



TOTH
MONTESSORI
NAVY YARD, WASHINGTON, DC



Primary Parent Handbook 2019-2020

Updated June 2019

Welcome from the Head of School

Dear Primary Parents,

Whether this is your first year with ToTH or you are a returning family, we want to extend a warm welcome for the 2019-2020 school year. Over the course of the year your child will experience an authentic Montessori environment that will help her or him to develop into a confident, joyful child. Parents are the most important teachers their children will have and we are honored that you have chosen to partner with ToTH in your child's development. We rely on your trust, communication, involvement, and support to ensure a successful experience for your child. While our main focus is always on the child and his or her unique experience in the classroom, we greatly value the relationship between our teachers and administrators and the children's caregivers. ToTH can benefit you best when you understand the roles played by teachers, administrators, parents, and children.

As ToTH enters its eighth year, our administrative focus will be on communication and community building. Our goals are to provide timely, accurate, and appropriate information to parents. We do our best to remain in close communication with families in a number of different ways, including email, Montessori Compass, Bloomz, and social media. Please review carefully the information included in this handbook. It is intended to acquaint you with the policies and procedures of the school. It is important that you read it thoroughly.

As we begin the year, let's get to know one another, learn together, ask detailed questions, and take time to investigate the details that speak to our hearts as united Montessorians who are committed and invested in this school.

Sincerely,

Natalie Baginski
Head of School

Purpose of This Handbook

This handbook provides an overview for the community, parents, teachers, au pairs, nannies, board members, and other invested adults supporting children enrolled at ToTH Montessori, regarding policies, philosophies, and procedures. It is meant to be read in its entirety.

Mission Statement

Our mission is to offer DC families an authentic Montessori experience that is right for the community. We aim to make every day count and we prepare our environment to maximize the children's independence and success. Our hope is that joy, curiosity, creativity, and friendship are the predominant experiences.

Who We Are

ToTH Montessori is a private Montessori School licensed by the District of Columbia Office of the State Superintendent for Education (OSSE). Our primary program engages children ages approximately 2.5 years old to approximately 6 years old in a learning environment lead by trained, credentialed guides, according to International Montessori Council (IMC) standards. We are families on Capitol Hill and beyond. We are passionate about giving the children in our community the best early learning experience possible and we adhere to what we believe are authentic Montessori principles and guidelines.

What We Believe

We believe that children are worthy of deep respect. We believe that during this important developmental time, it is imperative that children are given a peaceful environment in which to explore their curiosities with self-correcting, multi-sensory materials through self-directed learning. We believe in uninterrupted work and play. We believe our children learn best when the school environment is a collaboration between

teachers and children and parents, working together as a warm and supportive community. We believe earlier is not better and each child deserves space to develop according to her own nature.

Our Guiding Principles

1. Children learn best in a child-centered, multi-age environment.
2. Praise and extrinsic motivation are not necessary.
3. Teachers must be spiritually, emotionally, and intellectually prepared to work with children and should receive ongoing professional development.
4. All interactions between the child and adult should be positive, without reward or punishment.
5. We must not hurry development; earlier is not better.
6. There is no average and we hold space for the child to be who she is and develop at her own pace.
7. What the children “learn” is not about a product; we are process oriented. We refer to predicted educational outcomes for Montessori education and observe to assess growth.
8. The young child is the curriculum; it’s not about ‘the stuff’ on the shelves.
9. Routine, structure, organization, beauty, logic, choice, friendship, and predictability are essential components of any strong early childhood program.
10. Activity should be self-guided and the adults are there to assist.

Management and Administration

Head of School: Natalie Baginski is responsible for recruitment and retention of qualified staff, credentialing and licensing of staff, implementation of board approved 3-Year Strategic Plan, owner/board partnership, evaluation of staff, managing professional development and training for staff, expansion and growth of program strategy, evaluation of educational program, fiscal responsibility and alignment with strategy, open houses, policies and procedures, quality of Montessori materials, end of year parent surveys, school culture, social media, content creation, and parent workshop planning and evaluation, Montessori Compass communication and photos. Natalie also meets one on one with parents whenever needed. Parents may contact Natalie at natalie@toddlersonthehill.org

Admissions Director: Ila Furman, responsible for open houses, admissions, enrollment, payments, health forms, observation appointments, and schedules. Parents may contact Ila at: ila@toddlersonthehill.org

Administrative Director: Stephanie Sarvana, responsible for all administration, including and not limited to ongoing Montessori Compass data, general communication with parents, editing, HR and benefits, licensing and overall management of parent committees. Parents may contact Stephanie at: stephanie@toddlersonthehill.org

Parents can learn more about all of our teaching staff on our [website](#).

ToTH maintains a Board of Advisors to provide oversight and support. The Board includes ToTH's founders Sara Agarwal, Joy Wilder and Anya Landau French. The Board will review its policies each year and make any necessary changes accordingly. Parents will be informed of any changes. ToTH reserves the right to alter its policies and program at any time.

Montessori Communication at the Primary Level

If you have had your child in a daycare or toddler program, you may be used to a certain level of communication about your child's daily activities such as eating, toileting, and napping. However, we differ from daycares and preschools in the way we track and communicate progress. Because we are primarily concerned with social, emotional, physical and academic progress over the course of three full years, and our curriculum and sequence of activities requires specific focus from our staff, our bar is set high for ourselves and the children in this Montessori setting and we must be strategic in what we give extra attention to and what we communicate. An example would be that we strategically choose *not* to track bowel movements, naps, and bites of food eaten at lunch. A Primary parent at ToTH will need to be okay with not receiving daily communication about the minutiae of a child's daily interactions, but rather,

engage with us about the things we prioritize, including maturity, independence, concentration, curiosity, exploration, risk taking, mastery of materials, problem solving and care of self, others and the environment. If at any time you have a concern that you are not receiving what you need in order to feel comfortable, and you are engaging on Instagram, Montessori Compass, and Bloomz, and you have already met one-on-one with the Primary Lead teacher, please schedule an appointment with our Head of School immediately.

Google Group Emails

The ToTH Primary 2019-2020 Google Group exists primarily for parents. This allows for parents to arrange playdates, send birthday invites, and plan social events with other parents in the ToTH community. It is also occasionally used by ToTH administration to send one on one or group emails to parents.

Montessori Compass

ToTH uses an online record-keeping, attendance, and communication system called Montessori Compass. Parents will receive information for logging on in the summer. Montessori Compass is to be used for communication between parents and administrators. We will use Montessori Compass to communicate about any upcoming school breaks, weather-related closures, or other logistical school-wide announcements. Messages you receive through MC will generally pertain to academic programs or important information from the Head of School. Parents should use MC to send messages directly to teachers or administrators about their child.

Instagram

Our Head of School uploads content almost daily to our account @tothmontessori. It's a window into the school culture and activities. Please join us!

Bloomz

We have found over the years that ToTH parents enjoy, updates, photos and videos. For this reason the Primary Lead will manage a Bloomz account all year long for parents and it's required that parents

download this app and participate. It's a private portal and resembles Facebook, there are a variety of text and shared message options as well. Please actively engage in Bloomz.

Parent Communication

ToTH is a small, neighborhood school. We believe in honesty, flexibility, kindness, and we have an open-door policy when it comes to discussing the program, a family's needs, or a specific concern.

If a question or a concern arises please seek out friendly dialogues. We suggest that if the question or concern directly pertains to your child's experience in the program, speak with your child's lead teacher. If the question or concern is of a broader nature, it's best to reach out to Natalie. In all regards, we are friendly with error.

Resources for self study

Parents will receive occasional articles or announcements from Head of School via Montessori Compass on rationale, Montessori philosophy, and practical information relevant to parents with children enrolled in a Montessori school. Parents will also receive [resources](#) such as blogs, podcasts, apps, websites, and other avenues for self-study via our website, IG, Montessori Compass and parent workshops.

Parent Workshops

Parents and neighbors will be invited to attend workshops and talks given by Head of School and Lead Teachers at ToTH on relevant topics.

Bi-annual Parent Teacher Conferences

Teachers will meet with parents twice each year in the months of November and May. If you find yourself needing more, please reach out to your child's teacher for a sit down conference any time; you are not limited to November and May.

Parent Concerns

We cannot act on concerns we are not aware of. Please be open and honest with us at all times with timely and direct feedback.

Calendar, Logistics, and Daily Schedule

Hours of operation

ToTH Primary meets from 8:30 AM to 3:15 PM (3:15 PM to 6:00 PM Extended Day).

Venue

Our program is housed inside of the Department of Parks and Rec location called the Capper Recreation Center (CRC) located in Navy Yard @ 1000 5th Street SE. ToTH has a private entrance at the north end of the building. All guests must sign in at the entrance.

Before and Aftercare

There is currently no before care option; the earliest a child can be dropped off in the foyer is 8:30 AM. Children who are not picked up by 3:15 PM are signed into our extended day program at no extra charge. Extended day ends at 6:00 PM and all children must be signed out by then. Parents who arrive after 6:05 PM will incur charges (see White Rabbit Form end of document).

Dates of operation

School begins August 5, 2019 and ends July 3, 2020. The last day of school is always a half day and pick up is at 12:30 PM. For dates of holidays and breaks please view [our calendar](#). Closures and weather days are built into the program.

Adult to child ratios

Our Primary program adheres to a Montessori adult/student ratio and currently OSSE has approved our classroom to have up to 28 students.

Inclement weather and other unscheduled closings

We will attempt to follow the DCPS calendar for emergency closings and weather but cannot guarantee decisions will align; please check your email and Montessori Compass early in the morning on days there is a weather event or other emergency that might result in school closures. We have built in three extra weeks of school so weather days are covered. *ToTH does not make up days for closures.*

Immunizations and Health Records

Each child must be current on immunizations, as a condition of enrollment. We must receive each child's up-to-date immunization records and completed health and dental forms by June 10. *Health and dental forms expire annually and must be completed again and resubmitted upon expiration.* This is a requirement of the Office of the State Superintendent for Education. All questions related to the immunization requirement should be discussed with our Admissions Director, Ila Furman.

Payments

Late payments. When payment is not received in full by 5 days after the deadline, it will be considered late and subject to a late fee in the amount of \$50.00. When not received 10 days after the deadline, an additional late fee of \$100.00 will be applied. After 14 days ToTH reserves the right to refuse to admit the child to the program and may offer the child's opening to another family. If a check is returned by the bank for any reason, the parents will be subject to a returned check fee of \$35.00.

All checks must be payable to Toddlers on the Hill. We are happy to accept Visa or MasterCard payments with a 2.09% processing fee from the company. Please call Ila Furman with your payment information.

****Teachers are not authorized to accept checks or health forms or other important documents for administration; please deliver your items to Ila. For mail, please use Toddlers on the Hill, PO Box 15560, Washington DC 20003.*

Refunds and Cancellations

Elective termination. For elective termination ToTH requests that families give 30 days' notice prior to the next trimester. All application fees and deposits are nonrefundable. With the exception of families called away for active military duty, ToTH does not refund program fee payments already made for a given session.

Termination with cause. The Head of School reserves the right to immediately de-enroll a family with due cause. In this case, refunds will be considered on a case-by-case basis. Any dispute or claim arising out of the de-enrollment of a child or any other related matter that cannot be resolved between the parent and the Head of School should first be elevated to the Board. If an agreement can still not be reached, it shall be submitted to non-binding mediation.

Summer Preparations

During the summer there are things you can do to help your child normalize in a Montessori environment. Aside from talking about school and coming to summer socials and the Barracks Row 4th of July parade with your new ToTH community, you can:

Purchase a cartoon free lunchbox and serve your child snacks from it at home. Practice opening and closing the container with your child. Please eat sitting down.

Include your child in the folding and hanging of new RED, UNIFORM school clothes and explain that certain clothes are choices for school.

Practice slipping velcro/snap shoes on and off at home (no laces please).

When you go on an outing, use your child's backpack and **allow her to carry her own snack.**

When a toy is no longer being used at home, model putting it back in its place.

Support the ground rule that “we throw balls and frisbees”, but not random objects in the house. At school, we do not throw work inside; we only throw balls and frisbees outside.

If your child likes to jump and run, offer opportunities for running and jumping outside and verbally reinforce that we jump and run outside, inside we walk.

Instead of using words like “good job” and “I like how you...”, practice offering a smile or a non-judgmental observation, such as, “What bright colors you used!”. If your child is reliant on extrinsic motivation at home she will seek for it at school, and intrinsic motivation is an important predicted educational outcome for Montessori programs.

Discontinue the use of a stroller as much as you can and add in a lot of opportunities for your child to walk, ride a balance bike or scooter.

Phase-In / Back to School

Montessori schools have a phase-in system to ensure that children new to school are welcomed in a very peaceful way and first impressions are positive. The “first day of school” is not necessarily the first day of school for everyone. It’s important that our returning children are able to reintroduce themselves to school before we invite new friends. For this reason, we phase-in students slowly for the first month of school. If your child has attended Primary previously, your child will start on the very first day of school. If your child is starting the year new to ToTH Primary, plan on not starting the first week. Specific start dates for brand new children will be sent out during the summer. **We do not prorate tuition phase in.**

Drop-off and Pick-up Policy

Drop off Procedure

ToTH Primary’s classroom environment is child-centered. For the benefit of the child, we ask parents to say goodbye at the foyer door. We understand it’s done differently at other schools. Because our “work cycle” starts the moment your child gets to school, we consider the drop off routine part of the child’s

work, and we want to be a part of the stowing of items in cubbies, which is an important and precise system. For this reason, our administrative staff will greet you and walk your child to the classroom. If you are carrying your child's tote for her, just hand it over to the Ila or Stephanie. Any tears or fretting that you observe in the first week will quickly give way to excitement and joy! Please keep your goodbye brief and positive (30 seconds or less).

****A note about late arrival.**

By 9:00 AM, it's best that all children will have already entered the classroom and the buzzing energy of concentration, discovery, and joy that is occurring is not disrupted. When children arrive late it disrupts the work cycle.

Pick Up Procedure

If you do not want your child signed into Extended Day please pick up no later than 3:15 PM. After 3:15 PM you may pick up your child at any time up until 6:00 PM. Charges will be incurred after 6:05 PM. If someone different is picking your child up from school please communicate with your Lead Teacher and Extended Day Team and prepare the person to bring an ID at pickup. This person must also be on your approved pick up list. **For Extended Day Pickup, please go through the main entrance of Capper (not ToTH) and ring the doorbell** that separates our space from Capper. That door should be locked. A teacher will come and let you in.

****A note about pick up**

Pick up is not the best time to talk with your child's teachers or the extended day teachers about your child's day; it sends a child an unhealthy message to talk about children in front of them as if they weren't there, and also, there is no bad day at Montessori so we don't report on things in terms of good and bad. Instead of talking about the child, greet the teacher and have a brief conversation that models friendliness and that feeds your relationship with the teacher. We enjoy talking to you and getting to know you better so a brief friendly chat is always welcome! If you have any need for communication about your child's

experience, please request a phone call, a sit-down conference, or send a quick email. Feel free to text your lead teacher on the classroom phone if you have a specific question that is timely.

Children's Daily Supplies

It is our goal that the arrival and dismissal routines at ToTH are smooth for the children, and we encourage children to be independent with their belongings throughout the session and not distracted by unnecessary items. For this reason, we ask that parents send only the following items to school each day:

1 ToTH provided Jute Tote (required, no backpacks please.)

1 labeled healthy, sugar free lunch**

***Please note that water bottles are not used in ToTH primary. Children serve themselves water using pitchers and glasses. Filtered water fountains are available for water breaks during outdoor play. Please do not include a water bottle in your child's bag.*

1 cloth napkin for lunch

1 labeled Ziploc bag with one complete set of seasonally appropriate uniform, socks, undies, and shoes that will stay in the classroom

1 pair of Montessori classroom slippers (please see the dress code document for specific recommendations)

We request that no toys, pacifiers, jewelry, electronics, or other non-essential items are in the Totes as children this age have difficulty with personal items at school.

Support from Home to School

Autonomy and independence are predicted educational outcomes of Montessori education and the following will help us achieve these:

No laces - Please send children to school with shoes that zip, snap, or velcro. Children cannot tie their shoes at this age and we prefer that children are not interrupted in their work and socialization for adult intervention for help with shoe laces. It's also a safety issue.

No belts or suspenders - Please send children to school in elastic waisted shorts, sweatpants or leggings

No toys, stuffed animals, jewelry, or security blankets - Please send children to school with only essential items, as toys and other precious items can cause frustration and tears.

Label Everything. Socks, shoes, clothes, lunch, tote bag, extra clothes, hats, mittens, sunscreen, etc.. If an item is not labeled, we will put it in an unlabeled item box. Please investigate the box in the foyer if you are missing an item; we cannot receive texts and emails from parents about missing unlabeled items as it takes us away from the more important work of maintaining relationships and the environment. Help us keep our attention on what really matters and order enough labels to last the whole year.

Parent Provided Supplies and Care of Community Week

Parents will be asked to provide supplies 1-2 weeks out of the year. During your week, we ask that you either shop and deliver items on Monday morning of your week from a list provided by Sasha, or, please purchase a \$100 gift card from [Harris Teeter](#). It's your choice. If you choose not to do the shopping, our "classroom parents" will walk to Harris Teeter in Navy Yard and shop for fresh fruits and veggies and other healthy snacks for snack time, and all other "school supplies" we would have asked you to bring, like Kleenex, wipes, clorox cleansers, paper towels, and other essentials.

Our snack will be vegetarian due to dietary restrictions of some of our children; please put meat in your child's lunch if you prefer they have meat at school.

We will ensure that any allergies are communicated and those foods will not be invited into the room. Parents should inform the primary guide and the administration in writing and verbally if their child has any serious or life-threatening allergies. Specific policies that we ask all parents to observe are as follows:

1. Clearly label all lunch boxes and water bottles and refrain from packing anything on the class's allergy list.
2. Parents should send child to school with a balanced lunch that contains dye free and sugar free foods.

Toileting

Children must be out of diapers at the start of school. If your child is having daily accidents at home, they are not ready for school. If your child is not self regulating when it's time to go and will only go when you prompt, they are not ready for school. It is expected that young children will occasionally have accidents and teachers are available to help and support when necessary. Each child should keep a change of clothes at school, just in case. In the event that a child is having multiple accidents each day, the teacher will meet with parents and solutions will be discussed. Your child needs to be wiping, but for children who need it we will wipe them with a wet wipe when needed; let us know if you predict your child will need that extra support. [Here's a Montessori resource if you're ready to get started.](#)

Behavior in the Classroom

Connection and Correction

For minor disruptive behaviors, we entice the child toward work, which will re-engage the interest of the child, and this is often all that is necessary. An absorbed child is a happy, content child.

For recurring minor misbehaviors, the teacher may temporarily limit the child's choice of workspace and/or quietly state the impact of such behavior on class materials or on another child's feelings. We also practice the grace and courtesy skills we are learning.

Persistent Disruption

When a young child persists in disruptive or aggressive behavior, the teacher will shadow the child. Parents who are concerned about their child's coping with their own or other children's behavior—in or out of the program—are encouraged to consult the teacher to better understand if the behavior is within developmental appropriateness.

Ongoing Disruption/Lack of Success

It can happen that a child's personality, in conjunction with developmental/sensorial issues, and/or something happening at home makes it hard for a child to normalize into a Montessori environment. Although this is rare and we believe Montessori works for most children, it is important that parents understand that not every child is ready for a seven hour day with 25+ children. Children who are lacking in autonomy and self-regulation, delayed in orderliness and maturity, introverted to the point of painful social anxiety, presenting with spectrum disorders, or experiencing a sensorial integration issue can sometimes find it overwhelming to be in a large group.

Whatever the case may be in each individual circumstance, the lead teacher will make any and all adaptations she can to do everything possible so that the child can reap the benefits of the environment and gain independence, orderliness, autonomy, etc. She will inform parents of any issues/adaptations and also give recommendations for support from home.

It is ToTH's policy to be inclusive with any special needs when we can adequately meet the child's needs. If a) adaptations have been made and b) parents have supported the teacher by following through with recommendations at home, and the child is still not gaining from the environment, the lead teacher and Head of School will meet with the parents and help them find a more suitable environment, or suggest the child shorten the school day, or take a break from school completely. Under this circumstance whereby the criteria a) and b) have been met, ToTH will refund any money for tuition for the days not used and offer the space to another family. If any specific issue is detected and we feel a specialist is needed, we will

recommend a specialist and are available to communicate with any specialists, even if the child is no longer at ToTH.

Observations in the Classroom

Parents who wish to observe a Montessori classroom at work may do so. Appointments can be arranged through Ila Furman at ila@toddlersonthehill.org. Parents will be given an “observation guideline” handout before their appointment. We prefer all of these are made for 9:15 AM. We begin inviting parents to observe once the class is normalized.

The Urban Playground

When weather permits, the children go outside on the ToTH/Capper playground, the public DPR playground Joy Evans, or elsewhere in the neighborhood for an hour each day after lunch. This is an important part of our early childhood education program. Children who engage in unstructured, outdoor play have better outcomes in their later student careers and we value this time as much as we do our indoor time. We embrace rough and tumble, play fighting, up the slide, and all other manners of natural child’s play. Please consult with our HoS if you have questions about why certain play is or is not allowed.

Professional Conduct

Babysitting and Outside Care

It is a ToTH policy that school staff does not offer parents child care. This policy is furnished in order to maintain the professional integrity of our school program and relationships. Therefore, employees of ToTH may not provide babysitting or child care for ToTH School students at any time.

Discussing School Outside of a Planned Meeting

Staff must refrain from discussing ToTH School’s students or issues when they are in the company of ToTH parents outside of school hours, e.g., birthday parties, sports events, public encounters and school

functions. Teachers will request a parent make an appointment for a phone call or meeting at school. This includes the playground.

Social Media

For the purposes of maintaining professional integrity and negating the possibility of conflicts of interests we ask that parents do not invite ToTH teachers to join them on social media, and vice versa. We do however maintain a very active ToTH presence on social media and we encourage parents and teachers alike to join ToTH on Instagram and Facebook.

Illness Policy

If a child is unwell, sick, or possibly contagious, ToTH asks that parents/caregivers keep them home so that they do not disrupt the program and/or make other children ill. When children are fighting an illness, overly tired, or recovering, they are often grumpy and sensitive, making a full school day a challenge. Please keep lice, fevers, excessive mucus, and unsightly and worrisome rashes at home.

Please inform your child's teacher that your child will be absent by texting the classroom phone at (202) 999-8062 or sending a message through Montessori Compass.

If your child has mucus that is not contained at school and causing your child difficulty and putting others at risk we will ask you to come and pick up your child.

Children must be fever free for at least 24 hours before they can return to school. In the cases of vomiting and diarrhea, it is recommended that children wait at least 48 hours before returning to school and for certain viruses it can be 72 hours. Please consult your pediatrician.

Medicines. If a child requires medicine at ToTH, this should be discussed with administration in advance. We will keep your child's medication in its original container in a locked box and it must contain a label, and expiration date, bring it in a ziplock bag with instructions and your permission with your signature.

Emergency Contingency Plan and Fire Egress

- Evacuate building.
- Take attendance sheet, walking rope, and first aid kit when leaving the building.
- Walk up K Street, toward Canal Park, away from the building.
- Call 911.
- If necessary, continue on to our safe haven.
- Safe haven: 400 M Street SE Washington DC 20003.
- No children will be released to parents outside or on the way to the safe haven.
- No one may re-enter the building until approved by the fire department or police.

Sheltering in place plan:

- All doors will remain locked.
- No one will be admitted or allowed to leave the premises until the threat is alleviated.

Parent notification. All parents will be notified of an emergency as quickly as possible, first via Montessori Compass, then via email. Please have the MC app on your phone and make sure your cellular setting is "on" to receive updates when not on wifi. Set the alert to "on" so that you receive a ping or vibration any time a MC message comes through. It may be necessary to first escort the children to safety and then notify parents once settled so there may be a delay in the time we are aware of the emergency and the time you are notified.

Children will only be released to people authorized to pick them up. If you would like to update your child's authorized pick list, please contact Stephanie Sarvana at stephanie@toddlersonthehill.org.

***In cases of certain kinds of emergency, we will not notify parents at the expense of safety or helpfulness. If you hear of an emergency via social media or neighbor first and have not heard from us, text the classroom phone.*

White Rabbit Policy

Montessori teachers commit themselves to being rested, patient, tolerant, open, mindful, attentive, intuitive, tireless, and passionate caregivers when it comes to the precious, short time we spend with the children. We work toward the ability to greet each moment each day with as much grace as possible. For that reason, our well being outside of school and our ability to attend to our administrative tasks in a routine and timely manner once the children are gone, is a priority. It's imperative that our teachers' administrative time, family time and personal time is respected . To support our staff, ToTH parents have developed a "White Rabbit" policy. 100% of the fees from this policy will be given back to teachers.

5 minutes is considered late and time is based on cell phones, not watches. If you are late, you will receive an email reminder from Stephanie. This applies to nannies, grandparents, friends, and neighbors picking up your child. It is a parent responsibility to communicate effectively with other caregivers. After three friendly reminders you will be charged the following fees:

First late fee:

5-10 minutes late: \$10

11-15 minutes late: \$20

16-30 minutes late: \$30

>30 minutes late: \$50

Subsequent late fees:

5-10 minutes late: \$20

11-15 minutes: \$40

16-30 minutes late: \$60

>30 minutes late: \$100

Invoices for late pick ups will sent by Stephanie and be paid by the parent via PayPal or credit card. Any White Rabbit invoice not paid in full within 14 days will result in a temporary suspension from school until the invoice is paid. Any abuse of this system or perpetual tardiness at pick up may result in expulsion from the program.