



CHARLES T W N E  
M O N T E S S R I

# **Parent Handbook: Policies and Procedures**

Updated and approved by the board of trustees

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# **INTRODUCTION**

## **CTM History**

Charles Towne Montessori (CTM) was founded in 1972 by the efforts of parents interested in a Montessori education. Originally, the school was located in downtown Charleston, but has been located in West Ashley since 1985. Presently, CTM serves children from ages 15 months old to 12 years old.

## **Mission**

Charles Towne Montessori fosters a passion for learning and the development of the whole child by challenging children's intellects, promoting their independence and inspiring curiosity.

1. Montessori is an approach to the education of children. It is a view of how children develop and learn which has been translated into a systematic method of education based upon careful scientific study.
2. Montessori educates the "whole child". Montessori adheres to the idea that schooling should work with the nature of the child instead of against it. Children are taught individually, not as a group.
3. The materials in a Montessori classroom are carefully designed and thoroughly researched to fit the developmental needs and characteristics of children. The teacher acts as a guide as the child moves through the curriculum areas.
4. The Montessori program is systematically and carefully sequenced according to principles of development. Every activity is carefully thought out to build upon previous preparation and to lead intelligence on to a higher activity.
5. Montessori teachers are trained to teach respect and positive values through their modeling, as well as through the way they teach.

## **Section 1: Governance**

### **1.01 Non-profit organization**

Policy: **Charles Towne Montessori shall be a federally-recognized 501c3 corporation in good standing.**

Information: The school's Tax ID number is: 57-0548509.

### **1.02 Governance**

Policy: **Charles Towne Montessori shall be governed as outlined in its articles of incorporation and bylaws.**

Information: Charles Towne Montessori is managed by a self-perpetuating Board of Trustees. The board is governed by the school's articles of incorporation and by the school's bylaws (Appendix B). The Board is composed of a minimum of five, and maximum of nine members.

### **1.03 Regulations**

Policy: **Charles Towne Montessori shall be in compliance with all South Carolina and Charleston County codes for private schools.**

Information: The school is issued a license by the South Carolina Department of Social Services and the license is in good standing.

## **Section 2: Hours and programs**

### **2.01 School Hours**

Policy: **Charles Towne Montessori shall maintain regular school hours during the school year.**

Information: Hours for the current year are:

- Early Bird Program 7:30 a.m. – 8:00 a.m.
- Morning car line 8:05 a.m. – 8:30 a.m.
- School Work Cycle
  - Toddler 8:30 a.m. – 3:00 p.m.
  - Primary 8:30 a.m. – 3:00 p.m.
  - Elementary 8:30 a.m. – 3:15 p.m.
- Afternoon car line 3:00 p.m. – 3:30 p.m.
- After School Program 3:00 p.m. – 5:30 p.m.

### **2.02 Office Hours**

Policy: **Charles Towne Montessori shall maintain routine business hours during the school year. At least one administrator will be accessible when school is not open.**

Information: Office hours are from 8 a.m. to 5:00 p.m. Monday through Friday for each calendar school day. A modified schedule will be in effect during holiday breaks, Spring Break and over the summer.

### **2.03 Montessori Programs**

Policy: **Charles Towne Montessori shall offer Montessori programs children from \*15 months of age to 12 years old. (\*15 months and meeting readiness criteria)**

Information:

#### **Toddler Program**

The Toddler program includes children ages 15 months to approximately 3 years. Toddler children can attend either a half-day or a full day program. All programs are 5 days.

#### **Primary Program**

The Primary program serves children from ages 3 to 6 years.

**Half Day Program** (for ages 3-4)

This program is for children ages 3-4 years who go home before lunch each week day. Children participate in the morning work cycle and other activities with their peers, leaving school at 12pm. When children are invited to join the extended day program (academic afternoon) they will no longer leave before lunch and will participate in an afternoon work cycle each day. Typically children are prepared to enter the academic afternoon by age 5. Students in the capstone year (3rd yr primary) are required to attend full day.

**Full Day Program** (for ages 3 – 6 years)

This program is designed for children ages 3 to 6 years who choose full day attendance. Full Day Program dismissal is at 3 p.m. Children ages 3 to 4 rest in our nap room after lunch on a daily basis. A child may join the academic afternoon work cycle after being issued an invitation from their Primary class teacher.

**Extended Day Program (academic afternoon)** (approx. ages 5-6)

This program is for children who have been invited to participate in the afternoon work cycle with their teacher. These children will remain in the classroom after lunch for curriculum based studies until 3pm.

**Elementary Program** (ages 6-12)

The elementary program comprises grades 1 through 6 in accordance with the levels of development deemed appropriate for Montessori students ages 6-12. All elementary children are required to attend class from 8:30 a.m. until 3:15 p.m.

**Early-Bird Morning Program**

The Early-Bird Program is available for a limited number of children in the Toddler, Primary, and Elementary Programs from 7:30 a.m. to 8:00 a.m. Parents will text the TEXTNOW # and check-in their child with a staff member at the gate. Families not pre-registered into the program will be admitted on a “first-come, first-served” basis according to availability and will be billed accordingly.

**After-School Program**

The After-School Program is for children at the Toddler, Primary and Elementary levels. The program begins at 3 p.m. and ends promptly at 5:30 p.m. Parents may pick up their children at any time. Students may be registered to participate in daily after school care. Drop-ins are based on availability with at least 24 hours

advance notice. Contact administration if you have any questions regarding space and financial obligations.

**NOTE: A late fee is applied for students who are picked up after 12:05 pm for half day students, 3:30 pm for regular dismissal, or 5:30 pm for after school students. Please refer to appropriate documentation for specific charges.**

## **2.04 Studio Programs**

Policy: **Charles Towne Montessori may offer after-school studio programs to provide additional education alternatives to students.**

Information: Studio programs may be provided for children in the Primary and Elementary programs. These classes are contracted to outside instructors, and are not affiliated with Charles Towne Montessori. A parent wanting to enroll a student in a studio program should contact the class instructor. Information for studio programs is found in the office lobby. All financial transactions must be handled directly with the program instructor. No payments will be accepted by CTM staff members.

*All after-school teachers and supplementary teachers must submit proof of background check (from CenturyLink or equivalent) and insurance before they start classes.*

*In an effort to keep a close eye on programs and instructors, beginning March 1, 2018 CTM staff will make frequent and unannounced visits to all after-school programs. In addition, we reiterate our "open door policy" and encourage all parents to drop in and observe class at any time. Children enrolled in after-school programs must change clothes/uniforms before after-school programs begin and in the presence of CTM staff only.*

*Note: Studio classes are run by independent instructors who rent space from CTM. Our elementary program is supplemented by auxiliary instructors who work part time as independent contractors.*

## **2.05 Faculty**

Policy: **Charles Towne Montessori shall employ only Montessori certified lead teachers or teachers engaged in AMI or AMS Montessori training.**

Information: Lead teachers in the Primary and Elementary and Toddler programs are trained in accordance with the Association

Montessori Internationale or the American Montessori Society (AMI/AMS).

## **2.06 Support Staff/Assistants**

**Policy:** Charles Towne Montessori shall provide child-development training to classroom assistants.

**Information:** Teacher assistants and support staff attend child-development training throughout the year. Assistants work closely with supervisors to enhance their Montessori education.

## **2.07 DSS Training**

**Policy:** All employees engaged with children under age 6 are required to have 15 hours of continuing education training approved through the S.C. Department of Social Services, including CPR, First Aid and Blood-Borne Pathogens courses. Employees are responsible for obtaining 15 approved DSS-continuing education hours.

**Procedures:** CTM provides annual CPR/First Aid and Blood-borne pathogens training for all staff. Required training for early childhood staff is funded by the school. It is the responsibility of the employee to pursue and complete the training hours each year.

# **Section 3: Everyday Life at CTM**

## **3.01 Attendance**

**Policy:** Students are expected to attend Charles Towne Montessori regularly.

**Information:** CTM encourages regular attendance. Regular attendance provides a routine essential to the child's orientation and order in the Montessori environment.

**Procedures:** If your child will not attend school, parents should:

- Contact the office
- Contact the child's teacher.

NOTE: Teachers keep record of daily attendance.

Policy: **If a child has excessive absences, which are defined as 10 or more days, the student's parents or guardians may be required to meet with the Head of School.**

Procedures:

- Teacher informs administration of excessive absences.
- Head of School contacts the parents for a meeting.

### **3.02 Punctuality**

Policy: **Students are expected to be punctual.**

Procedures:

- All classes begin promptly at 8:30 a.m.
- If you arrive with a child in after 8:30 a.m.:
  - Students will be admitted to the school at 8:45 and 9:00 am by administration.
  - Parents dropping off a student after 9:00 am should contact the office to inform them of the late arrival.
  - Repeated tardiness is disruptive to the class as well as unfair to the student who must enter the classroom after the work cycle has begun. Teachers reserve the right to request a meeting with administration and the parents in order to address this issue.

### **3.03 Dress Code**

Policy: **Children at CTM are required to follow the school Dress Code.**

Information: Toddler and adolescent students do not require a uniform. However, commercial images and cartoon characters are not allowed on clothing, lunch boxes/bags, totes, water bottles, or backpacks.

Children should be neatly groomed with clothing that the child can fasten themselves such as pullover shirts, elastic waistbands and

Velcro sneakers. Take extra time to look for clothing with manageable fastenings. Remember to dress the child practically. It is important that a child is able to manage their own clothes when they need to use the bathroom.

This will help ensure success. The children should not feel reluctant to wash, polish, climb or dig, out of consideration for their clothes.

Primary and Elementary children are required to follow the Uniform Dress Code.

The CTM uniform consists of:

- Khaki or navy blue shorts to fingertip length or long pants with a **solid navy blue** or white collared shirt. Students may also choose to wear khaki shorts, skorts, or skirts to fingertip length. Students may wear khaki or navy blue jumpers with a white or navy shirt underneath. Navy blue or white dresses are acceptable. We recommend shorts, leggings or tights underneath skirts and dresses as children spend some time working on the floor. Blue jeans are not permitted.
- Navy blue or white turtlenecks, sweaters, vests, and/or sweatshirts may be worn in cooler weather.
- No other commercial images will be permitted.
- Elementary students are **REQUIRED** to wear the CTM Field Trip Shirt available for purchase in the Spirit Store on our website: <https://www.charlestownemontessori.org/shop>
- Please do not allow children to come to school wearing cut-off shorts, loose sandals, flip-flops, squeaking or blinking shoes, clothing with holes or tears, baggy clothing, pants or dresses that drag on the ground, and clothing imprinted with commercial images or product endorsements. Children who come to school in unsafe footwear may be asked to sit out of playground time.

## Procedures

Children who come to school in non-compliant clothing will be given substitute uniform clothing for the day from our Uniform Swap. There will be a charge added to the family's account for this clothing unless washed and returned in a timely fashion.

- Please put your child's name or initials on all clothing.
- Primary and toddler aged children must have an extra set of uniform clothes at school.
- Students who are prone to toilet accidents should bring a "wet bag" for soiled items. CTM will not be responsible for cleaning personal items.
- Parents should send extra clothing in a bag with the child's name marked clearly on it.
- CTM is not responsible for damages or loss of a child's clothing or personal items. Found items will be held in Lost and Found until the end of each term. If left unclaimed, items will be donated to charity. Labeling your child's personal items and clothing will help you to identify your child's things in the Lost and Found box.

## Non-Uniform Dress Code

- Policy: **Charles Towne Montessori will allow non-uniform days for specific programs and on pre-determined school days.**
- Procedure: CTM requires students in the primary and elementary programs to wear uniforms. Toddler students are not required to wear uniforms.
- Primary and elementary students may be given designated days to come to school in clothes that are not uniform. Parents will be informed of these days in advance

\*The exceptions to the uniform will follow the dress code set forth here. Students who arrive in clothing that is outside the dress code will be given uniform clothing to wear that day.

\*Clothing should be neat and clean when arriving at school, without stains or tears.

\*Shorts and skirts should be fingertip length

\*Commercial images are not permitted (including commercial characters and obvious brand advertising).

\*Images that may be frightening, or depict violence, vulgar language, weapons or gore will not be permitted

\*Strapless shirts are not permitted

\*Closed toed shoes are mandatory at all times. Loose sandals and flip flops pose a safety hazard

\*Clothing that reveals undergarments is not permitted

\*Pants and shorts should come to the waist

\*Shoes and clothes that make noise or flash are not permitted

\*Pants and dresses should not drag on the ground, as this poses a safety hazard

### **3.035 Food Allergies**

Policy: **Whenever children are present that have peanut or tree nut allergies that may provoke a severe reaction, those products will not be permitted in that classroom or part of a classroom.**

Procedure: CTM Administration will gather information on children's allergies from medical forms supplied by parents and confirmed by a letter from the child's doctor. A determination will then be made about food substances that are not allowed in a specific classroom or part of a classroom. This will be communicated to all families and the teacher. If food substances that are not allowed are brought to school, they may be sent home.

### **3.04 Lunch**

Policy: **Children at CTM are required to bring their own healthy lunches. Candy, sodas, fruit drinks, sugary foods, and fast food lunches are not permitted. Only water or plain milk may**

**be sent to school with your child. No other beverages will be permitted.**

Information: The CTM community places great emphasis on the importance of nutrition in a child's development. We encourage families to provide their children with wholesome, low sugar foods. Candy, brownies, cookies, sodas, fruit drinks, foods high in sugar\*, flavored milk and fast foods are not permitted and will be sent home with the children at the end of the day.

\*Foods high in sugar can have a disruptive effect on children's ability to learn, focus, and behave appropriately. The American Pediatrics Association recommends a MAXIMUM of 25 grams of sugar per day for children over the age of 2. Please limit sugars to 10g total per lunch or less.

Procedures: CTM students bring their lunch to school in a clearly-labeled box or bag. Please remember to include an ice pack if the contents require refrigeration. Parents must notify the office in writing if their child has any food allergies. Each child is responsible to bring a water bottle for use during the day. These should also be labeled with your child's name. As the healthiest option for the children, only water or white milk may be sent to school for lunch. Juice, soda, tea, sports drinks or flavored milk will be disposed of and replaced with water for your child to drink.

### **3.05 Snack**

Policy: **Parents will provide snacks for their child or the classroom (on a rotating schedule) depending on the program in which they are enrolled.**

Information: All programs participate in a morning snack. After school students also have snack time.

Procedures: Toddler, Elementary, and After School Parents should provide snacks in separate containers for day time/after school time. Remember to keep all food wholesome and encourage your child to participate in choosing and preparing their own lunch and snacks.

Primary parents will be asked to provide snacks for the classroom on a rotating basis throughout the school year. The teacher will send home a list of requested items prior to your snack week.

### 3.06 Field Trips/Going-Out Program

**Policy:** Field trips are chaperoned by staff members and parents. No child may participate if a field-trip permission slip has not been signed by a parent or guardian. Background checks will be required for all adults who accompany students (other than their own child) on field trips.

**Information:** Field trips are limited to Elementary students per DSS requirements. The purpose of the field trip is to enrich the child's learning experience. All trips are chaperoned by staff members and parents. You will be given advance notice of field trips through a permission form that will be assigned to you well before the trip.

**Procedures:** Parents and/or guardians will be asked to sign a Field-Trip permission slip before school begins and before the specific field-trip. Each parent chaperone is required to provide proof of background check.

### 3.07 Birthdays

**Policy:** Charles Towne Montessori may have a Montessori-appropriate birthday celebration if desired by the child and teacher.

**Information:** Montessori birthday celebrations are a special time for your child. In the Primary classes a special birthday circle is formed. The birthday child sits in the circle by a candle and globe. The teacher lights the candle and explains that the candle represents the Sun. The Earth is represented by the globe and goes around the Sun once every year. The child who is celebrating the birthday carries the globe and circles around the candle, one-circle for each year. The teacher may give a little commentary.

**Procedures:** The parent may wish to send in one photograph with caption highlights for every year, (i.e. one year old moved to Charleston, two years old – baby brother). After sharing the photographs or story of their life, the children sing Happy Birthday. Your child may also bring a personal item to decorate the snack table.

Please communicate to your child's teacher as to the day you wish to celebrate your child's birthday. A special nutritious snack may also be brought into the office the morning of the birthday. Nutritious snacks might include cheese and crackers, fruit, muffins, or whole grain cookies, such as oatmeal raisin. **Frosted cakes and cupcakes, iced cookies or other sugary or artificially colored treats will not be served, and will be sent home after school.**

Your child's special day will still be recognized, but only healthy snacks can be distributed.

You may choose to present your child's class with a gift in honor of the birthday. Books or plants make wonderful gifts for the classroom. Children begin to learn the value and pleasure of giving. The classroom teacher can make recommendations.

If you are planning a "home party," please refrain from handing out invitations at school unless all students in that particular class are included. These situations can be very upsetting for those not invited. The school directory for each class is available digitally. Parents may opt not to share their contact information. The school will not provide this information to other parents.

### 3.08 Car Line

Policy: **Charles Towne Montessori will operate an appropriate and timely car line drop-off and pick-up process to ensure student safety.**

Information: Parents are encouraged to participate in morning car line with their child. Children gain a strong sense of independence when they separate from the parent at the car and walk themselves to class. Parents who ride bikes or walk to school should also arrive during car line and children will separate at the gate to enter the school.

Procedures: Morning carpool begins at 8:00 a.m. and ends promptly at 8:30 a.m. for children in the Toddler, Primary and Elementary programs.

Parents should remain in the car for drop off and allow staff to remove children from the car and assist them in the gate. Children will be supervised by staff when walking to their classrooms.

We ask all parents to use the 'carpool lane' (lane closest to the buildings) during carpool hours. This is **not a parking lane**, but intended for staff supervised drop-off only. Throughout dropoff, a staff member will safely remove your child from the vehicle. We require that parents remain in their vehicles at all times.

**Please do not park in the car lane during drop-off and pickup times.**

Afternoon carpool begins at 3 p.m. and ends at 3:30 p.m. After school drop in is available with 24 hours advance notice. Students who are not picked up at afternoon car line and have not arranged for after school drop in will go to the after school program. Drop in charges will apply.

The staff of Charles Towne Montessori may not fasten children into car seats. This responsibility lies solely with the person picking the child up each day. Drivers should pull up to the right and secure children into the car seat, out of the way of the other drivers.

Half Day Pickup: Parents picking up half day students are asked to wait at the gate for the children to be brought out to them at 11:50am.

Students will be escorted by a staff member to the waiting area to meet their parent/guardian. Pickups after 12:05 pm will be subject to a late pickup fee.

After School pickups between 3:30 and 5:30 will require that the driver *text* the TEXTNOW number and inform the school that they have arrived to pick up a student. Administration will radio back to after school staff and the student will be brought to the gate. The driver should meet the staff member at the gate to assist the student into the car.

Off-time pickups: If a parent needs to pick up a student at any time other than dismissal the parent should inform the teacher and the office in advance. Upon arrival the parent will *text* the TEXTNOW number and the student will be brought to the gate for dismissal.

### **3.09 Transportation Authorization**

Policy: **All families must complete a Transportation Authorization Form for each enrolled child. Charles Towne Montessori will not release children to an unauthorized guardian or relative.**

Information: CTM requires all families to complete a Transportation Authorization Form for each child who is enrolled. The Transportation Authorization Form is important for maintaining the safety of each child as he/she leaves the CTM campus. This authorization allows only the individuals listed to pick up your child. Phone calls are not acceptable to authorize a person to pick up your child. CTM will not release children to an unauthorized guardian unless the office has been notified in writing.

If a child must be transported by a person who is not listed on the Transportation Authorization Form, parents must notify the office in writing, and the driver must allow their valid driver's license to be copied at the time of pick up.

Procedures: Please notify the office in writing if carpool arrangements should change.

Parents whose student is leaving with another CTM student should notify the office before pickup time on the relevant day or prior. Emailed or spoken permission is sufficient.

### **3.10 Inclement Weather**

Policy: **Charles Towne Montessori will close, in the case of inclement weather, on the same schedule as Charleston County Public Schools. In case of inclement weather, the school may be forced to close early.**

Procedures: In the event that inclement weather may cause CTM to close, parents will be contacted immediately by text and email for their child to be sent home. If the school will be closed due to weather, parents will be informed by email and text.

### **3.11 Fire Drills**

Policy: **CTM shall conduct periodic fire-drills throughout the year in accordance with the office of the Fire Marshall of the City of Charleston.**

Procedures:

- CTM arranges fire drill dates with the local Fire Marshal and with the school's contract alarm provider (Sonitrol).
- During the Drill: The alarm is sounded and students and teachers proceed to designated areas.
- A record of the Drill is taken and filed for review with the Fire Marshall

### **3.12 Lockdown**

**Policy:** CTM will practice lockdown procedures during the school year. Administration will inform parents prior to the drill so that they may discuss it with their child as they choose.

**Procedure:** Under the circumstances that a lockdown is necessary the following actions would occur in sequence.

Administrative actions:

- All classrooms notified by intercom to begin lockdown procedures.
- Call 911 to report incident.
- In the case of a code red lockdown; SMS contact of all parents/guardians with relevant information will occur as soon as possible
- In the case of a code yellow lockdown parents/guardians will be notified by email after the lockdown has ended.

Classroom actions:

- All students brought inside.
- All doors and windows secured, blinds closed.
- Children and staff assume safety positions as practiced.
- Remain in this state until “all clear” is given by authorities.

## **Section 4: Student health**

### **4.01 Health Records**

**Policy:** Charles Towne Montessori shall maintain health records for every student at CTM. Records are private and shall be available only to personnel authorized by the Head of School.

**Procedures:** The following records are required for each student:

- Student Emergency Information
- Discipline, Transportation, Permissions forms
- Statement of Child’s Health
- Up to date SC Immunization form or DHEC Vaccination Exemption.
- Signed agreement to Policy and Procedures Handbook

Students will not be able to attend school if these records are not completed within 10 days of the start date. If your child receives

vaccinations during the school year, please provide updated information to the office at the time that the immunization records are changed. You may ask your pediatrician to fax these documents directly to the office at 864-278-0421

#### 4.02 Sickness at School

Policy: **Charles Towne Montessori shall not permit students to enter the school in the event of the following conditions:**

- **An illness that prevents the child from participating in normal school activities.**
- **Temperatures readings in excess of 100°F. DSS regulations require schools to not accept children with abnormally high temperatures for 24 hours without the use of medication. At the time that a child's temperature reads higher than 100F parents will be contacted to pick the child up from school.**

***Special Note: Even if the temperature is caused by non-contagious illness, the child may not attend school. A fever indicates that the body is under stress or is fighting infection. In this condition, complications can arise and therefore, CTM cannot assume the responsibility of monitoring a sick child.***

- **Rash.**
- **Discharge from ears or eyes; inflammation of eyes, excessive redness and itching.**
- **Sore throat or persistent cough.**
- **Fresh cold with a profuse yellow or green discharge from the nose.**
- **Child not well enough to play outside.**
- **Vomiting within 24 hours of attending school.**
- **Diarrhea any time during the past 12 hours.**
- **Any type of contagious disease.**
- **Fever over 100F within 24 hours of attending school.**

Children who are sent home from school with a fever MAY NOT attend school the following day.

- **Please do not administer fever reducer to a sick child and send him/her to school. This exposes all other children and staff to contagion.**

Procedure: If any of the above conditions occur while at school, the child is:

- Brought to the office.
- Cared for by administrative staff while a parent is contacted.

Parents are advised to pick-up the sick child immediately.

#### **4.025 Lice**

Policy: **Children with lice and/or nits may not attend school.**

Procedure: Children with lice and/or nits will need to be treated and rid of lice before coming to school. Parents should report lice to the school. The child's name will remain anonymous, but a notification will be sent out to the students in the affected child's class so that parents can treat their child(ren) as necessary. If lice are reported to the school, all children in the affected child's class will be checked by administration. Any child with lice or nits will be sent home and may return to school after lice and nits have been eliminated. A follow up check will be performed by the school after the reported child has returned, to assure that the problem has been eliminated effectively.

#### **4.03 Contagious Diseases**

Policy: **CTM requires parents to notify the school if a child should contract a contagious disease/condition. Children with immunization exemptions (Contraindication or Religious) will be required to leave the school for a minimum of ten (10) days.**

Information: The name of the child with the disease/condition will be kept confidential.

Procedures: The notification procedure is as follows:

- Parent notifies the school of a contagious disease/condition by phone.
- Administration notifies all exposed children's families.

#### **4.04 Medications**

Policy: **Charles Towne Montessori shall have a procedure to administer prescribed or over-the-counter medications as requested by parents.**

Information: Either prescribed or over-the-counter medication may be administered at school with a signed consent by the parent/guardian. Please note that over-the-counter medications such as insect repellent, lotions, pain relievers, and cold-medicines also are included as medications.

Procedures: For a child to be administered medication during school:

- Parents must complete a Form for Dispensing Medication.
- Medications should be delivered in the original container, labeled with the child's name, date, and dose for administration, the physician's name, and the pharmacy name.
- The school will administer the medication only as stated on the label instructions or amended in writing by the child's physicians.
- Charles Towne Montessori staff may not administer ANY medication, prescription or OTC without appropriate documentation from the parent/pediatrician.

#### **4.05 Immunization/Vaccinations**

Policy: **Charles Towne Montessori shall maintain a vaccination record for all students.**

Information: Immunization forms signed by a physician are required within 10 days of matriculation into school. The Department of Social Services (DSS) requires an updated immunization record at the start of each year and when additional immunizations are given. The following immunizations are required:

- Four (4) doses of any combination of DTP, DT, DTP-Hib, or DTaP vaccine.
- Three (3) doses of any combination of oral or inactivated Polio vaccine.
- Three (3) doses of Hepatitis B vaccine.

- Current, age-appropriate Haemophilus influenza type b conjugate vaccination according to the currently published immunization schedule (Published by DHEC).
- One (1) dose of Rubeola (Measles) vaccine received on or after their first birthday.
- One (1) dose of Mumps vaccine received on or after the first birthday.
- One (1) dose of Varicella (chickenpox) vaccine received on or after the first birthday or positive history of disease.
- Current, age-appropriate Pneumococcal vaccination according to the currently published immunization schedule (Published by DHEC).

Procedure: An exemption may be requested for either Medical Contraindication (signed by a licensed physician/osteopath) or for religious reasons. Please refer to the Department of Health and Control for exemption requirements. This form must be filed by the first day of attendance.

#### 4.06 Emergency Care

Policy: **All faculty and staff shall receive emergency care training.**

Information: All faculty and staff are trained annually in first aid, CPR, and Blood-borne Pathogens. However, in the event of an accident or sudden onset of illness, the school will not hesitate to seek proper emergency care for a child.

Procedures: The child's emergency information on file will be consulted and the parent called immediately. If necessary, the child will be transported by EMS. A staff member will accompany the child with signed consent statement and proper insurance information so treatment can be given immediately. ***It is imperative that parents keep ALL emergency contact information up-to-date.*** If your child receives immunizations during the school year, please provide a copy for the office so that we may maintain up-to-date records.

## **Section 5: Parents and the school**

### **5.01 Parent Involvement**

Policy: **Charles Towne Montessori shall provide parents with multiple opportunities to participate in school events, including fund-raising and fellowship.**

Information: All parents are encouraged to participate in various events throughout the year. Events are open to all families.

Procedure: The school encourages parents to:

- Participate in the CTM Parents Association.
- Observe their child's classroom.
- Volunteer time for special events.
- Attend school events and functions.

### **5.02 Montessori Education Participation**

Policy: **Parents are encouraged to attend all school meetings.**

Information: Parents are strongly encouraged to attend all meetings that promote a greater understanding of the Montessori approach and your child's progress.

Procedures: The following are school sponsored events/meetings to educate parents in Montessori education and provide information concerning your child's progress:

- **Back to School Visit** - During orientation, faculty and staff will present policies and general procedures both for the school and for each individual classroom.
- **Parent Information Events** - These classes educate parents in the purposes and methods of Montessori work and materials, and offer support for conscious child-raising. There will be several information events during the school year.
- **Observations** - Parents are encouraged to make classroom observations *at least once a year*.

- **Parent Conferences** - are scheduled twice a year.

### 5.03 School Communication

Policy: **Charles Towne Montessori shall be proactive in its modes of communication with parents.**

Information: The school provides several modes of communications with parents:

- A frequently-updated Website
- Weekly communications for toddler students about day to day progress and individual functions during the school day.
- Digital posts from both the administrative team and individual teachers.
- Parents are asked to inform the school of any changes in address, phone number and email addresses as soon as possible to keep the lines of communication open.

#### 5.03a Parent Grievance

Policy: **In the situation that a parent/guardian has an issue with a teacher or procedure in the classroom, parent will follow the steps below:**

Information: Parents should have open communication with their child's teachers. Issues and concerns should be addressed directly with the teacher.

Procedure:

- Parent will contact the teacher directly by email to outline the issue of concern. Teacher will respond to parent within 48 business hours.
- Parent and teacher will set up a meeting if necessary to discuss the issue.
- If the issue is not resolved in a satisfactory manner, Head of School should be contacted by parent and/or teacher to discuss the situation.
- Head of School will investigate the issue with both the teacher and parent/guardian and determine the appropriate measures to be taken.

### 5.035 Visitation and Custody Agreements

Policy: **CTM will abide by court orders of custody and visitation.**

Procedure: In the case that an adult has restricted visitation or custody of a CTM student, a court order or legal document must be on file in the CTM office. CTM should be informed of any change in custody or visitation of an adult with a student that will affect the child at school.

- The school will share pertinent information with appropriate staff in a confidential manner in order to maintain the provisions within the document.
- The staff will inform police and legal guardian of any incident that violates the legal document.

### 5.04 Parents Association

Policy: **Charles Towne Montessori shall maintain a relationship of mutual respect and collaboration with the CTM Parents Association.**

Information: Parents are encouraged to participate in the CTM Parents Association (CTMPA). This will foster a positive relationship with the school and the parent community.

Procedures: Any parent wanting to participate is encouraged to attend meetings and social events.

## Section 6: Academics

### 6.01 Evaluation of Student Progress

Policy: **CTM shall provide evaluation as an ongoing process.**

Information: The school believes that evaluation is an on-going process.

Procedures: The student and teacher are engaged in continual observation and dialogue around the development and perfection of the student's work. Parents will be advised of any difficulties the student may be having and may be asked to participate in the formulation of a

possible solution. This may include:

- Homework.
- Work on a particular behavior or skill.
- The inclusion of a specialist.

## 6.02 Grades

Policy: **CTM students shall not require grading according to traditional methods.**

Procedure: Children's progress is evaluated through bi-annual conferences that review the child's developmental progress.

## 6.03 Written Records

Policy: **Teachers shall keep written records on all students which indicate lessons given and the student's performance. Records are to be confidential. The school requires five days of notice before releasing written records or reports.**

Procedures: In the event of a transfer or completion of a program:

- A narrative report is provided for the parents and the next educational environment.
- The school requires five (5) days notice before releasing written records or reports.

## 6.04 Testing

Policy: **CTM shall follow a constructive approach to testing a child's progress.**

Procedures: Testing based on natural consequences in the materials, self-tests, students testing other students, and the teacher administering 3-period lessons are done throughout the year.

All elementary children from third grade up take a nationally recognized standardized test. ~~the Stanford Achievement Test (SAT for their particular age group).~~ We administer the SAT a standardized test in order to provide experience with a nationally

~~respected standardized~~ test of this type and to gauge the child's skills that may be needed in a more traditional environment.

### **6.05 Tutors and Specialists**

Policy: **Tutors and Specialists may be allowed on a case-by-case basis.**

Procedures: Parents of students with academic or behavioral difficulties will be notified at the fall conference. An individualized program will be recommended and may include tutoring, psychological or academic testing/counseling, and/or a home support program.

### **6.06 Homework**

Policy: **Charles Towne Montessori shall not make rigid distinctions between schoolwork and homework.**

Information: The CTM approach does not usually make rigid distinctions between schoolwork and homework. At the Elementary level, however, the work expectations are more clearly defined and relate to local school curriculum requirements.

Procedure: For elementary students, if a work assignment is not completed at school, the student may be expected to complete at home.

### **6.065 Transfer of Student Records**

Policy: **Records requested by another school, medical, or psychological practitioner will be sent directly to the requesting entity and will not be given to the parent.**

Information: In order for the teachers to make an honest evaluation of a student it is important that information be sent directly to the requestor.

Procedure: Parents may drop off or have request of records sent to the school. The school will in turn submit completed forms/information to the requestor, without involving the parent.

### **6.066 Student Assessment**

Policy: **Parent/guardian may choose to have their child assessed for learning delay or other concerns during their tenure at CTM. It is**

**generally expected that the child's teacher provide an evaluation for these assessments to be completed.**

Procedure: Parent/guardian will contact the teacher and let them know that the student will be undergoing evaluation.

- If an observer will visit the school. The parent will arrange with administration a contact with the professional or group who will be evaluating the student.
- Administration will arrange a date and time with the outside professional and the teacher that will offer the best opportunity for the child to be observed.
- Any written assessment that the teacher provides for the child will be sent directly to the evaluating entity. This will never be given to or shared with the parent.

## **6.07 Transitions Across the Continuum**

Policy: **Charles Towne Montessori shall promote a student based on developmental progress.**

Information: CTM views promotions as a transition not solely based on a child's chronological age but in combination with his/her developmental progress.

Procedures: Transitions may occur anytime throughout the academic year and are determined by a consensus of the Head of School and teachers of both transitioning levels. The parent will be notified both in writing by the school and in verbal/written communication by the transitioning teacher.

## **6.08 Transcripts**

Policy: **Upon request CTM shall provide written transcripts for each child enrolled.**

Procedures: Transcripts for a child may be obtained by written request. Transcripts will not be released if a family has an outstanding balance or the account is over 60 days past due. Parents should allow forty-eight (48) hours for the office to process transcription requests.

## 7.01 Student Discipline

**Policies: Charles Towne Montessori shall follow an approach to discipline that facilitates a child's independence in an orderly environment that respects courtesy and grace.**

**Charles Towne Montessori shall establish procedures to deal with inappropriate or unusual behavior.**

**Charles Towne Montessori shall not use any form of corporal punishment.**

**Information:** The Montessori approach is designed to facilitate a child's independence and self-sufficiency within his or her environment. This environment includes everything the child comes in contact with; home, school, and society at large.

In regard to discipline, Montessori teachers provide an orderly environment that promotes the development of spontaneous, self-regulated discipline. This is achieved through a delicate balance of providing freedom through choice with natural/logical consequences and limitations. These limitations are necessary for the child to participate within a cooperative community.

We encourage every opportunity for peaceful interaction, in and out of the classroom. This starts very early with 'Grace and Courtesy' lessons (on how we "use our words", etc.) and continues with practice in how to ask for help in difficult situations. Non-violent conflict resolution is encouraged from the Toddler classes through the Elementary. In these ways, we constantly seek to help our children become assertive problem solvers who are actively involved in their community.

Much of the environment is prepared for the child to encounter natural consequences. These are built in controls of error. For example, children are naturally encouraged to carry glass objects carefully on a hard, tile floor. When natural consequences are not appropriate, the teacher must intervene. Much of this intervention is in the form of redirection.

**Procedures:** Any inappropriate or unusual behavior, including physical or verbally harmful actions, bullying, social withdrawal or isolation, theft, or destruction of property, will be documented by CTM staff when observed. The incident will be evaluated based on staff

experience and training and parents of the children involved will be notified. When necessary, outside professional opinions will be sought. Based on the severity of the situation (see 3 levels of discipline), The Head of School, the child's teacher, and parents will establish solutions to remedy the situation while maintaining the dignity of the child/children involved.

**CTM follows 3 levels of disciplinary action:**

Level I consists of minor disobedience, such as over-aggressiveness, that poses no harm to the community of learners. With minor misbehaviors, the teacher applies logical (teacher imposed) consequences in the form of redirection. A teacher may assist the child to work in an isolated area of the classroom or even have the child stay by his/her side while giving a lesson to others. Redirection is the most highly constructive and developmentally appropriate approach to discipline.

Level II consists of more severe misbehaviors such as hitting or any action that poses harm to the community of learners or him/herself. In this case, the child will be immediately removed from the classroom and escorted to the office. Level II begins the document phase where an incident form will be sent home to the parent(s)/ guardian(s) and a copy placed in the child's permanent file. Once the teacher and staff agree that the child is not a threat to repeat the infraction, he/she will be returned to the classroom. Repeated disciplinary problems (3 or more instances) will require a meeting with the parents and the school to discuss intervention in this repeated behavior.

Level III constitutes a scenario where a severe misbehavior(s) is an "on-going" problem. If the initial intervention has not been successful and a child continues detrimental behaviors, the teacher and Head of School must determine the appropriate course of action. If it is deemed appropriate, the guardian(s) will be notified and the child will be asked to immediately leave the premises. The child will only be able to return if two criteria are met:

- Criteria 1: The teacher and Head of School must meet with the guardian(s) and consider seeking professional intervention for the child if this has not already been done.
- Criteria 2: The teacher and Head of School must determine that the action will not be repeated again and does not pose harm to the community of learners.

If both criteria are successfully met, the child will again be able to enter the classroom. If these criteria cannot be met in a satisfactory manner, the Head of School reserves the right to suspend or expel the child from the school.

CTM does not use any form of corporal punishment. Corporal punishment is not permitted on CTM campus or grounds by any individual.

## 7.02 **Biting Policy (Toddlers)**

Biting is a typical behavior for some young children. It is often a short phase that children naturally outgrow as they become more verbal.

However, biting can be harmful to other children and to staff. As an early childhood education center, we understand that biting may happen. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved in a timely manner, this policy serves to protect the children in the community.

### When Biting Does Occur:

Our staff strongly discourages biting and other harmful behavior. The staff's job is to keep the children safe and help a child who bites learn different, more appropriate behavior. At times a child will be a chronic biter. The following procedures will occur under these conditions.

### For the child that was bitten:

1. First aid will be given to the bite.
2. Parents will be notified.
3. The "Ouch Report" form will be filled out documenting the incident. The name of the biter will be withheld.

### For the child that bit:

1. The teacher will give a firm message to the child.

2. The child will be separated from others to calm their body.
3. An "Incident Report" will be sent home documenting the incident. The name of the bitten child will be withheld. Parents must sign and return the document digitally.

When Biting Continues:

1. The child will be shadowed to the best of our ability to help prevent another biting incident.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.). The teacher will communicate with the parents about the possible cause, and work on strategies for improvement.
3. The child will be given positive attention and approval for positive behavior.
4. Parents will be asked to meet with the teacher and Head of School to partner in mitigation and resolution of the behavior.

When biting becomes excessive or aggressive, regular, and/or repeated occurrences:

1. If a child inflicts 3 bites in a one week period (5 weekdays) a conference will be held with the parents and teacher to discuss the child's behavior and how the behavior may be modified.

The school may recommend an evaluation by a specialist to help identify the cause and possible resolution of the behavior.

There is an expectation that parents and staff will be consistent with behavior modification. This includes, but is not limited to seeking outside professional help in a timely manner.

2. If the child again inflicts 3 bites in a one week period (5 weekdays) the child will be suspended for 2 school days.

3. If a child once again inflicts 3 bites in a one week period (5 weekdays) the parents will be asked to make other child care arrangements until the child has outgrown the behavior. The school and the parents will agree upon a timeframe for re-evaluation.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one.

If a child bites twice in a 4 hour period, the child will be required to be picked up from school for the remainder of the day. This will not count towards the 2 day suspension.

### 7.03 Harassment and Bullying

Policy: **CTM does not condone harassment and bullying among trustees, staff, parents and students.**

**CTM maintains procedures to report harassment and bullying.**

Information: Protected Status Harassment: Harassment is defined consistent with the law to include conduct which has the purpose or effect of unreasonably interfering with a person's academic/school related or job performance or of creating, or for the school's purpose, tending to create, an intimidating, hostile, or offensive school or work environment on the basis of a person's legally protected status, i.e., race, age, color, religion, national origin, disability and/or military service or obligation.

Reporting duties for all types of discrimination, harassment, retaliation and/or abuse:

Any student or employee who believes that a faculty member's administrator's, school employee's, non-employee's or fellow student's actions or words constitute discrimination, harassment, abuse or retaliation toward himself/herself or another has a responsibility to report the situation immediately to the Head of School. In the case of conflict a report of harassment by an employee may also be made to the Board Chair. Thereafter, you may be asked to submit a written description to the Head of School. Reporting responsibilities are detailed in the handbook.

Please know that faculty members receiving reports or complaints of behavioral issues (teasing, bullying, etc) from students or their families are expected to provide notice of the complaint to the Head of School, no matter what the nature and no matter how simple the resolution by the staff member. Even if a student who makes a complaint does not wish to pursue the matter or wants it to remain confidential the incident should be reported to the head of school. The purpose of reporting even seemingly day-to-day complaints is to allow the school to determine from collective comments from all teachers in the respective division of the school if a child may exhibit a pattern that, cumulatively, could be deemed harassing.

#### 7.04 **Inappropriate Conduct**

Policy: **Charles Towne Montessori does not condone inappropriate conduct amongst trustees, staff, parents and students, including sexual harassment and child abuse.**

Procedures: Charles Towne Montessori staff is trained in procedures to report sexual harassment and both school and non-school related child-abuse.

Information: Charles Towne Montessori strives to abide by South Carolina law, which dictates requirements for reporting child neglect or abuse, even when it occurs outside the school. South Carolina law requires that any physician, nurse, dentist, optometrist, medical examiner or coroner or an employee of a county medical examiner's or coroner's office or any other medical, emergency medical services, mental health or allied health professional, member of the clergy, including Christian Science Practitioner or religious healer, school teacher, counselor, principal, assistant principal, social or public assistance worker, substance abuse treatment staff, or childcare worker in any child care center or foster care facility, police or law enforcement officer, undertaker, funeral home director or employee of a funeral home, persons responsible for processing of films, computer technician, or any judge who has reasonable cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect as defined by state law is to immediately report it to the local DSS or other proper law enforcement agency. SC code 20-7-510.

The state law definition of child abuse and neglect is specific and

detailed. A faculty or staff member who suspects or has any concern regarding child abuse or neglect is expected to report this information promptly to local DSS or other proper law enforcement agencies. A staff member who has reason to suspect abuse or neglect and fails to report it is subject to prosecution; however, the person making the report based on valid suspicion and concern is protected by law from both civil and criminal retaliation.

## 7.05 Student Dismissal

Policy: **Charles Towne Montessori reserves the right to request dismissal of a student for lack of adherence to school standards and policies.**

Procedures:

- A child's behavior is documented to be outside the expected standards of a productive Montessori environment.
- The parent is notified in writing describing unmet expectations.
- A meeting is conducted between the parents/guardians, teacher and Head of School
- A plan may be formulated to redirect behavior within a specified time frame.
- If no significant progress is made within the specified time frame, the student will be dismissed.

## 7.06 Problem Behavior

We define problem behavior as follows:

Actions that are intentionally hurtful toward oneself, another person, or property. Deliberate disruption of an environment can also be considered problem behavior.

Information: It is the goal of the classroom professionals to help children resolve conflict in an appropriate manner, and to behave in a respectful way towards other people and their environment. Young children (preschool) are in the process of learning impulse control and empathy. There are normal interactions in which

children and property are damaged. Problem behavior occurs when a child purposefully hurts others or damages/destroys property. Our staff is trained to help students express themselves and facilitate conflict resolution.

Procedure: Parents will receive incident reports about problem behavior with detailed information about the event. Parents will need to sign and return the report, acknowledging the incident. After 3 incidents, or an event that is particularly disturbing, the school will request a meeting among parents, teachers, and the Head of School.

CTM reserves the right to ask a parent to remove a child from the environment who is causing harm to others. The three D's are "dangerous, destructive, and disruptive". Any of these may warrant removing a student from the environment on a given day. Repeated problem behaviors may result in a longer suspension or eventual expulsion.

Teacher and Head of School will develop a behavior plan for the child and share this with the parents. There may be a request for parents to seek outside help from a professional who is trained to deal with difficult behaviors.

### **6.13 Privacy of Student Files**

Policy: **CTM shall maintain strict confidentiality of all files with access granted only to administration and teachers directly involved in the child's educational progress.**

Procedures: Parents or guardians may have access to a child's file if the office is given at least 24 hours advance notice.

### **6.14 Mandated Reporting**

Policy: **All employees of Charles Towne Montessori are mandated reporters by the state of South Carolina.**

Procedure: Employees of CTM will follow procedures as purported in appendix B as required by law in any case where there is any suspicion of child neglect or abuse.

## **Section 8: Finances**

### **8:01 Tuition and fees**

Policy: **Student accounts must be kept up-to-date.**

Information: CTM is a non-profit organization that depends primarily on tuition as its source of income. For students to attend, accounts must be up-to-date.

Procedures: The school reserves the right to withhold any and all services to students whose accounts have fallen behind unless written arrangements have been made for deferred payment.

### **8.02 Tuition Policies**

Policy: **A. Balances. Full payment of the prior school year is required for student/s to return in the next school year.**

Procedure: A student will not be admitted nor will their records be released until all tuition and fees are paid in full.

Policy: **B. Payment alternatives. Charles Towne Montessori shall provide reasonable alternatives for tuition payment.**

Information: Payments are due for Toddler, Primary, and Elementary programs, once a year on June 1<sup>st</sup> or bi-monthly installments or in 10 monthly installments. See current tuition rates.

Procedures: The first monthly installment is due in the office on June 1, and the nine remaining payments are due monthly from September through May. Parents not paying in one payment are required to participate in the monthly Payment Plan. There are no Exceptions. Monthly payments will be automatically drafted from your bank account on the 1<sup>st</sup> 0<sup>th</sup> of each month from September – May. If payment is not drafted on the due date, a late fee may be applied to your account.

Policy: **C. Account drafts. Charles Towne Montessori shall provide a mechanism for parents to draft their accounts for tuition payments.**

Information: Payers will be asked to provide banking information for an ACH draft. All banking information will be received in-person and stored securely on school premises.

Procedures: Monthly payments will be drafted on June 1, and subsequently from September through May on the first of each month. If a payer needs to make alternate arrangements they will contact the school.

Policy: **D. Refunds. Deposits, enrollment fees, and material fees are not refundable.**

Policy: **E. After-school fees. Monthly Montessori After-School fees are drafted on the 1st of each month.**

Procedures: As a courtesy to working parents, CTM offers a fee-based After-School program. Families will be billed at a monthly rate noted on the annual tuition document. Children attending after-school on an occasional, or “drop in” basis will be billed at a daily rate as noted on the annual tuition document.

Policy: **F. After-school hours. After-School ends promptly at 5:30 p.m.**

Information: Continual late pick-ups will not be tolerated.

Procedures: Late charges will be applied for any late pick-up after 5:30 p.m. The invoiced amount will be recorded to the family’s account and is due when invoice is received. See fee schedule for late pickup fees

Policy: **G. Special program billing. The school shall not administer after school special programs.**

Information: After School special programs are independent offerings by professional organizations not affiliated with CTM.

Procedures: Payment arrangements must be made with the studio program instructor, independent of CTM administration.

Policy: **H. Supplemental care. The school may offer supplemental days of child care on non-academic days.**

Information: Supplemental days for toddler, primary, and elementary programs are available for a daily rate. See current tuition document.

Procedures: Parents are required to register for supplemental care. Payment by check or ACH is due at sign-up with no exceptions. Children **must** be registered for supplemental days and pre-paid in order to attend.

Policy: **I. Payment period. All accounts shall be paid within a 30-day time period.**

Procedures: When an account becomes past due, a \$35 late fee is charged and a letter is sent stating that tuition is due immediately. If an account becomes thirty (30) days past due, a letter will be sent stating that the school may suspend the student's attendance.

Policy: **J. Payment forms. CTM accepts Bill Pay, personal checks, credit cards or ACH transfers. A convenience fee will be added to all credit card transactions.**

Procedures: A \$35 fee is charged to accounts for returned checks.

### 8.03 Financial Assistance

Policy: **Our financial aid program is designed to assist families who encounter unexpected difficulties. It is especially helpful to children who might not otherwise be able to finish their particular level (e.g. complete Primary or Elementary).**

Procedures: To qualify for financial aid a family must be in good financial standing with the school and must have shown a willingness to take part in the life of the school.

To apply the family needs to submit a letter, addressed to the Head of School, stating the reasons for needing financial assistance. Recipients will be asked to volunteer a number of hours (from 20 to 30) in the coming year and to attend parent education sessions for their child's level.

Financial Aid applications will be reviewed by the Financial Aid Committee (Board members and Head of School) and awards will be made promptly.

All financial aid applications and awards are confidential.

### 8.04 Tuition Refunds

Policy: **Tuition is not refundable and will not be waived should a student withdraw or be dismissed during the contracted period. Charles Towne Montessori reserves the right to provide tuition reimbursement or to waive terms of the enrollment contract based on grievous circumstances.**

Procedure: Tuition insurance will be offered to all families. Tuition Insurance will be required of all partial pay (monthly or bi-annual payment) families, and is also available for full pay families if they choose to purchase the policy. Parent or Guardian will be responsible to adhere to the terms of the tuition insurance policy.

If a family claims grievous circumstances, they may appeal to the board of trustees in writing for consideration.

## **8.05 Fundraising**

Policy: **Charles Towne Montessori is a non-profit, tax-exempt (501c3) charitable organization. Voluntary contributions to CTM in which no goods or services are received are tax deductible to the extent provided by federal law.**

Procedures: Parents, staff and the community have opportunities throughout the year to support the school through fund-raising events and projects and are encouraged to participate. Please contact the school and/or CTMPA for more information.

## **8.06 Insurance**

Policy: **Charles Towne Montessori shall maintain adequate business, property, directors', operators', and any other reasonable insurance based on standard business practices.**

## **8.07 Tax returns**

Policy: **Charles Towne Montessori shall employ a certified public accountant to prepare required annual tax returns and disclosures required to maintain its non-profit, tax-exempt 501c3 status.**

# **Section 8: Admissions**

## **9.01 Rolling admissions process**

Policy: **Charles Towne Montessori shall use a rolling admissions process approved by the Head of School.**

Information: CTM uses a rolling admissions process where children are accepted on availability throughout the academic calendar year.

Procedures: Admission into CTM is based on the needs of the school and follows a 3-step matriculation process.

1. Schedule a tour and meet with the admissions director. Tours are scheduled throughout the year. Individuals interested in scheduling a tour can use the website to select a date and time.
2. Submit a completed application along with a non-refundable \$100 application fee.
3. Applicant family and child will be invited to visit the school and a classroom in the program for which they applied.
4. After the visit the admissions director, host/teacher, and HOS will determine whether to offer admission to this student.
5. Enrollment is not complete until the contract and deposit have been received.

Children who are not admitted may be added to a waiting list determined by submission date if requested by the parents.

Charles Towne Montessori reserves the right to request records from any applicant's previous learning environment.

## **9.02 Transcripts**

Policy: **The school requires a transcript for any child who plans to enroll in the elementary program who has not successfully completed the CTM Primary program. Students shall be admitted to the elementary program based on Montessori principles.**

Procedures: The school requires the submission of the child's last 2 progress reports to be included with a completed application form for review.

## **Explanation of Tuition Options.**

**Lump Sum Payment Option:** This Single Payment Plan requires 100% payment due June 1.

**Half Lump Payment Option:** This Two Payment Plan requires a 50% payment due June 1, and the second payment due Dec. 1. A 4% handling fee is applied to the total amount due.

**Ten Monthly Payment Plan:** The first monthly payment is due on June 1. The remaining nine payments will be drafted from your account each month beginning on Sept. 10. A 6% handling fee is applied to the total amount due.

### **Discounts and Fees**

**Sibling discount:** A sibling discount of 10% is offered for the second, third, and fourth child.

**Enrollment Deposit:** Upon acceptance, the enrollment deposit is due along with your contract to hold your child's space for the following year. This fee is non-refundable but will be applied to second semester tuition.

**Administration Fee:** A one-time fee for new enrolling families.

## **Section 10: Non-discrimination**

### **10.01 Non-discrimination policy**

**Policy:** Charles Towne Montessori shall not discriminate on the basis of race, color, religion, age, national origin, ancestry, disability, gender or sexual orientation in its education program, admissions policies, employment policies, and other school-administered programs.

**Information:** Charles Towne Montessori is committed to a policy of nondiscrimination in admissions and employment on grounds of race, color, religion, age, national origin, ancestry, disability, gender and sexual orientation.

## **Appendix A: Charles Towne Montessori School Bylaws**

*(First adopted Feb. 6, 2007; updated through Aug. 30, 2014)*

### **Article 1: Name**

1. **Name.** The corporate name of this institution is Charles Towne Montessori School, also known in this document as the “School.”

### **Article 2: Purpose**

1. **Non-profit organization.** Charles Towne Montessori School is a non-profit corporate duly organized and existing under the laws of the State of South Carolina.
2. **Purpose.** The purpose of the School is to acquire, hold and operate real estate and personal property for exclusively educational purposes of an eleemosynary Montessori school corporation, and to supervise and manage the affairs of such school and property which shall be held for the benefit of said purpose. The purposes for which the School is organized are exclusively charitable, scientific, literary, and educational within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Service code.

### **Article 3: Board of Trustees**

1. **Selection.** The business of the corporation shall be managed by a Board of Trustees (“Board”) that shall be chosen by the Trustees and their successors in office and nothing herein shall prevent a Trustee from being selected to succeed himself.
2. **Eligibility.** A member of the Board must be twenty-one (21) years of age or older. No person shall be eligible to serve who has a member of his or her family employed by the School.
3. **Liability.** No Trustee shall be personally liable for the debts, liabilities or obligations of the School.
  - a. **Insurance.** The Board of Trustees is required to purchase and maintain appropriate liability insurance to protect Trustees and Officers.
4. **Terms.** The Board of Trustees shall consist of no less than five people and no more than nine people, each of whom shall be elected for a three-year term and

shall be divided into three groups of three Trustees each. Each group shall have terms expiring in successive years so that each year, three Trustees shall be elected by the board.

- a. **Composition.** The Board of Trustees shall include no more than 33 percent of Trustees who have children in the school and no more 50 percent of Trustees who are alumni or parents of school alumni. At no time can Trustees who are parents be a majority of the Board.
- b. **Term limit.** A member of the Board shall be eligible for two (2) successive terms. After being off the board for one (1) year, a past member shall be eligible for election to the Board.
- c. **Term of office.** The term of office for a board member will commence upon election at an annual meeting which will be held each calendar year no later than July 1. Each Trustee's three-year term of office will begin at the end of the annual meeting.
- d. **Attendance.** Failure of a Trustee to attend two called or regular meetings without notification to the Board Chair during the period of one (1) year shall result in the office being declared vacated.
- e. **Contribution.** A Trustee is expected to contribute at least \$500 annually to the School.

**Removal.** A Trustee elected by the Board may be removed without cause by the vote of two-thirds of the entire Board of Trustees. Board action to remove a Trustee is not valid unless each Trustee is given at least seven (7) days' written notice that the matter will be voted upon at a Trustees' meeting.

**Resignations.** Any Trustee may resign from a committee of the Board, an office of the Board or the Board itself by giving written notice to the Chair or the Secretary. Any resignation shall take effect at the date of receipt of such notice or at any later time therein specified, and, unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

5. **Election.** Trustees shall be elected by a majority vote of the Trustees present.

**Vacancies.** Vacancies within the elected Board of Trustees may be filled by appointment made by the Board at its next meeting. All such appointed Board members shall hold office until the next annual meeting, at which time the position shall be filled by election for the remainder of the unexpired term.

6. **Meetings.** Regular meetings of the Board of Trustees shall be held at least four (4) times a year upon such day as may be fixed by the Chair. Special meetings of the Board of Trustees shall be held upon call by the Chair or upon written request submitted to the Chair and signed by three (3) or more Trustees. Five (5) days written notice by mail shall be given to each Trustee of any regular or special meeting of the Board of Trustees.

**Emergency meetings.** In an emergency, the chair can call an emergency meeting of the Board of Trustees with a 24-hour notice.

7. **Quorum.** A quorum for the transaction of business at any meeting of the Board shall consist of a majority of the Trustees then serving.
8. **Disbursement of funds.** All disbursements shall be made by the Head of School and/or Treasurer as called for in an annual budget. Any other disbursements can only be made after approval of the Board of Trustees. The annual budget for the following school year shall be approved by the Board of Trustees no later than the end of May each year.
9. **Compensation.** No trustees shall receive any stated compensation whatever for their services.
  - a. **Reimbursement.** All Trustees may be reimbursed for reasonable expenses incurred in connection with the activities of the corporation by vote of the Board of Trustees.
10. **Power to borrow money.** The Board of Trustees shall have the power to borrow money for the purpose of meeting the corporation's obligations in connection with the ownership, operation, repair, maintenance and control of its property, but in order for this power to be executed, a three-fourths (3/4) favorable vote of the entire Board of Trustees must be obtained.
11. **Gifts.** The Board of Trustees may accept on behalf of the nonprofit corporation any contribution, gift, bequest or device for the general purposes or for any special purposes of the corporation.

#### **Article 4: Officers**

1. **Officers.** The officers of the school shall be a chair, vice-chair, treasurer and secretary, and such other officers as the Board may from time to time determine.
2. **Election.** The officers of the Board shall be nominated by the Nominating Committee. Officers shall be elected at the Annual Meeting by a two-thirds majority of all Trustees in office, and shall serve at the pleasure of the Board.

Subject to the foregoing, each officer shall be elected for a one-year term, except that an officer elected to fill a vacancy shall serve for the remainder of the term of his or her predecessor. No person shall serve as Chair for more than three (3) years.

3. **Vacancies.** Vacancies in any office of the Board, other than Chair, may be filled for the unexpired term by a majority vote at any meeting of the Board, by election.
4. **Chair.** The Chair shall preside at all meetings of the Board and shall appoint any committee not otherwise appointed by the Board or authorized to exercise power of the Board. The Chair also shall see that all orders and resolutions of the Board and its committees are carried into effect. The Chair also shall have general supervision and direction of the officers and shall see that their duties and those assigned to other Trustees are properly performed. The Chair shall serve as an *ex-officio* member of all Trustee committees.
5. **Vice-chair.** In the absence or disability of the Chair, the Vice-Chair shall perform all duties of the Chair. In the event of the death, resignation or removal from office of the Chair, the Vice-Chair shall automatically succeed to the office of the Chair and serve out the balance of the term.
6. **Secretary.** The Secretary shall keep, or cause to be kept, and authenticate a record of the proceedings of the Board of Trustees, shall make service of all such notices as may be necessary or proper, and shall have such other powers and duties as may be prescribed from time to time by the Chair of the Board.
7. **Treasurer.** The Treasurer shall be custodian of all funds and securities of the school and shall have charge of the finances of the school, subject to the power and authority of the Board of Trustees. The Treasurer generally shall supervise the accounting and bookkeeping of the school, shall regularly report to the Board as to the financial condition and result of the operation of the school. With the approval of the Board and the Head, the Treasurer may delegate to an administrative salaried employee of the school such of the foregoing duties, including the signing of checks or other orders for the payment of money, as the Treasurer shall specifically designate. All such delegations shall be recorded in the minutes of the Board.  
The Treasurer or any other persons who are empowered to sign checks or other orders for the payment of money shall give this corporation a bond in such sum and with such surety as shall be satisfactory to the Board. The cost of such bond shall be paid by the School.

#### **Article 5: Duties and performance of the Head of School**

**Executive role.** The Head of the School shall be the executive head of the school and shall be charged with the general conduct and control of the day-to-day operations of

the school under the supervision of the Board of Trustees. The Head, as chief executive officer of the School, will serve as official adviser and executive agent of the Board.

1. **Administrative responsibilities.** Within policy guidelines set by the Board, the Head shall supervise the general affairs of the School, represent it in the community, provide administrative and educational leadership, prepare an annual budget, enroll and dismiss students, employ and discharge personnel, and bring any other matters to the attention of the Board as are appropriate to keep the Board fully informed to meet its responsibility. The Head shall have the power, on behalf of the Trustees, to sign any and all contracts for which funds have been allocated and authorized by the Board in the approved operating budget, or in any capital budget or emergency expenditure authorized and approved by the board.
2. **Staffing.** The Head is to have the sole responsibility for employing and discharging teachers and all other members of his staff, and deciding on the curriculum and qualifications of students. The Head shall have the authority to accept resignations, grant temporary leaves of absences to employees, and suspend or dismiss any employee for conduct detrimental to the school. Such actions shall be reported in writing to the Board of Trustees.
3. **Appointment.** In the event of a permanent vacancy in the office of the Head, the Board shall elect a replacement from among candidates submitted for consideration by a special Search Committee appointed by the Chair. An affirmative vote of at least two-thirds of the Trustees is required for appointment.
4. **Assistance to the Board.** The Head shall work with the board, guide preparation of its agendas and work with it in the long-range development of the School. The Head shall attend all Board meetings.
5. **Annual review.** An annual review of the performance of the Head shall be carried out by a committee appointed by the Chair. The committee is to consist of the Chair and two other members of the Board who have been in the position to know and assess the Head.
  - a. **Annual Board input.** All Board members are expected to provide written comments annually to the assessment committee appointed by the Chair to ensure the assessment process is inclusive.
6. **Dismissal of the Head.** A decision not to renew the Head's contract or to terminate the services of the Head can only be undertaken by the Board at a regular meeting or a special meeting provided due notice of the contemplated action is given.

## **Article 6: Meetings of the Board**

1. **Regular meetings.** The board shall meet at least four times during each fiscal year, including with an annual meeting no later than July 1. The Chair shall call all meetings and shall provide proper notice of the time and place.
  - a. **Governing rules.** All meetings shall be conducted pursuant to *Robert's Rules of Order*.
  - b. **Transparency.** All meetings will be open to the public. Meetings will be posted publicly at the School in a timely manner to members of the School community by the Head via an appropriate communications vehicle.
2. **Special meetings.** Special meetings of the Board for any purpose or purposes may be held on the call of the Chair or any three (3) Trustees. Notice of each special meeting will set forth the time, date and place of the meeting, and will include the general nature of the business to be transacted. Notice shall be given by the Secretary in person or by mail not less than five (5) days in advance of the meeting to each Trustee at the address last shown on the records of the school. Business transacted at a special meeting shall be limited to the matter stated in the notice of the meeting.

## **Article 7: Action without formal meeting**

1. Actions requiring Board authorization may be taken without a meeting if the action is taken pursuant to a written consent signed by each and every Trustee. Such action is effective when the last Trustee signs the consent, unless the consent specifies a different elective date. Any actions taken through this Article must be recorded in the minutes of the next meeting of the Board of Trustees.

## **Article 8: Committees**

1. **Standing committees.** There shall be five (5) standing committees of the Board: Nominating Committee, Finance Committee, Building and Grounds Committee, Education Committee and Executive Committee. Members of standing committees shall be appointed by the Board Chair, after consultation with the Board and the Head. Except as provided in these bylaws, the Board Chair and Head shall serve as *ex-officio* members of all standing committees without the power to vote. Each committee shall include at least two (2) Trustees. Each Trustee shall serve on at least one (1) committee. The Committee Chair must be a Trustee. The Board Chair may appoint committee members who are not on the Board, except as noted in these bylaws.
2. **Committee meetings.** All committees will meet at least once annually.

- a. **Minutes.** Committee chairs are responsible for minutes to be taken at meetings and communicated in a timely manner to the Secretary of the Board.
  - b. **Annual report.** Each committee is to provide a written annual report of its work to the Board at the annual meeting.
3. **Staff liaison.** The chair of any committee, with the consent of the Board Chair, may request the Head to appoint a member of the administrative staff to serve as a liaison between the committee and the Head. Such a liaison shall help the committee in carrying out its duties.
4. **Nominating Committee.** Three members shall comprise a Nominating Committee. One member is appointed by the Board Chair; two others are selected by the Board. Committee members shall recruit, propose and submit to the Board names of people nominated for election as officers, members of the Board and to fill vacancies on the Board.
5. **Finance Committee.** The Finance Committee shall supervise the financial affairs of the School and shall make recommendations to the Board from time to time as necessary. The Committee shall be made up of at least three (3) trustees, including the Board Chair, Treasurer and one (1) member appointed by the Chair.
6. **Building and Grounds Committee.** The Building and Grounds Committee shall supervise the maintenance of the School's buildings and grounds in cooperation with the Head. The Committee shall be made up of at least two (2) trustees appointed by the Chair.
7. **Education Committee.** The Education Committee shall consult with the Head in regard to the educational policy and program of the school. Such consultation shall not in any way infringe upon the authority granted to the Head. The Committee also shall be responsible for an annual meeting between the Board and faculty for the purposes of information and open discussion on matters deemed for the betterment of the School. The Committee shall consist of at least three (3) Board members who shall be appointed by the Board Chair.
8. **Executive Committee.** An Executive Committee shall consist of five members - the Chair, Vice-Chair, Secretary, Treasurer and one other board member appointed by the Chair to represent the board. This committee shall provide guidance to the Chair when important situations arise and convening the whole board isn't practical. It can interpret policies of the Board, establish Board goals for each school year and decide any other matters which the Board authorizes it to decide.

9. **Ad-hoc committees.** The Chair may appoint ad hoc committees as he deems necessary.

#### **Article 9: Miscellaneous**

1. **Fiscal year.** The fiscal year of the School shall commence on the first day of June of each year.
2. **Indemnification.** To the extent provided by law each Trustee and officer of the Board shall be indemnified by it against all expenses actually and necessarily incurred by such Trustee or officer in connection with the defense of any action, suit or proceeding to which he has been made party by reason of his being or having been such Trustee or officer, except in relation to matters as to which such Trustee or officer shall be adjudicated in such action, suit or proceedings to be liable for gross negligence or willful misconduct in the performance of duty.
3. **Annual audit.** The Board of Trustees shall annually designate outside auditors to close the business in each fiscal year. These auditors shall audit and examine the books accounts of the School and shall certify to the Board of Trustees the annual balances of said books which shall be prepared at the end of each year under the direction of the Treasurer. No Trustee or agent of the corporation, and no firm or corporation of which a Trustee is a member shall be eligible to discharge the duties of the auditor. Compensation of the auditor shall be fixed by the Board of Trustees.
4. **Bylaw amendments.** New bylaws may be adopted or these bylaws may be amended or repealed by unanimous written consent or by a two-thirds vote of the Trustees in office at the time the amendment is adopted. The minimum notice provision is seven (7) days. Prior to each Annual Meeting of the Board, the Executive Committee shall review these bylaws and suggest any necessary changes.

#### **Article 10: Discrimination prohibited**

1. **Nondiscriminatory admissions, actions.** Charles Towne Montessori School admits students of any race, sex, color, religion, and national or ethnic origin to all of the rights privileges, programs and activities generally accorded and made available to the students at the School. In administering its educational, admissions, scholarship and all other affairs, the School shall not discriminate against any person on the basis of race, creed, color, national or ethnic origin,

sex, sexual orientation, age or religion.

2. **Terminology.** In interpreting these bylaws, all pronouns shall be deemed to refer equally to the masculine or feminine gender.

### **Article 11: Dissolution**

1. **Property.** In the event of the dissolution or final liquidation of the corporation, none of the property of the corporation nor any of the proceeds thereof shall be distributed or divided among any of the Trustees of the corporation or inure to the benefit of any individual. After all liabilities and obligations of the corporation have been paid, satisfied and discharged, or adequate provision has been made, all remaining property and assets of the corporation shall be distributed to one or more non-profit organizations which meet the following criteria:
  - a. Such organizations shall be organized and operated exclusively for charitable, scientific, research or educational purposes;
  - b. Transfers of property shall, to the extent permitted by law, be exempt from federal gift, succession, inheritance or estate taxes.
  - c. Such organization shall be exempt from federal income taxes by reason of Section 501(c)(3) of the Internal Revenue Code of the United States of America.

## Appendix B

### **Reporting Child Abuse**

**Section 63-7-310**, Persons required or permitted to report; method; confidentiality.

A physician, nurse, dentist, optometrist, medical examiner, or coroner, or an employee of a county medical examiner's or coroner's office, or any other medial, emergency medical services, mental health, or allied health professional, member of the clergy including a Christian Science Practitioner or religious healer, school teacher, counselor, principal, assistant principal, social or public assistance worker, substance abuse treatment staff, or childcare worker in a childcare center or foster care facility, police or law enforcement officer, undertaker, funeral home director or employee of a funeral home, persons responsible for processing films, computer technician, or a judge must report in accordance with this section when in the person's professional capacity other person has received information which gives the person reason to believe that a child has been or may have been abused or neglected as defined in Section 63-7-20.

If a person required to report pursuant to subsection (A) has received information in the person's professional capacity which gives the person reason to believe that a child's physical or mental health or welfare has been or may have been adversely affected by acts or omissions

that would be child abuse or neglect if committed by a parent, guardian, or other person responsible for the child's welfare, but the reporter believes that the act or omissions was committed by a person other than the parent, guardian, or other person responsible for the child's welfare, the reporter must make a report to the appropriate law enforcement agency. Except as provided in subsection (A), any person who has reason to believe that a child's physical or mental health or welfare has been or may have been adversely affected by abuse or neglect may report in accordance with this section.

Reports of child abuse or neglect may be made orally by telephone or otherwise to the county department of social services or to a law enforcement agency in the county where the child resides or is found.

### **Section 63-7-330**

**The identity of the person making a report pursuant to this section must be kept confidential by the agency or department receiving the report and must not be disclosed except as provided for in this chapter.**

When the department refers a report to a law enforcement agency for a criminal investigation, the department must inform the law enforcement agency of the identity of the person who reported the child abuse or neglect. The identity of the reporter must only be used by the law enforcement agency to further the criminal investigation arising from the report, and the agency must not disclose the reporter's identity to any person other than an employee of the agency who is involved in the criminal investigation arising from the report. If the reporter testifies in a criminal proceeding arising from the report, it must not be disclosed that the reporter made the report.

When a law enforcement agency refers a report to the department for an investigation or other response, the law enforcement agency must inform the department of the identity of the person who reported the child abuse or neglect. The department must not disclose the identity of the reporter to any person except as authorized by Section 63-7-330.