



Heaven's Best Montessori LLC

9301 Little River Turnpike

Fairfax, VA 22031

(703) 323-1931 (office)

(703) 424-4660 (mobile)

# Parent Handbook

## Mission

Our mission is to provide a safe, fun, nurturing place for children to enjoy their summer away from school and to continue to support their learning through fun activities.

## General Camp Information

Our hours for Summer Camp will be 8:00am-4:00pm. Students ages 6 years old-10 years old will be able to learn, have fun, and build social skills through our fun summer camp sessions. These sessions are on a weekly basis. Parents must complete a Summer Camp Application and submit a health form.

## Tuition

One-Time Non-Refundable registration Fee-\$100

One-Time Non-Refundable activity Fee-\$200

Weekly payments (due the Monday of the child's start week)-\$425

Tuition is due on the First Monday of Each week that your child is enrolled in the Summer Camp.

There will be NO refunds for days missed for vacations, holidays, school closings, and or sick days. Tuition is paid through our electronic system only we will not accept any cash or checks.

## Past Due Balances

Any parent with a past due balance with Heaven's Best Montessori LLC will not be allowed to register or have children attend until the amount is paid in full. Please speak with the Head of School to resolve any payment issues at 703-323-1931.

## Hours of Camp

The hours of camp are 8am-4:00pm Monday-Friday.

We are closed on Federal Holidays, please see the calendar attached for details.

## Late Fee Policy

Camp hours are 8am-5:00 pm, if a parent or guardian arrives after 5:00pm, please note that a late fee will be charged in the amount of \$25. This fee will be due the next business day. If you have a chargeback or reversal charge, there is a \$130 fee associated with this.

## Tax ID

Federal Tax ID 86-2326715 (for tax purposes)

## Ratios

The Summer Camp space allows for 14 children, the ratio is a 1:14 for ages 6 years old-10-year-olds. There will be two assigned staff members for the Summer Camp classes.

## Registration/Forms

- ✚ Application
- ✚ Health/Physical Form
- ✚ Emergency Authorization pick-up Form
- ✚ Medication Authorization
- ✚ Acknowledgement Form of Parent Handbook (Summer Camp)

Please note that all forms must be filled in completely and turned in prior to your child's start date. Once all forms are complete you will receive a Summer Camp agreement Form to complete, which must be signed by the parents/guardians.

## Movies

We will be having a Movie Day during the Summer Camp, which will be a film that is related to the theme. Parents agree that watching a film will be okay for their child/children. Children will not sit and watch TV at all during scheduled activities. Parents will be notified prior to the movie day of the film that will be viewed.

## Behavior Policy

### **Anti-Bullying**

Bullying is when one or more people exclude, tease, taunt, gossip, physically harm, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: using e-mails, text messaging, posting, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with "meanness" and exclusion. We will NOT tolerate this type of behavior. We will talk through the process and make sure students are aware of the expectations of Heaven's Best Montessori. We will use kind words, be helpful to one another, consider others and their feelings, and be supportive to those who are developing their social and emotional skills. We will speak with the parents of any child that is being bullied and bullying. We encourage parents to support our efforts to create a safe, friendly, loving experience for all campers.

## Behavior

All children are expected to behave in a proper and respectful manner. We will not tolerate any hitting, biting, fighting, name calling, foul language, destruction of property or any behavior deemed inappropriate by the staff. If your child is frequently exhibiting these behaviors will terminate their Summer Camp application and they will not be allowed to return. At that time there will be NO refunds given to the family or families from Heaven's Best Montessori LLC.

## Food

Parents are required to provide lunch for their child/children. Heaven's Best Montessori will provide snacks for the morning and afternoon.

## Authorized Pick-Up Procedures

You must notify the program in writing (email or paper-copy) each time a person other than yourself as parents or guardians is scheduled to pick-up your child. Heaven's Best Montessori will **NOT** accept authorization for pick-up by telephone. The authorized pick-up person must present a valid identification card. Your child will **NOT** be released to anyone without these required actions.

## Transportation Policy

We do not transport children.

## Field Trip Policy

We do not transport children, so any field trips will need parents to be present to provide transportation to and from the location. We will have in-house field trips that will allow students to experience a variety of events at the school inside or outside.

## Emergency Pick-Up Procedures

In a rare event that an extreme emergency occurs (such as life threatening medical or national emergency), when you cannot be reached or are physically unable to come to the center to pick-up your child, we will release your child to the individual documented on the "Emergency Pick-Up Permission Form", held on file at the Center. Please make sure it's current. The authorized emergency pick-up person must present proper identification and the "Emergency Pick-Up Release Form" verifying they have taken custody of your child.

In the event of a national emergency when the local telephone system is not working, the Center will attempt to contact the person you list on the "Emergency Pick-Up Permission Form", **who resides outside the local area**, to provide this person with a status report on the situation and location of your child. If for any reason, there is an emergency that requires an emergency pick-up, and an ID is not

available we will require the person to know the proper passcode set by the family. Parents agree to this security feature as a last result in a National Security event.

## Emergency Evacuation Procedure

The following procedures will be followed if relocation is necessary due to fire, severe storms, flooding, tornadoes, loss of utilities, earthquakes, intruders, violence on or near the premises, chemical spills, and facility damage or situations that may require evacuation.

1. Children will line up. Please count the children in attendance.
2. Staff will grab emergency bag and attendance sheet.
3. Please follow fire drill evacuation for exiting the building
4. Meet at designated grassy area.
5. From here we will do another headcount of all students and teachers
6. Building will be checked by Head of School/Admin/ or Emergency crew.
7. We will proceed to the relocation/Evacuation spot (Located across the street at Little River Glen Senior Center) 4001 Barker Ct. Fairfax, VA 22032
8. We will walk across the street to the designated relocation spot. Please use the crosswalk for safety reasons.
9. Once in place the Head of School will send out an emergency email of Relocation spot.

Address: **Little River Glen Senior Center 4001 Barker Ct. Fairfax, VA 22032**

## Policies Established for the Well-Being of All Children

Heaven's Best Montessori is dedicated to the well-being of the children under its care.

Yearly Mandatory Health Certificate- VDOE Department of Health requires that an updated "Health Certificate for Child" form be completed each year during a child's annual physical, which corresponds to his or her birthday. Failure to submit an updated form may cause the Center to be cited by the Department of Health. If your form is not updated within the time allotted, this can result in a suspension from the program until the information is updated.

## Policies For Keeping or Sending Children Home

A child shall not be allowed to attend the center for the day if she/he has:

1. A temperature of 100°F or higher.
2. Recurrent vomiting or diarrhea; or
3. A communicable disease

If a child has any of the listed symptoms above, he/she may return after they have been fevered free for 24 hours without medication.

In addition, if your child is kept home or asked to be taken home because he or she is displaying one of the following symptoms, you will be required to provide a physician's note that states the diagnosed condition and explains either that the condition was never contagious or that it is no longer contagious. Upon providing such a note, your child may return. Children must be home for 24 hours before returning to the program if they were sent home for any sickness or illness.

- If your child has red, runny, and/or watery eyes, s/he may have conjunctivitis (pink eye) and should stay home and/or will be sent home.
- If your child has a very itchy scalp with pearly white or grayish flakes that stick to hair shafts (rather than flaking off-like dandruff), s/he should stay home or will be sent home. This is a symptom of lice. In a positive case, please inform the school, so that we may take precautions and properly cleanse the classrooms.
- If your child has a very runny nose with thick green mucus and should stay home or will be sent home until it is clear or no longer runny.

We will also send your child home or refuse admittance if s/he displays the following symptoms. Your child may return to the Center when s/he no longer exhibits the severe symptoms described.

- If your child has three or more loose bowels s/he will be sent home.
- If your child has a usual rash-associated with a fever s/he will be sent home.
- If your child vomits during the school day s/he will be sent home.

When children at the center have been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, the parents shall be notified within 24 hours or the next business day of the center's having been informed unless forbidden by law, except for life threatening diseases, which must be reported to parents immediately.

## Medication Policies

**By Center Staff-** The staff will not dispense any medicine or treatment to a child without:

- A medical order or prescription from a licensed physician; and
- The written consent of the parent.

If Staff is administering medication or treatment under written direction of the physician and consent of the parent, the following is required:

- All medicines must be in the original container, clearly labeled with the name of the child, name of medicine, dosage, name, and telephone number of the child's physician.
- All physician notes state how long the medication should be administered and confirm that the child's condition was either never contagious or that it is no longer contagious.

**By Parents:**

- You may not administer prescription or over-the-counter medications during the school day unless for allergies. In which case it must be logged in on the Medication form. Please see the Lead Guide or Assistant Guide.
- You may administer prescription or over-the-counter medications during the school day for other symptoms such as pain due to strained muscles. However, if a child requires medication longer than 24 hours, you must provide a note from a physician stating either the child's condition was never contagious or that it is no longer contagious.
- Any time medication is administered by parents, please log it in the "Medication Logbook" located in your child's class.

## Appropriate Footwear

All summer camp programs spend time outdoors on uneven trails and surfaces. Participants should wear comfortable sneakers or boots to camp each day. Closed toed shoes are always required.

## Daily Life at Summer Camp

Program Hours are 8:00am-4:00 pm.

### **Drop-off**

Parents and guardians should make every effort to arrive at camp by 9:00 am each day. Please sign in and out daily in the appropriate Attendance Book or kiosk station. Please note we have a 10am cut-off time.

### **Children Arriving Late to Camp:**

If your child is scheduled to be out or arrive late due to a doctor appointment, please notify the office.

### **What to bring to camp?**

Certain articles of clothing and equipment are needed by the children at camp. Please bring one complete extra set of clothing (including underwear and socks), a reusable water bottle, sunblock, and bug spray (if desired), hat (for keeping sun off face), and a healthy lunch, which needs to be labeled with your child's name and current date each day.

**Personal Belongings:** Items brought to camp by participants should be clearly labeled with the child's name. Each child will have a space to hang or store their personal belongings for the day. Electronics, cell phones and toys are not permitted at camp. Heaven's Best Montessori LLC is not responsible for personal items that are misplaced, stolen, or broken at camp.

**Safe Outdoor Play:** We will be outside in various types of weather while always being aware of the children's health and safety. We follow weather alerts to determine safe temperatures for outdoor play and exploration. To ensure that children are protected in our outdoor space and in various types of weather, we follow these guidelines: • Parents are asked to send clothing to allow layering for hot weather outside play • Parents are asked to apply sunblock to their child before arriving at camp. We also ask that parents bring in sunscreen or sunblock for reapplication in the afternoon. Each container of sunscreen or sunblock should be labeled with the child's name and stored appropriately.

**Incident Reports:** If an accident, injury, or emergency should occur, we aim to learn from that experience, and modify our policies and procedures if necessary. An Incident Report form will be completed and given to parents/families for any accident or incident occurring on our property. The original report will be given to the family or guardian and a copy will be kept on file.

**Food Allergies:** Many students have food allergies. The prevalence of peanut and tree nut allergies in children, the most serious of food allergies, has doubled in the past five years. A life-threatening reaction called anaphylaxis can occur even with the slightest exposure to an allergen. If your child has a



food allergy, please let us know and complete an Allergy Action Plan, to provide guidance in prevention and outline steps to take in case of exposure. We are a **PEANUT and TREE NUT FREE CENTER**, please **DO NOT** send lunches or snacks with **PEANUTS** or **TREE NUTS** or even food processed in a place with **PEANUTS** or **TREE NUTS**.

**Parent Handbook Acknowledgement Form**

Please sign and date and return to the office.

I \_\_\_\_\_ (print name) have received and read the Parent Handbook.  
By signing this you have acknowledged that you are aware of the policies and procedures of  
Heaven's Best Montessori, LLC.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Head of School Signature: \_\_\_\_\_ Date: \_\_\_\_\_