



West Orange Montessori School

227 South Main Street, Winter Garden, FL 34787

Parent Handbook

We Welcome Your Family To West Orange Montessori School!

We hope this WOMS Parent Handbook will help address some of your questions.

Your child's educational experience and safety are priorities at West Orange Montessori School. We look forward to working with you on behalf of your child.

www.westorangemontessori.com

School Ph 407-654-0700

Executive Director: Michelle Dulany

The Executive Director reserves the right to revise, update and make any and all decisions to policies and procedures as deemed appropriate by ED at any time, in all matters of staffing, curriculum, enrollment, tuition rates, and program to ensure fulfillment of WOMS vision and mission.

Contents

- A. WOMS Vision and Mission Statements
- B. Learning Objectives
- C. About Us
- D. Non-Discrimination Policy
- E. WOMS Enrollment Preferences
- F. Prerequisites for Enrollment
- G. School Policies:
 - 1. Dress Code
 - 2. Nutritional Policy
 - 3. Birthdays / Holidays
 - 4. Personal Belongings
 - 5. Discipline
 - 6. State Required Student Forms
 - 7. Student Paperwork
 - 8. Arrival & Dismissal
 - 9. Aftercare Fees and Policy
 - 10. Illness and Medication Policy
 - 11. Allergy Policy
 - 12. Emergency Procedures / Policy
 - 13. School Calendar
 - 14. Parent Communications
 - 15. Parent Education Partnership Evenings
 - 16. Field Trips / Special Programs
 - 17. Visiting School / Observation Policy
 - 18. Parent-Teacher Conferences & Student Progress Reports
 - 19. Parent Support / Volunteer Opportunities
- Tuition Schedule and Payment Policies / Smart Tuition
- Our Typical Daily Schedule

A. Vision Statement

“Inspiring a passion for lifelong learning”

Mission Statement

“West Orange Montessori School cultivates a joyful, authentic Montessori Education for children ages 2 through Kindergarten, inspiring in each child a passion for lifelong learning.”

B. Learning Objectives:

- *To provide an appealing and appropriate environment for young children that stimulates a love of learning.*
- *To support and encourage children to discover and develop their own unique talents and strengths.*
- *To foster a strong self-image, independent thinking and reasoning skills, and self-confidence.*
- *To help children develop positive social skills, caring and respect for others, responsibility, and a sense of community in the classroom.*
- *To help children develop control, physical coordination and fine motor skills.*
- *To help children learn to make independent work choices, to complete cycles of activities, and to appreciate concentration, logic, sequence and order.*

C. About Us

West Orange Montessori School, Inc., is an independent, private school offering the young child an exceptional Montessori education. The third Montessori School established by Michelle Dulany, West Orange Montessori School is a *Full Member School* with the national American Montessori Society (AMS). The school started with a handful of students in the Fall of 2007 and continues to serve families in Central Florida.

Michelle holds a Bachelor of Fine Arts, a Masters in Education with a concentration in K-12th School Administration. Currently enrolled in the NSU Fischler School of Education as a doctoral student, Michelle is working toward an EdD degree. Michelle holds AMS Primary 3-6yr Montessori Teacher Certification, AMS Lower Elementary 6-9yr Montessori Teacher Certification, and AMS Upper Elementary 9-12yr Montessori Teacher Certification, as well as completing the St. Nicholas Montessori Teacher Training for Birth through 6 years.

Building upon and embracing the values communicated in the vision and mission statements, WOMS seeks only the highest qualified, educated Montessori Teachers to work with the children entrusted to our care. Teachers hold Bachelors and Masters degrees, as well as their AMS or AMI Montessori Teacher Certification. Our goal at West Orange Montessori School is providing every child with an individualized, developmentally appropriate educational experience within the research-based framework of classic Montessori Education. Our school is located in a converted house with beautiful playground and garden environments. Thoughtful purpose and careful design of the children's learning environment are integral to achieving our mission and vision. Our small staff of professional Montessori educators share a passion for giving each child the fullness of an authentic Montessori experience to aid in his or her unique development.

At West Orange Montessori School we work toward, and therefore the child must be capable of, achieving independence with inner discipline, self-motivation, love of learning, and care of self, others, and the environment.

D. Non-Discrimination Policy

West Orange Montessori School does not discriminate against individuals on the basis of race, creed, religion, cultural heritage, political beliefs, marital status, age or sex in either its admission or its employment policies.

E. WOMS Enrollment Preference

1. Currently enrolled students re-enrolling for the upcoming year.
2. Siblings of current students
3. Students transferring in from other Montessori Schools.
4. New students

All admissions are provisional for new students. The first six-week period is one of observation and adjustment for students and faculty. If for any reason during this time it is apparent that a Montessori placement is not appropriate for a newly admitted student, the director will be in direct contact with the family to consider

an extended transition period with specific goals to be achieved within our classroom, or to examine alternative placement possibilities. If a child is asked to leave or a new family chooses to leave during this time the tuition contract is non-binding, but paid tuition, deposit and enrollment fee are non-refundable.

F. Prerequisites for Enrollment

Students must be at least 2 years old, completely toilet trained and not wearing “pull-ups” or any kind of diaper. Children must be able to manage themselves regarding toileting, and must wear uncomplicated, easy to manage clothing like pants with an elastic waist at school. Children must be able to respond appropriately to simple verbal direction from teachers, and be ready to participate during 20-minute group circle times. Help your child prepare for school by practicing and talking about toileting and behavioral skills at home. When your young child demonstrates this level of development he or she is ready to begin in the Montessori 3-6 Primary Program.

G. School Policies

1. *Dress Code:* In Montessori children work, learn and play actively. To maintain good health, and experience an enjoyable school day, West Orange Montessori School has a dress code outlined below. Please read the following guidelines described below.

Philosophy: Montessori learning activities take place on the floor or on tables, such as painting, polishing, washing, as well as playing and working in the garden playground. Young children have a physical need to move! Movement is critical to a child's development, and inherent in Montessori education. Children must be dressed in comfortable, non-restricting clothing, such as elastic waist shorts or pants. A special outfit may be worn on the child's birthday.

- Give your child a choice between two outfits for school, and allow time for the child to dress herself for school. This can reduce dressing negotiations in the morning. Teachers will understand and appreciate the efforts in independence!
- Children must be able to feel they can participate in all school activities without fear of parent reprisal or worry should their clothing become soiled. If your child's clothing is messy after school it indicates a productive, happy day!
- Children must be able to manage their own clothing at school. If they need grown-up help snapping their pants for example, then they should wear elastic waist pants to school until they have had enough practice snapping or buttoning pants at home.

- School shoes MUST be sneaker-like and well-fitting shoes that cover the toes, with comfortable flexible soles. NO flip-flops. NO tap shoes, No noise-making shoes, and NO blinking light or distracting shoes will be allowed at school. Children should practice putting on and taking off their own shoes at home.
- No distracting T-shirts, shirts or clothing at school. Shirts with realistic animals or calm images are allowed. Ex: No Angry Birds or Shirts with wild and crazy cartoon or action figures are allowed. Our classroom is a calm, peaceful atmosphere and these items may detract from that experience.
- Jackets and sweaters must be clearly labeled with child's name. Consider changes in weather/temp when guiding your child to prepare for school each day. Remember to provide two complete outfits for your child to choose from, and allow him time to dress himself. Our goal as parents and educators is to aid the young child toward independence, not to do for him what he is capable of doing himself.

***Required: (2) Changes of Clothes- Stored in 1 gal zip-locked bag LABELED with your child's name.** This labeled bag with two complete changes of clothing will be stored at school, and replenished or updated as needed.

Please provide this spare clothing bag on or before the first day of school. Ex: Two pairs shorts or pants, two shirts, two pairs of underpants, socks. We appreciate your cooperation with the details of our dress code.

2. Nutritional Guidelines

We hold a genuine concern for your child's safety and healthy development, which provide the basis for the following WOMS nutritional policies. Our school nutritional policy includes: A balanced, nutritious meal including a sandwich or protein/meat source, fruit, milk or juice. Teachers will contact a parent if they notice a pattern of eating which does not support student learning and physical activity at school. Please do not send high-sugary products, high sodium, processed foods, artificial coloring, etc. NO gum or candy at school.

- Children enrolled in Full Day Programs must bring a nutritious and healthy lunch to school every day in a labeled lunchbox. Portions should reflect the size meal your child will eat. Healthy choices: a high protein, fruit, veggies, low-sugar juice, and a whole grain.

- All students bring a reusable, water bottle with fresh water every school day. Please label with child's name.
- Morning Program students will be provided with a mid-morning snack. **Only students with diagnosed food allergies may bring a small, manageable snack for their child.** Please label.
- Lunchtime is a fun break in your child's Full Day Program experience. To keep it interesting, please provide a variety of healthy, nutritious foods with a major focus on protein- meat, cheese, and eggs. PROTEIN rich foods help your child have balanced blood sugar and energy for consistent cognitive ability. Yogurt, bread, crackers, etc., are carbohydrates and **must be accompanied each day by a good protein: cheese, meat, hardboiled egg.** A simple lunch would include leftover dinner in a thermos. Round out your child's lunch with a piece of fruit, milk or juice and low sugar dessert.
- Your child should be able to open and manage his/her own lunch. Packaging and wrapping should reflect this child-friendliness and sensitivity to recycling and re-use. Please do not send your child to school with soda, candy, caffeinated drinks, breakable containers, or low quality foods loaded with sodium or sugar.
- Lunchtime begins promptly at 12:00 noon. WOMS appreciates parents teaching and supporting good table manners at home, so we may practice at school.
- Lunchboxes should include a CLOTH napkin, placemat and a fork/spoon if necessary to eat the meal.
- Thermos containers should be used for warm foods. No heating method is available at school for student lunches.
- WOMS is a Peanut Free school.

3. Birthdays / Holidays

We would like to celebrate your child's birthday at West Orange Montessori. On the birthday, you may send the "Story of Your Child's Life" in photos presented in a small photo album, or poster format to share at second Circle Time. One picture representing each year of your child's life should be provided. Your child will have the opportunity to participate and be honored on their birthday in the

“Montessori Birthday Walk” which also provides the child’s first history lesson. This is a very special ceremony that helps your child begin to understand the passage of time in a fun, meaningful way.

Parents are invited to join us for your child’s special Birthday Walk at school. Check in with us the day before birthday will be celebrated. Parents may wish to provide a low-sugar, no peanut / nut healthy snack to share on this birthday morning. Please bring the snack to school at morning arrival time. Parents may come back later in the morning for the actual celebration. No frosting, candy, or sticky colorful treats.

School approved healthy Birthday Snack choice ideas are:

- Healthy muffins or oatmeal-type cookies; NO NUTS
- Cheese and cracker platter
- Fruit Cups- real fruit cut up in bite sized pieces in small cups
- Boxed Raisins

Note: As a community we must be sensitive to each of the child’s feelings, setting our own convenience aside. No party invitations or gifts may be sent to school for distribution.

Holidays: While WOMS takes a non-sectarian, non-religious approach to holiday celebrations at school, we do present the cultural aspect of holidays such as Christmas, Hanukkah, Solstices, Easter, etc. As we emphasize a whole world approach, songs, games, dances and traditions from all over the Earth are shared with the children.

4. Personal Belongings

West Orange Montessori School enrolled students have a cubbie box where the child may store the limited paper and project work to bring home after school. Parents please check the cubbie at dismissal. Your child uses their cubbie for any small personal items while at school. All personal items, sweaters, jackets, water-bottles and lunchboxes must be clearly labeled with child’s name.

Children enjoy bringing special books, shells, rocks, pictures, insects, etc to share with classmates. If your child has something to share please label the item so it may safely be returned to you. NO TOYS, as they are invariably distracting to other children, and very difficult for the child to really “share.”

Full Day students must bring a small blanket and a small pillow, clearly labeled for Rest Time. Blankets and pillows should be taken home and laundered at the

end of each week, and returned on the following Monday. The school provides washable floor mats for rest time.

5. Discipline

It is our duty to our children as parents and educators to provide them with positive external controls while the child continues to practice the ability to self-control. The goal is independence! We must give the young child opportunities to develop the self-discipline and social skills needed to live successfully in society. This is not easy! Yet failing to provide behavioral boundaries for the child does a true disservice to the child. There must be consistent behavioral boundaries between HOME AND SCHOOL. Discipline is a topic covered in the WOMS Parent-Partnership Series.

Next, the goal becomes the gradual moving of the child toward a greater independence regarding discipline. It is helping him move from needing to be externally controlled or motivated by adults, to being internally controlled and self-motivated. This attribute demonstrates true self-discipline. This is evident when the child consistently chooses well independently, without adult guidance or re-direction.

The general guideline for true classroom freedom requires a deep respect for others, and for the learning environment. WOMS Discipline policy:

1. Respect for oneself, for other people, and our classroom environment.
2. Acts of physical aggression will not be tolerated.
3. Disrespect in any form will not be tolerated.

WOMS students are expected to:

1. Work with purposeful intent using learning materials presented by teacher.
2. Choose work independently at school.
3. Handle and work with learning materials respectfully and appropriately.
4. Return materials to the proper location, ready for the next friend to use.
5. Practice being a friend. "We are all friends at school."
6. Practicing behaviors that are peaceful, both in classroom and on playground.

WOMS students will be introduced to discipline guidelines consistently through a few simple classroom community ground rules that will be taught and reviewed at circle time. We realize young children are learning and growing into these behaviors, therefore we appreciate your consistent support at home in family life.

Time-Out:

A child who misbehaves, or violates the above expectations will discuss it with the teacher at that time. If inappropriate choices continue to be made by the child, he/she will have the opportunity to sit in a separate "time-out" area to think

about his/her chosen behavior. Children will be comfortable and will always be treated gently, lovingly and with respect. The attention that the teacher provides will be given firmly, yet warmly and quietly.

Being in time-out offers a bit of time and space away from the over stimulating proximity of other children in the moment to have time for reflection. Children will not be left alone, but will have the reassurance of an adult nearby. Our purpose in using time-out is to help the child learn to reflect on the consequences of personal behavior choices and realize how their choices impact their immediate situation. Private discussion about the child's poor choice, and possible better choices in the future, adds a sense of closure to the time-out. When the time-out is over the child has the opportunity to begin again with better choices.

6. State Required Student Forms

All students must have the proper health and immunization forms on file in the school office as mandated by the State of Florida Dept. of Children and Families. Non-compliance will prevent your child from attending West Orange Montessori School. See required forms below:

ALL Forms must be completed and on file BEFORE student starts school:

- Completed WOMS Enrollment Application WITH Enrollment Fee and Tuition Deposit
- WOMS Tuition Schedule and Parent Contract
- Completed Smart Tuition Payment Enrollment Form
- FL Dept Health: 1-Immunization, 2-Physical. Updated from pediatrician annually
- WOMS Discipline Policy Acknowledgement
- WOMS Authorization and Permission
- Signed Receipt of FL Childcare Facility Brochure
- Signed Receipt of FL Childcare Influenza Brochure
- Custody Agreement (Separated or Divorced Parents)
- WOMS Photo Release

Please inform WOMS immediately of any and all changes in cell phone or contact information for your child.

7. Student Paperwork

West Orange Montessori School's program involves primarily didactic work with Montessori manipulative learning materials. Your child will spend the day learning and practicing skills using these specialized, appealing materials. The philosophy behind this hands-on work is to gently guide the child using the research-based, developmentally appropriate method for early childhood learning from concrete conceptual toward higher levels of abstraction. Montessori is a three-year cycle curriculum that provides the young child with an excellent foundation for lifelong learning.

Often parents search for paperwork in cubbies as evidence that learning is taking place, but in an authentic Montessori program, the paper work follows much later as a recording exercise and extension of the lesson, and may not come home for weeks or months. It is more common in a Montessori program to find your child's cubby empty at pick-up time. You may find art projects in cubbies during holidays, and you may find small pin punching, an inset design or two, or a cultural coloring work. Please be assured that a lack of paperwork in your child's cubby is very appropriate for the young Montessori student.

"Every day a child should take home: Love in his heart, knowledge in his head, but not necessarily something in his hand."

8. Arrival / Departure Policy

The first few days and weeks of school for the young child can be overwhelming for both child and parent. Please be patient regarding your child's initial reaction as every child has an adjustment period, usually lasting about 2 weeks to a month. Remember that children are intuitive and will perceive any anxiety parents may exhibit. Be upbeat, loving and matter of fact about school drop off time. Over the years we have found that if parents take time to frequently talk with their child about what school will be like during the weeks leading up to the child's very first day of school, that this is most helpful for the young child. Do some sharing about school together! When the First Day arrives, consistency is critical.

- Plan a consistent daily morning routine for your child at home, following through drop-off time. Upon arrival, sign-in, give your child a hug and a cheerful kiss and promptly pass your child to the greeting teacher, who will walk your child into the classroom. If there is a problem with your child settling in after a reasonable time, be assured that we will contact you.
- Departure/Dismissal Please greet your child cell phone free. Whether at 12:00 noon, 1:00pm or at 3:00pm; quickly check your child's cubby, gather lunchbox, water-bottle, and say goodbye to attending teacher. In this way

teachers consciously hand the responsibility for your child's safety back to you, the parent.

- **Note: Please stay a total of only 5 minutes to socialize with other parents or swing during Dismissal times.** Teachers are busy supervising students who have not had a parent arrive yet, and in the case of lunchtime teachers, helping to create a safe, peaceful atmosphere where Full Day children may enjoy their lunch. Extra bodies and prolonged visits make this transition time quite difficult and sometimes chaotic. Please do not ask your child to show you what he did at school. This will result in him/her repeating their morning activities after we have closed the classroom for children. Do check the "Lesson of the Day" table for a quick peek at what the children are learning each day.
- **Please plan your daily events to be punctual** for Dismissal and Arrival times. If you must be late, please call school office as soon as possible.
- **Parents are required to hold child's hand at all times while walking through the school parking lot. No Playing or Running in WOMS Parking lot.**
- **Please provide names/cell phone for persons authorized to transport your child.** Tell your child ahead of time if possible. Keep school updated as needed. The authorized individual will be required to present their photo driver's license at the time of pick-up. **NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED DRIVER.**

9. Aftercare & Late Fees and Policies

West Orange Montessori School offers working parents an aftercare hour from 3:00- 4:00pm school days. The aftercare fee is \$10.00/day, or \$50.00/week. Parents pay this fee daily, weekly or monthly.

Prompt pick-up dependant on program enrollment at 12:00, 1:00, 3:00 or 4:00pm is required per school policy.

Please note: A late fee of \$5.00 is charged for EVERY 5 minutes after Dismissal until parental arrival to the attending teacher.

10 Illness and Medication Policy

Common sense and WOMS policy requires that when your child shows signs of illness he/she does not attend school. The rule to follow is if your child is NOT well enough to play outside, he is not well enough to be at school. (Fever, consistent, exhausting coughing, vomiting, infections, lice, upper respiratory flu, GI flu). The school will notify all parents in an email if a classmate contracts a highly communicable disease if deemed serious by the CDC as soon as possible. If your child becomes ill while at school you or an authorized person will be called to retrieve the student immediately. We appreciate an email or phone call at school if your child is sick, or will not attend school.

Please Note:

A child who appears ill upon arrival shall not be admitted to school.

Medications: Over counter and Prescription meds

Medications that are prescribed by a physician may be administered in school only in cases where failure to take prescribed medication during school hours could jeopardize a student's health.

Per Florida School Law, (#232.46 1.b.1 and 2) any medication to be administered in school MUST have a pharmacy label that includes the student's name, directions for administration, and the physician's name and phone number.

Prior to the administration of any medication in school the parent / guardian must sign a designated Authorization for Medication. All medications at school must be appropriately labeled with specific instructions on dosage and time for from parent / physician. Medication must be in a labeled zip-lock bag and provided directly to attending teacher.

11 Allergy Policy

Please inform the school teacher/director upon enrollment of any and all allergies involving your child. If the allergy is a food allergy we require a completed "Food Allergy Action Plan", available in our office be kept on file, and an EPI pen or antihistamine medication must be provided for emergency use at school. See medications at school guidelines above. WOMS is a Peanut Free environment where children have lunch meals out in the school picnic area.

12 Emergency Procedures / Policy

In the event of an emergency, you or the next person named on your WOMS Authorization Form will be contacted. If you cannot be reached or the designated individuals provided by you, your physician/dentist will be called depending on the emergency, and their medical recommendation will be followed. Of course should the emergency warrant a call to 911 will be made first, an ambulance

dispatched and your child transported to the nearest hospital. The school will call parents after calling 911. **Your signature on your child's Authorization allows WOMS to have permission to respond to a serious accident when you are unavailable.** Consistent class community discussions of safety, peaceful behaviors and role-playing provide children with the tools necessary for a safe day at school.

- Monthly Fire Drills are practiced with all students at WOMS, as well as bi-annual Emergency drills.
- Emergency Drills practice using different scenarios and responses we will implement as a class / school to stay safe.
- For inclement weather situations WOMS uses a weather alert radio.

In the event of a school-wide emergency requiring evacuation of the student body, WOMS will FIRST send out a school-wide email, following up with cell phone calls if possible. Please make sure the school has the appropriate email address and cell phone to reach you at all times.

13 School Calendar

Please download and print a copy of our current WOMS Calendar from:
www.westorangemontessori.com WOMS follows the Orange County Public School Calendar regarding Holidays, Teacher Professional Days, etc.

14 Parent Communications

The school will send parents email updates / communications, from WOMS to enrolled parents regarding school events, reminders, etc. The WOMS Calendar lists OCPS Holidays and events for the academic year. Regarding Incidents: If your child becomes ill or injured at school WOMS will call the phone numbers listed on your child's application front page first, beginning with parent cell phone numbers. Parent educational communications will be sent home or emailed throughout the school year. Parent/Teacher Conferences are scheduled for the Fall and Spring. Due to our small school community parents typically hear about their child's school day on a regular basis. Feel free to schedule a conference with a teacher to address specific concerns regarding your child's progression through the program.

15 Parent Education Partnership Evenings

Beginning in September, WOMS offers monthly *Parent-Partnership Sessions* covering the Montessori subjects of Practical Life, Sensorial, Mathematics, Language, Cultural Studies, as well as a Q&A Forum on aspects of parent interest. Parent-Partnership Sessions are held on the last Tuesday evening of

each school month, and are designed for grown-ups only. We meet for one hour in the early evening from 6:30-7:30pm, offering fresh coffee, light refreshments, and plenty of insight into the Montessori Method and Philosophy.

16 Field Trips / Special Programs

Field Trips are rare due to the age of the children we serve, however we delight in educational programs that can be brought into the school. Please let us know if you have a suggestion. Kindergarten students may take walking field trips with prior written parent authorization. Parent permission will be obtained for any off-campus trips. Let us know if you have a special talent that could be shared with young children, such as woodworking or pottery, etc.

17 Visiting School / Observation Policy

After the first 4 weeks parents are invited to make appointments to observe in the classroom. One observer is welcome to the classroom at a time. Be aware that impromptu visits are not possible. Please make an appointment, and check in with the office before visiting the classroom.

18 Parent-Teacher Conferences & Student Progress Reports

Parent-Teacher Conferences are scheduled for the Fall and Spring of each academic year. The Fall session focuses on goal setting for your child and may not include a written report. The Spring session will include a written evaluative Progress Report unless your child started school in January or later.

19 Parent Support / Volunteer Opportunities

West Orange Montessori School is a community established to promote the education and development of young children. We both expect and welcome parent participation in the life of the school on several distinct levels. Parents should be available to communicate with teachers if necessary regarding their child's needs and progress at school. Parents are welcome to observe in class (please see Parent Observation), to participate in school presentations, Parent-Partnership sessions, workshops, and events. Parents are needed for School Beautification Day. If you have a talent to share with our young students please see director.

Tuition Schedule and Payment Policies / Smart Tuition

The school year is considered to be continuous from September to June. Parents enroll their child for that period of time. The September to June tuition is divided into equal payments according to a plan (annual, bi-annual, or monthly) agreed upon and committed to through the Tuition Contract. Allowances are not made for illness or vacations. No make-up days are allowed.

WOMS Tuition Schedule reflects an ANNUAL TUITION payable in ONE of the following three ways. *WOMS has partnered with Smart Tuition* for parent payment convenience.*

Option 1- One Single Payment made in full, due before closing on May 1st

Parents who choose Option 1 receive a 5% Discount off the total tuition when payment is received on May 1st. *Payment MUST be received by 3pm in school office by date to qualify for discount.*

Option 2- Two Equal Payments. First due on May 1st/ Second due Dec. 1st

Parents choosing Option 2 receive a 3% discount from TOTAL annual tuition amount. *Both payments must be received on due dates to qualify.*

Option 3- Ten Equal Payments. Payment 1 is due on July 1st.

Annual tuition paid in 10 equal payments. 1st Payment Due the July 1
All payments due on the 1st of each month to Payment 10 on April 1st.

Please carefully read the following WOMS Tuition Policies:

Note: FEES and TUITION payments are non-refundable.

- 1. Late Fees-** Tuition is due on the 1st. A grace period of 3 days will be applied, after which time tuition payment due must include the additional \$45. Late fee.
- 2. Student Withdrawal-** WOMS policy requires a 30 day written notification of withdrawal of student at all times. Parents who withdraw their child will be responsible for fulfilling the annual tuition fee contract. *FEES and TUITION payments are non-refundable.*
- 3. Sibling Discount-** WOMS offers a 5% discount off the second enrolled child's tuition.
- 4. Proration-** Because most school expenses are fixed, refunds will not be granted for sick days, personal family vacations, late or OCPS holidays. WOMS does not prorate tuition for holidays or weather related school cancellations. No make-up days will be allowed.

Our Typical Daily Schedule

8:15 – 9:00am Student arrival / Class work time

9:00 – 9:20 Circle time

9:20 – 11:20 Class work time

11:20 – 11:40 Circle time

11:40 – 12:00 Playground / Dismissal

12:00 – 1:00pm Lunchtime

1:00 – 1:25pm Playground

1:30 – 2:15 Preschool Rest time

1:30 – 2:50 Kindergarten lessons / work time

2:15 – 3:00 Preschool work time

3:00 – 3:15 Dismissal

3:15 – 4:00 Aftercare