

# 2011-2012 Parent Handbook Policies and Procedures Agreement

Oak Grove Montessori School's Parent Handbook describes important information regarding the school's philosophy, policies, and procedures. I understand that I should consult the Director and/or Office Administrator regarding any questions not answered in the handbook.

**Reserved Rights:** I acknowledge that OGM reserves the right to make revisions to the handbook at any time. All such changes will be communicated through notices, and I understand that revised information may supersede, modify or eliminate existing policies. The Director has the ability to adopt any revisions to the policies in this handbook.

You may view the handbook online at [www.oakgrovemontessori.com](http://www.oakgrovemontessori.com). We recommend you print and keep a copy for your records. If you are unable to view the handbook online, you may request a copy from the Main Office.

I acknowledge I have received the handbook or I have agreed to locate the handbook online and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

As outlined in the handbook:

- I understand that my child's immunization records **MUST** be on file in the office before my child is allowed to attend class.
- I understand that enrollment is for the entire school year. Credits will not be given for student absences, holidays or breaks. Tuition will be prorated for students entering mid-year. Monthly payment plans are available by direct debit, cash or by check.
- I understand that tuition is due the first day of the month and is late on the 8<sup>th</sup> day of the month. There is a \$25 late fee for all payments made on or after the 8<sup>th</sup> day of the month.
- I understand that the school days starts at 8:15 and ends at 3:30. If I bring my child after 8:35, I must escort my child to the Main Office and fill out a late slip. If I have two tardies, it is counted as an absence. Four absences from tardies will result in probation.
- Oak Grove Montessori School admits all students of any color, creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, and other school-administered programs.

## I agree that I will contact the school whenever:

- My child is ill or absent
- I need to pick my child up early for an appointment
- There is a change in address or phone number
- There is a change on the Emergency Information Form

Parent's Name(s) \_\_\_\_\_

Please Print

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_