Julia Street Montessori School Parent Handbook

2026-2027 School Year

15 Julia Street
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Julia Street Montessori School Parent Handbook

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AGES & HOURS: Julia Street Montessori School is an educational environment, which focuses on the development of the whole child, serving children between the ages of 3 - 6. The school day begins at 8:15 AM and ends at 2:50 PM. Because of the importance of having a clean and prepared classroom environment, as well as following our sanitation guidelines & rules, children are not to enter the classroom before 8:15 AM. Parents may pick up their children between 2:50 PM and 3:05 PM for a full day, and between 12:25 PM and 12:35 PM for half day.

ADMISSION REQUIREMENTS & ENROLLMENT PROCEDURE: Julia Street Montessori School has the following entry level skills to help the new child be successful in the classroom. The child needs to be able to accomplish them as she/he enters JSMS.

1. Follow one direction the first time it is given.
2. Use the toilet on suggestion (each time) and try to pull up own pants - not training pants or pull ups.
3. Sit for 3 min. quietly and listen to a story without interrupting those around him/her with actions or words.
4. Use words to express a choice.
5. Use words to get needs met - must be verbal enough to tell the teacher when s/he is hurt, hungry, tired, etc.
6. Use kind words and touches with friends.
7. Keep things out of his/her mouth.
8. Is comfortable leaving pacifiers, blankets, toys, dolls, etc. at home or in the car.
9. Is comfortable separating from the parent (Parent is ready to encourage them to be independent.)

To pursue enrollment at Julia Street Montessori School, you should first schedule an appointment to visit the school. At that time, you may ask for an enrollment packet. Melanie will walk you through the enrollment process and answer any questions that arise. As space allows, we do allow an open enrollment during the year.

In order to enroll your child at JSMS, a parent or guardian must fill out an application to the school. This application must be turned into the director with a non-refundable deposit and registration fee. All fees and a tuition schedule are part of our enrollment packet.

PARKING, ARRIVALS & DISMISSALS:

Arrival - Cars should enter Julia Street from Annandale for both drop off and pick up. A Teacher will be there to greet your child. You will get your child out of the car. If your child is struggling to separate from you on a particular morning, feel free to park and come to the door with your child to help them separate from you more smoothly.

Special Note: There is a private drive to the left of our parking lot. Please do not block that drive as it would be a great inconvenience to our neighbors.

Dismissal - Dismissal begins at 12:25 PM (for half-day) or 2:50 PM (for full-day). If you are picking your child up at a different time than those designated, please park and come in for him or her. Please be considerate of your child and plan to be on time.

Special Note: There is no entrance from Hillside St. to Julia Street from 7:15 AM to 8:15 AM and 2:15 PM to 3:00 PM. During those periods, you must approach Julia St. from Annandale.

CAR SEATS:

Because of various liability issues and the importance of properly placing children in car seats, our staff members cannot place children in car seats unless a Car Seat Waiver has been signed and is on file. Our staff may NOT put a child in a car without a carseat, due to safety issues. Thanks for understanding.

SNACKS & THE SNACK BASKET:

A nutritious morning snack will be offered to all children. (The snack will encompass 2 to 3 different food groups.)

Families are invited to share in snack choices by taking home our snack basket once a year. Families will be given the option to take the snack basket home. In the bottom of the basket are some suggestions you may follow. Shopping together with your child for these snacks is a wonderful way to teach the joy of sharing to your child. (Remember participation is completely a choice on your part.)

Special Note: We have children enrolled with severe nut allergies. In order to safeguard these children, we are a nut-free environment.

WATER BOTTLES:

Drinking water throughout the day is a proven method for maintaining good health. We encourage you to send a fresh water bottle daily with your **child's name and date** on it. Please wash it out and put fresh water in it each day. Please, no juice, milk, or flavored water in water bottles...just water!

LUNCH:

All children will bring a packed lunch from home. This lunch should include nutritious items for your child. Juice is welcomed at lunchtime by most children. Please make sure you select a kind that is **100% juice**. Also, please choose a yogurt with low-sugar content and no synthetic dyes! Thanks for helping us. Please DO NOT send soda of any kind. Also, no candy is allowed. We do have a microwave and would be happy to heat "leftovers" for your child if you choose to send them. The state requires that 4 food groups be represented in each lunch served! Thank you for helping us with this! Lastly, please **place your child's name and date** on his/her lunch box. The state requires that we apply each day's date onto each child's lunchbox. Lunches are stored inside of a refrigerator until lunchtime. Organic cow's milk is offered during lunch. If you do not wish your child to have this, please clearly communicate this to your child's teacher in writing. No sharing of food is allowed between students.

CUBBIES:

Your child will have a cubby of their very own. The cubby holds a complete change of clothes including a shirt, pants, underwear, and socks. This **extra clothing should be sent in a gallon zip-loc bag with his/her name on it**. Please do not overfill your child's cubby. State law requires that all clothing items, blankets, etc. not extend out of the cubby where it can touch other children's items. In light of the cubby size, please be mindful of the size of the book bag/backpack your child brings.

REST TIME:

Please send a small blanket and sheet and one small sleep friend from home. These are contained within the cot. Blankets are sent home every Friday to be washed. **Please return on Monday!**

SHOES: (Optional)

When children arrive at school, they place their own shoes in their big cubby. This helps your child feel at-home and relaxed at school. **We strongly encourage you to send your child in shoes that fasten with Velcro or elastic**. This way he/she can be independent in the putting on of their shoes for outdoor play. **Note:** You are encouraged to send in a pair of slippers for wearing in the classroom.

CLOTHING:

We encourage you to dress your child in comfortable play clothes that can be easily washed. Please no **costumes**. **Please label your child's clothing, jackets, hats etc.**

VOLUNTEERS:

Volunteers are welcomed and appreciated in our classroom. Specific opportunities to volunteer in our learning environment will be offered in your child's application. . Please arrange with the teacher a convenient time to be an important part of this class. (**Please note:** We ask that you give your child the very first month ot two to adjust to the new classroom, teachers, friends...and then we will be ready to delight in having you volunteer in the classroom!) **The lead teacher has her own volunteer form for you to fill out!** On the day that you volunteer, please sign in and out on our log. The log is located inside the front door.

DISCIPLINE POLICY:

A detailed description of our discipline policy is included in your enrollment paperwork. Please feel free to ask any questions you may have concerning discipline.

MONTHLY COMMUNICATION

Once a month, you will receive a newsletter via mailchimp with any pertinent information you may need; such as policy changes, upcoming events, units we are studying, etc. Please subscribe to our Instagram account and facebook. Please check an updated monthly calendar on our website.

LETTER OF THE WEEK:

Each week, we will be learning about a new letter of the alphabet and things that begin with that sound. Your child will do activities and art projects that will relate to that letter. On Friday, we will have a show and tell. Please allow your child to bring something from home that begins with that letter. It will be announced on the school board in the driveway. We encourage things from nature, photographs, and real items for show and tell. Be creative! **No toys for show and tell, please!**

TOYS:

Please, please, please do NOT allow your child to bring toys to school. It can add major conflict to our classroom dynamics.

PLAYGROUND PLAY:

We extend our peace curriculum to our playground. We encourage imaginative play within peaceful boundaries (i.e. no weapons or aggressive play is allowed.) We promote an interest in nature,creative play, and rescue heroes. We must strive for the safety of all our children at all times!

MEDICATION:

If your child MUST be given medication in the school day, you MUST fill out a form giving us specific permission to do so. ALL medication is locked away, except for the time it is being administered to your child. (The exception to this is an EpiPen or inhaler. Because of the need to administer it immediately, it is stored 5 ft. above the floor on top of the refrigerator.) This policy applies to insect repellant, sunscreen, and lip balm as well. (You must supply insect repellent and sunscreen; we are not allowed to provide those items per the state of NC.)

If your child falls down and gets a skinned knee, etc. at school, we are only allowed to wash the wound, administer ice to the wound, and/or bandage it. We are **NOT** allowed to remove splinters.

HEALTH AND SAFETY:

Please know that your child's health and safety are a priority for us at all times! In addition to the current training in Teacher Orientation, all staff have undergone an intensive 18 hours of on-line training for various aspects of health and safety. In addition to our monthly fire drills, we are now adding "safe place" drills, practiced three times in the school year. Also, there has been year-long planning that would include any kind of emergency. We have designated sites away from campus if this ever became necessary. These off-campus safe places include two within walking distance of our school and even one that would require vehicle transportation. Not only are these sites secured, but also preparations have been made for how to care for each child in and through that process. Please be reassured that part of this detailed plan is communication. Your phone numbers and email addresses are with us at all times. We are committed to keeping you updated and "in the loop." YOU are an important part of this plan. We do not anticipate these kinds of emergencies, yet, if they ever happened, we are ready and prepared to keep your children safe.

HEAD LICE:

Head Lice are tiny, blood-sucking parasites. They depend on human blood to survive. They are transmitted from one human host to another. If you have hair and blood, you are an equal opportunity host. Symptoms do not develop for 7 to 10 days after infestation. Having lice is not the result of being dirty. Statistics tell us that there are over 12 million reported cases of head lice in the US. It is the number one cause of absenteeism in school.

Our Policy: A child will be sent home if head nits or lice are discovered. They may return when they are nit and lice free.

FIELD TRIPS:

Occasionally we have the pleasure of taking a walking field trip. We have both in-house & off-campus field trips! Off-campus field trips are for our KIndergarten students. Field Trips are chosen with care and with the intention that it is developmentally appropriate to our children. Each child must have written permission from their parent or guardian in order to participate. We rely on parent volunteers for transportation. If you volunteer to drive, you must give the school your current car insurance information. (If a parent has received a DUI in the past three years, they will NOT be able to drive other children.) The state of NC requires that you initial a form stating you are giving that particular driver permission to ride in their car. **This will be done for every field trip.** This is a wonderful way to volunteer and experience special school memories with your child.

BROKEN MATERIALS:

A very expensive and important part of a Montessori classroom is the materials. If your child breaks a material, we will ask your family to be responsible for replacing it. This helps teach your child both respect and responsibility. Thank you for your cooperation. (Please see a copy of the Broken Materials Form at the end of this booklet.)

BIRTHDAYS:

When a child at our school has a birthday, we celebrate their precious life in a very special way! At Julia Street Montessori children have the opportunity to celebrate their birthdays by doing a “Birthday Circle”. It is a meaningful way to further their understanding of the passage of time and a great way to introduce the concepts of months, days of the month, the earth, the sun, and how the earth revolves around the sun. The aim of this birthday tradition is to help students understand how they have grown and changed since they were born, to help them understand why they have turned a year older, and to build a sense of community in our classroom environment. This birthday ritual is typically introduced during circle time and a candle is placed in the center of the circle to represent the sun in our universe. The birthday child is invited to carefully hold the globe while the teacher explains that the earth orbits around the sun and one rotation around the sun takes one year of time. Essentially, the child’s walk represents the earth revolving around the sun and another year that has passed. At the beginning of this activity, the students are told that the birthday child is waiting to be born and on his birthday, he begins to walk slowly around the “sun” carrying the globe. If a family member is present they will be invited to share memories of the day their child was born. The child will then

walk around the sun one time while the students sing, " The Earth Goes Round the Sun.." After the child has walked one time around the sun, the teacher explains that now the child is one year old, everyone claps one time and then shares a picture of that child at one year old. The family member and child share a few sentences about his/her picture and discuss what he/she may have done when they were one year old, i.e., say "ma-ma", learn to walk, drink from a bottle, etc... Each time the child walks around "the sun" we sing the song, then discuss the age of the child and show a corresponding photo. When you get to the child's current age, everyone sings happy birthday and the child gets to blow out the candle, making a special birthday wish. It is a lovely ritual and it makes the birthday child feel valued and special!

Preparing for the Birthday Circle: A birthday bag will come home with your child the week before your celebration day. Place a photo in the provided frames for each year of their life. For each year, we invite you to share special memories during that time. We invite you to bring in a healthy snack for the whole class and a favorite book or two to read. Some suggestions include, fruit kabobs, popcorn, frozen yogurt sticks, or baked goods that do not contain nuts. *Please be mindful of cross contamination with regards to nuts if baking. We are a nut free school.

SIGN-OUT SHEET:

We will be using a sign-out sheet for those times that your child stays longer than his/her normal departure time. This will help us to maintain more complete records. Thank you for your help in this matter. There will be a charge for those children who are picked-up late! It's 5 dollars a minute after the pick up time.

SCHOOL CLOSURE POLICY:

In the event of inclement weather, we will announce our closings in three places by 7:00 AM - 1) **WLOS** (channel 13), 2) on our **message machine** at the school, & 3) the **WLOS website**. As always, our first consideration is your family's safety. Please be careful as you travel the roads to and from school.

SCHOOL ADDRESS & PHONE NUMBER:

Julia Street Montessori School
15 Julia Street
Asheville, NC 28801
828-254-601
Web Site: Juliastmontessori.com

CLEANING:

We are committed to providing a clean environment for your child. Frequent dusting and washing of materials, as well as daily sweeping, mopping & vacuuming are a part of our routine. The bathroom, tables and chairs are washed and sanitized with Clorox water several times a day. Staff and children wash their hands frequently throughout the day. Students and staff must

wash their hands upon their arrival to school, before eating, after using the bathroom, after playing outdoors, and any time they are dirty and need it.

Please feel free to ask if you have any questions or concerns about our cleaning routines or policies.

STAFF:

All of our staff have gone through background checks, and have been certified in child CPR and First Aid.

It is our policy that our staff may NOT provide babysitting service to those families currently enrolled in the school. This includes enrollment in Summer Camp. If you have any questions, please speak to the director. Babysitting can create a conflict of interest for our staff.

RELEASE POLICY:

Children are released only to those individuals so designated by their parents or other legal guardian on the child's application form. On that form, parents (or legal guardians) give the names, addresses, and phone numbers of those who are authorized to pick up the child. The following procedure will be used if there is an emergency or need to send someone not on the form:

1. If another individual who has been previously designated by the parent on the application form comes to pick up the child, he or she will be asked to show a picture I.D. by the teacher if not known by the teacher.

2. If (due to an emergency situation) the parent or legal guardian needs to have someone other than an individual previously designated to pick up a child, the teacher must be informed ahead of time by the parent or legal guardian. When the person arrives, he or she must remain outside on the porch until the teacher has confirmed the identity with a picture I.D. The child may then be released into that adult's care.

FINANCIAL POLICY: From our Enrollment Application

DEPOSITS

1. A **new student** registration fee and deposit must accompany each Application in order to be considered. Enrollment will not be secure until the following have been turned in: Application Page, Questionnaire (on the back of the Application Page), Signed Tuition Agreement, $400 Deposit, & $100 Registration Fee **(New students only)**

2. Both the Registration Fee & Deposit are non-refundable.

TUITION PAYMENTS

1. Parents/Guardians may opt to pay the tuition in full or by semester with the appropriate discounts as outlined in the Tuition Schedule, or they may opt to pay the tuition in 10 equal installments. Once the deadline for prepayment discounts passes, those options will no longer be available.

2. Parents/guardians may choose to change their payment option to monthly if their circumstances have changed. Those who have chosen the monthly option may opt for a prepayment option if the deadline for payment has not passed.

3. The billing cycle will be from the 1st to the 1st of the next month. Tuition, enrichment care fees, and extra hours are due on the 1st of the month and are considered late by the 10th of the month.
Tuition and fees more than 10 days past due will be assessed late fees as follows: Under $200.00: $5.00/month. $200.00 and over: $10.00/month

4. A returned check fee of $15 will be assessed.

5. **Any student whose account is 30 days in the rears will not be allowed to return to school until the parent (guardian) meets with the Business Manager.**

6. A student who stays beyond the 2:55 PM pick-up time will be assessed a $15 fee for every 15 minute increment. (Fee is not prorated.) This rate will also apply for half day closings & half day pick-up.

7. Concerning divorced parents: Invoices, statements and other financial information will only be shared with the parent(s) who has signed the application and the tuition agreement.

8. Parents/guardians who wish to reserve a future place for their child will be responsible to pay the monthly installments even though the student has not begun classes.

UN-ENROLLMENT

1. A minimum notice of 30 days must be given in writing for a parent/guardian to un-enroll his/her child due to unforeseen circumstances such as health related issues or family relocation.

Please note: The parent/guardian will be responsible for the next 30 days of tuition from the date the notice is received in our office. Also, all prepaid fees (registration, deposit, materials & field trip) are non-refundable.

2. Parents/Guardians who un-enroll his/her student after Aug. 3, 2026, are responsible for August tuition payment.

3. In the event that a student must be un-enrolled due to the inability to accomplish the entry level skills, all prepays (Registration fee, Deposit, & Field Trip) will not be refunded but can be applied if child is re-enrolled.

4. **Refunds for payment in full** - In the event a child is un-enrolled by their parents/guardian before the end of the school year, refunds will be given for the unused portion of the tuition with the following caveats: 1) All prepaid fees, registration, and deposit will not be

refundable. 2) The months that the child was enrolled will be billed at the monthly rate. 3) A 30 day notice of un-enrollment must be given.

SCHEDULE CHANGES

1. Parents who want to increase the students' time may do so if there is space available and with the consent of Melanie

2. Parents who want to decrease the students' time may do so if there is space available and with the consent of the director. A decrease in time will require a 30 day notice.

3. Depending upon availability, a change in schedule may involve a room change for the student.

CHILD ABUSE:

The law requires all citizens to report suspected child abuse to the appropriate agencies. If our staff notice or hear a child speak of anything suspicious, they will report such an incident to the Director, who in turn, may find cause to file a report with Child Protective Services. All staff are required to receive training to assist in this matter.

SMOKE FREE ENVIRONMENT:

Julia Street Montessori School is a smoke free environment. All parents, staff & visitors are asked not to use tobacco products or vaping anywhere on our campuses.

WEAPONS:

JSMS is committed to ensuring the safety of its employees, clients, visitors, and the public. JSMS policy prohibits the possession of weapons within the buildings

Broken Material Form

Dear Parent,

An item at the school was recently broken by your child. In an effort to teach respect for the environment, we notify parents of the breakage so that both parent and child can participate in the repair/replacement of the item. Some items can be replaced by the parents, others must be specially ordered by the school. Please review the description of the breakage below and return this form at your earliest convenience. Thank you.

Item broken:_____

Date: _____

This item can/cannot be replaced by the parents.

The estimated cost for replacement/repair is _____.

Please see additional comments below.

_____ (Teacher‘s signature)

_____ (Parent’s signature)

Signature Page For Julia Street Montessori School

NC requires that we have a physical signature as part of your child's application

.

Please Initial

_____(P1) **I have completed the digital application and agree to fulfill the requests for medical, immunization records, and medical care plan, if needed.**

_____(P2)

_____(P1) **I agree that the staff of Julia Street Montessori School may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician and/or dentist can be contacted immediately. Unless otherwise noted, we will assume that Mission ER is your urgent care preference.**

_____(P2)

_____(P1) **I have read, understood, and have had the opportunity to discuss with the Director the NC Child Care Laws & Rules, the NC Standard Policy on Discipline and Behavior Management, the JSMS Code of Conduct, the JSMS Release Plan for Children, the NC Shaken Baby Syndrome/Abusive Head Trauma Policy, and the JSMS Parent Handbook.**

_____(P2)

Please sign below. (If both parents are living in separate households and have joint custody, both parents must submit 1) a signature page and 2) an authorized pick-up list.)

Student's Name: _____ _____
(First) (Last)

Parent 1's Name: _____

Parent 1's Signature: _____

Date: _____

Parent 2's Name: _____

Parent 2's Signature: _____

Date: _____

First day of attendance: _____