE regulations state that children may only receive medication for a maximum of 10 days with written parent authorization. Medication can be administered for periods exceeding 10 days with a written authorization completed by the child's physician that must be updated every six months.

The Medication Authorization Form is a common form that has been developed and authorized by VOE. All medication authorizations must have the front page filled out by the appropriate authorizing party (i.e., parent or physician) and must include a specific medication name, dosage, route and time for administration. Only one medication per form can be authorized. Additionally, only one medication and form may be used per

child. **The Medication Authorization Form must be completed in English. Any physician authorizations must be completed by a licensed medical doctor (M.D.) or pediatric nurse practitioner (PNP).** Physician authorizations cannot be completed by a parent even if that parent is a licensed medical doctor or nurse practitioner.

Medication will only be given on an "as needed" basis with written authorization from the child's physician outlining the specific symptoms that warrant administration of the medication.

Medication will not be administered if the authorization form is not filled out correctly and sufficiently.

Medications are stored in a locked cabinet or in the refrigerator in containers reserved for medication storage. Faculty must have completed the state mandated Medication Administration Training (MAT) in order to administer medication. This training certifies child care professionals to administer medication through the following routes: oral, inhaled, topical, medicated patches, eye, ear and Epinephrine via auto injector device. Medications that require injections or vaginal or rectal application can be administered with further training from the parent and/or child's physician. Faculty members who dispense medication are required to record the name of the child, the date, the time, the medication, the dosage, the route, and any adverse reactions or administration errors. The faculty member administering the medication will sign off on this information. The medication log may be reviewed by parents upon request.

Chapstick and other lip balms and ointments are considered medications according to the VOE regulations. THE SPRINGS will only administer these items if they are medicated and prescribed by a doctor.

Children who have diabetes have additional forms that are required to be filled out prior to the child's first day of school at THE SPRINGS. Any faculty member who is treating a child with diabetes must complete Diabetes Training given by a licensed medical professional. THE SPRINGS currently has one faculty member with this training.

Parents should understand that while THE SPRINGS uses every care in dispensing medication, medication is dispensed by non-medical personnel.

If your child has a communicable illness, please contact the school so other parents can be notified.

SUNSCREEN & INSECT REPELLENT

Virginia Department of Education classifies both sunscreen and insect repellent as medications and must be authorized as detailed in the previous section. VOE does make one exception regarding these items and allows them to be authorized for longer than 10 days without a physician's authorization, but we still must have a completed authorization filled out by the parent.

THE SPRINGS will administer sunscreen and insect repellent from April 1 until October 31. However, the school will only administer sunscreen and insect repellent **before going outside in the afternoon** as it must be applied 30 minutes before outdoor activity. If you would like your child to have sunscreen or insect repellent for outdoor play in the morning, these items must be applied at home before coming to school.

Unless medically necessary, enrolled children use our school provided sunscreen. We use Rocky Mountain SPF 50 Broad Spectrum Sunscreen (RMS). RMS meets all 2012 FDA mandates for sunscreen. It is water resistant, hypo allergenic, fragrance free, gluten free, nut-oil free, and formulated for sensitive skin. Proper authorizations are still required.

Authorization Forms for sunscreen and insect repellent are available in the office. THE SPRINGS provides sunscreen. Sunscreen and insect repellent cannot be authorized on the same form. A separate authorization must be filled out for each item.

PART XI: CHILD SAFETY, CRISIS MANAGEMENT, AND SCHOOL SECURITY

CHILD SAFETY

Your child's safety is of the utmost importance at THE SPRINGS. All doors in the building are locked. There is a security system located next to the door near the school office. **Children are not allowed to open doors leading to and from the school building or to touch the security system**.

Parents are reminded that Virginia law states that when a child is a passenger in a car, child restraint devices are required for children who are under eight (8) unless parents obtain a signed doctor's note indicating that the child is physically mature enough to no longer require a booster seat. In the event that a car or truck does not have a back seat, the passenger's side airbag should be deactivated and the child restraint device should be placed in the front seat. This law applies to all children enrolled at THE SPRINGS. THE SPRINGS will advise parents failing to observe this law.

Please teach your children the basic rules of safety: Never talk to or accompany a stranger. Never approach the car of a stranger when called from the sidewalk. Never accept gifts or treats from a stranger. Instruct them to never open the door to a stranger. Always accompany your child into a public restroom. Children should be taught their full name, address, and phone number as soon as they are able to learn these. Teach them how to use a landline telephone and a cell phone. Show them how to dial "0" and "911" to ask for help. Teach them what to do should they become lost in a mall, store, amusement park, etc. Emphasize caution, not fear.

CRISIS MANAGEMENT

THE SPRINGS has a Crisis Management Plan on file in the office. Should an emergency arise, the plan states the procedures to be followed in the event of a disaster. The Crisis Management Plan focuses primarily on the responsibilities of the faculty. Parents may review a copy of the Crisis Management Plan at any time.

In the case of any emergency, please know that your child's safety is the primary concern of all faculty members. Unfortunately, in today's world, emergencies unimaginable to us that have no outlined plan may occur. Be assured we will make every effort to protect all children in all situations. At THE SPRINGS, emergencies are classified into three general categories: evacuation emergencies, shelter-in-place emergencies and lock down emergencies.

In the case of emergencies that require evacuation (e.g., fire, flood, etc.), children will evacuate the building and proceed to the playground area or if necessary to the grass area of the adjacent building. The administrative staff will begin notifying parents by phone of the situation and will make an announcement on the school website and social media accounts. A message will also be sent via School Messenger.

In the case of emergencies that prevent us from evacuating the building (e.g., hurricane, tornado, biological warfare, etc.), the faculty and children will shelter-in-place in Toole Hall or Kerrister Gymnasium. Everyone will remain until the threat has passed. If an emergency requires shelter-in-place, please do not try to come to the school. Remain where you are until the threat has passed. If phone service is available, THE SPRINGS will make every effort to contact and update parents.

In the case of emergencies or threats in the surrounding community, the school will go into lock down. Lock downs are issued by local law enforcement agencies and can vary in the level of intensity depending on the duration and severity of the threat. Please understand that no one may enter or leave the building during a lock down. You will be notified of a lock down, but please do not attempt to come to the school during a lock down. You will not be admitted to the building and may interfere with the efforts of emergency personnel.

Each classroom contains an emergency GO BAG. The Faculty is trained to take the bag with them in the event of any emergency. The bag contains names tags, contact information for each child's parents, a flashlight, duct tape, a copy of the Crisis Management Plan, extra snack food, and a first aid kit.

THE SPRINGS also has one cell phone which will be used in the case of any emergency to contact parents. If you are trying to reach the school and the main line is not functioning, you can try the cell phone. The number for the cell phone is 703-396-7744. However, this phone is only on during an emergency and is not used during the regular school day. If the phone systems are down or circuits are busy, it may be possible to contact the school through email. Please email Katelyn (katelyn@springsmontessori.com) or Natalie (assistanthos@springsmontessori.com) and someone will try to respond as quickly as possible.

Lastly, please be assured that in the event of an emergency a faculty member will remain with your child(ren) until every child has been picked up.

FIRE PREVENTION AND FALSE ALARMS

THE SPRINGS is issued a Fire Permit from Fairfax County every year and undergoes an inspection from the Fire Marshall to ensure that all alarms and emergency lighting are functioning, emergency exits are cleared, and that the building is generally prepared to limit the spread of a fire. This permit is on display in the hallway.

All fire alarms must be handicap accessible and as such are within the reach of a child. Our fire alarm is located in the main hallway. The children are taught at school that they may not touch the fire alarm. Please help us reinforce this by supervising your child very closely when in proximity to the alarm. The Fairfax County Fire Department takes false alarms very seriously, viewing them as a nuisance to the community and a waste of resources. As such, the fire department reserves the right to charge a fine for false alarms. Please understand the school cannot support the payment of such fines and the

family of any child who pulls the fire alarm will be responsible for any fines imposed by the county, alarm system company, or the fire department.

SCHOOL VISITORS

All visitors to the school must check in at the school office. This includes parents, other family members, prospective parents, volunteers and any individual conducting business with the school.

PHOTOGRAPHY OF STUDENTS

From time to time, the faculty at THE SPRINGS takes pictures of students to document work, record special activities, and show parents their child's achievement. At the time of enrollment, parents will be given a release giving THE SPRINGS permission to photograph their child.

Children who are photographed are only photographed or recorded with school cameras. Faculty are strictly prohibited from photographing children with personal devices. Pictures may be posted to the school website, school maintained social media, placed on display in the school or used for student records. Occasionally, student photographs are required for coursework for teacher training and education. In such an instance, the coursework will be submitted to a third party, typically an educational institution, for grading. Parents will be specifically notified of such instances and will have the opportunity to opt out for their child. At no time, will a students' identity accompany any photo or video that is made public.

PART XII: MISCELLANEOUS INFORMATION

THE SPRINGS PTO

The Springs Parent Teacher Organization (PTO) was established in 2019 as a liaison group to assist in the organization of community projects and events, fundraising, as well as to provide feedback and ideas from parents to THE SPRINGS to help improve the global experience of the students. The PTO is a separate 501(c)3 non-profit entity and has the support of The Springs, A Montessori School. The PTO is governed by its own set of by-laws and officers but has no direct governance over THE SPRINGS or its policies. For more information on the PTO or ways to get involved, please email pto@springsmontessori.com.

POLICY CHANGES

THE SPRINGS reserves the right to make changes or updates to its policies at any point. All enrolled families additionally agree to any changes made to school policy for continued enrollment of their family. New school policy will be issued through including, but not limited to an updated Parent Handbook or memo as disemmenated by the school (i.e. email, text, bulletin board notifications, etc.). THE SPRINGS is not required to provide prior notification of a policy change.

RELIGIOUS AFFILIATION

THE SPRINGS has no religious affiliation and provide a non-sectarian program.

SUSPECTED CHILD ABUSE OR NEGLECT

63.1-248.3 of Code of Virginia requires any person providing full or part-time child care for pay, on a regularly planned basis, to report suspected child abuse or neglect. If any faculty person at THE SPRINGS suspects abuse or neglect, Virginia Department of Education and Child Protective Services will be notified.

Faculty members are regularly trained to identify child abuse and/or neglect.

INFORMATION REGARDING VIRGINIA SENATE BILL #594

In accordance with Virginia Senate Bill #594, inspectors completed an asbestos inspection at THE SPRINGS by an inspector licensed in the Commonwealth of Virginia.

Our facility was determined to be free of asbestos.

Copies of the Asbestos Survey Report detailing the results of the asbestos survey can be found in the office.

LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY CARE PROGRAMS

THE SPRINGS is a school serving children under the age of 5 and as such is classified as a Child Day Center (CDC) by the Commonwealth of Virginia. The Commonwealth of Virginia helps assure parents that child daycare programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Education authority to license these programs. While there are some legislative exceptions to licensure, licensed programs include child daycare centers, family day homes, child day center systems, and family day systems. The Commonwealth of Virginia may also voluntarily register family day homes not required to be licensed.

Standards for licensed child daycare centers address certain health precautions, adequate play space, ratios of children per faculty member, equipment, program, and record keeping. Criminal records checks and specific qualifications for faculty and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff from the Department of Education. In addition, parents or other individuals may register a complaint about a program. Registered complaints will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operation without a license when required constitutes a misdemeanor, which upon conviction can be punishable by a fine of up to $100.00 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child daycare programs or would like to register a complaint, please contact the Regional Office of Education closest to you.

THE SPRINGS is licensed by the Fairfax Licensing Office at 12011 Government Center Parkway, Suite 232, Fairfax, Virginia 22035. 703-324-7500. THE SPRINGS holds a regular license. THE SPRINGS preschool program is exempt from licensure under subsection B of section 63.2-1717 of the Code of Virginia. Maximum enrollment for the preschool program is two hundred (200) students. The school facility is in compliance with the applicable laws and regulations regarding food service, health and sanitation, water supply, building codes, the Statewide Fire Prevention Code or the Uniform Statewide Building Code. Documentation of compliance can be found on the bulletin board in the main hallway and can be provided upon request to the front office.

LEGAL

A breach of the Enrollment Contract or Parent Handbook ("Agreement") by the responsible parties (child's parents) entitles THE SPRINGS to pursue any remedy available to it whether at law or in equity, including an action for damages or specific performance of the terms of this Agreement, and as the breaching party, you shall pay the costs incurred by THE SPRINGS for enforcing this Agreement or of collection of late payments, including the payment of reasonable attorneys' fees, legal expenses, and court costs. No term, provision, or breach of this Agreement shall be deemed waived by THE SPRINGS unless such waiver is in writing and signed by THE SPRINGS. Any waiver, whether express or implied, shall not constitute a waiver of any different or subsequent term, condition, or breach. Further, you agree to indemnify, defend and hold THE SPRINGS, its owners, officers, and directors harmless from any and all liabilities, claims or demands (including the costs, expenses, and attorneys' fees on account thereof) arising out of any defamatory statements by the responsible parties.

RELEASE, WAIVER, AND INDEMNITY AGREEMENT

Due to COVID-19, all families are required to agree to the following agreement. Changes may not be made to this agreement without express consent from the Head of School.

This RELEASE, WAIVER, AND INDEMNITY AGREEMENT ("Agreement") is made as of the date below between The Springs, Inc. d/b/a The Springs, A Montessori School, a Virginia corporation ("School"), _____ and _____ (collectively, "Customers" and "you" and "your").

RECITALS

WHEREAS, there exists a global pandemic that has come to be known as COVID-19;

WHEREAS, the Commonwealth of Virginia and the federal government have provided orders and guidance regarding social distancing and measures to curb the spread of COVID-19;

WHEREAS, a serious need exists for child care providers to reopen in order for parents to attend work during the COVID-10 health and economic crisis that is currently ongoing, which the government has acknowledged;

WHEREAS, Customers are aware of the dangers of COVID-19, but desire their children/child's attendance at the School;

NOW THEREFORE, in consideration of the promises and mutual covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are mutually acknowledged, School and the Customers hereby agree as follows:

1. IT HEREBY ACKNOWLEDGED THAT THE COVID-19 IS EASILY TRANSMITTED AND IS A CONTAGIOUS, DANGEROUS DISEASE. Customers therefore release, waive, discharge and covenant not to sue School, its members, managers, officers, directors, employees, representatives or agents, along with any of its parents, subsidiaries, or other affiliates, along with their its members, managers, officers, directors, employees, representatives or agents of each of them, all for the purposes herein referred to as the "Releasees," from any and all liability, demands, costs or expenses, including without limitation, attorneys fees actually incurred, and arising in connection with Customers' children/child's attendance at the School during the duration of the COVID-19 pandemic.

2. Customers hereby agree to indemnify and save and hold harmless the Releasees and each of them from any loss, liability, damage, or cost, including reasonable attorneys' fees, arising from any allegation, claim, demand, debt, obligation, liability, cost, or expense the School or the Releasees may incur arising from the Customers' children/child's attendance at the School during the COVID-19 pandemic, including any allegation that COVID-19 was transmitted to any person as a result of Customers' children/child's attendance at the School during the COVID-19 pandemic.

3. Releasees shall be third party beneficiaries of this Agreement.

4. Governing Law/Forum Selection. This Agreement shall be construed by the laws of the Commonwealth of Virginia, without reference to its conflict of laws rules. The parties to this Agreement hereby expressly consent to be subject to the jurisdiction of the Commonwealth of Virginia to determine any disputes regarding this Agreement and further agree that the sole venue for any such dispute shall be the Circuit Court of Virginia for the County of Fairfax.

5. Incorporation of Recitals. The above-listed Recitals are hereby incorporated into this Agreement as if fully set forth herein.

6. THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity Agreement is intended to be as broad and inclusive as is permitted by the law of the Commonwealth of Virginia, including indemnification against one's own negligence, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

7. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no representations, statements or inducements apart from the foregoing written Agreement have been made.

THE SPRINGS, INC.

THE SPRINGS was incorporated in 1966 and remains a Corporation in Good Standing in the State of Virginia as registered with the State Corporation Commission. The Springs, Inc does business as The Springs, A Montessori School.

The Springs, Inc. is governed by a corporate Board of Directors. The Board of Directors functions to plan strategically for the corporation and is a silent partner in the operations of the school. The Board entrusts all responsibilities and decision-making powers to the Head of School. The Board does not accept parent inquiries (questions, comments, concerns, etc.) and any such inquiries should be directed to the Head of School and his or her designees.

THE SPRINGS is a tenant of G.H. Leasing located at 7215 Lockport Place, Lorton, Virginia 22079.

The Springs, Inc. is covered by commercial general liability insurance which provides coverage in the event of suit for personal or bodily harm suffered during normal hours of operation of THE SPRINGS as a result of negligence.

Parents are welcome at any time to visit their child at THE SPRINGS.

THE SPRINGS faculty welcomes you and your family to our school. We look forward to working with you to help your child develop to his or her fullest potential. If at any time you have any questions do not hesitate to call.