

# School Rules

- ✓ **Sign In/Out:** Signing your child in and out each day is a STATE MANDATED LAW. CHM will not be held responsible for children who are not properly signed in.
- ✓ **Late Arrivals:** When dropping your child off after 9:00 am, use the door to your child's classroom.
- ✓ **Emergency Day Care** - The Director must have at least one day's advanced notice for drop-in attendance. We do our best to accommodate families, but must adhere to state regulations and classroom limitations.
- ✓ **Pick-Up:** Please pick-up your child on time. A late fee of \$5 will be applied to every 15 minutes (or fraction thereof) that your child remains after his scheduled pick-up time. (This applies to children dropped off earlier than their scheduled time as well.) Children picked up after 6:15pm will be charged a late fee of \$5 for every MINUTE.
- ✓ **Sharing:** NO TOYS ALLOWED! Toys are very disruptive and can cause hurt feelings and arguments. Sharing is scheduled for Wednesday. Your child is encouraged to bring a book, photos or any other *educational* items.
- ✓ **Paperwork:** Each day, the children put any paperwork they completed in their designated folders. Check your child's folder daily. Keep in mind that Montessori is a hands-on learning environment and many tools do not include paperwork.
- ✓ **Clothes:** Please bring a shoe box or similar size container with a change of clothing for your child. Make sure the box and each item of clothing is clearly marked with your child's name. Also, be sure to check the coat racks for sweaters, jackets or any other items of clothing. Unclaimed clothes will be donated to a local charity.
- ✓ **Special Events:** Watch the Parent/Teacher Bulletin for upcoming events (in-house field trips, special guests, etc.) Fees for events range from \$3-5 and must be pre-paid.
- ✓ **Sipper Cups and Pacifiers:** Please refrain from bringing sipper cups. Other children are tempted to use them. If a pacifier is required for a young child during nap. Be sure it is clearly marked.
- ✓ **Lunches:** Please provide a healthy, nutritious lunch for your child. Sugar consumption should be limited. Watch for "hidden sugars." Sodas ; and gum are not allowed at school. CHM's policy is *no sharing food* due to potential food allergies others may have. Make sure your child's lunchbox and food containers are clearly marked.
- ✓ **Respecting Environment:** The "Jobs" in each classroom have a specific purpose. As such, we teach the children that the jobs are closed when the class is not in session. Please help us teach the children not to touch the jobs when entering or leaving any of the classrooms.
- ✓ **Schedule Changes:** Request for changes to your child's schedule must be made in writing and submitted to the Director. CHM must receive at least two weeks' notice of any schedule changes. Requests for additional days or "switching days" are based on schedule availability.