

Welcome to Summit-Questa Montessori School Parent Handbook



*Research shows
that children of parents
who take an active role in
their school community
do better academically.*

*Summit -Questa
- A Great Place to Learn and Grow*

The purpose of this Parent Handbook is to provide you with:

- our School Policies and Procedures;
- our Parent Participation & Educational Commitment Policy; and
- to give you an idea of the variety of ways you can participate in your child's school. Your time and efforts increase the students' learning opportunities and bring home the message that "school is important."

The intent of our Parent Handbook is that you find our school policies and our parent participation to be an important and integral facet of Montessori education.

This booklet lists our policies, procedures, and school calendar along with ways you can participate in your child's future.

Your participation continues to make Summit - Questa a great place to learn and grow...together!



Parent Participation & Educational Commitment Policy

As a Montessori school, we believe strongly that a partnership between home and school, staff and parents, is key to a successful educational community.

There are many ways to fulfill your service hours.

While your child is getting a Montessori education each day, as a parent it is essential that you have an understanding of this special philosophy as well.

Volunteerism is truly a gift, both to those who give of their time and energy, and to those who are the recipients.

Everyone can appreciate the value of parent participation in schools of any kind. However, one of the hallmarks of a Montessori school, is the great attention to detail and special preparation of its classrooms. Montessori environments are high maintenance. Thus, involved parents are key to a thoroughly prepared classroom.

With parent participation everyone wins.

1. Essential classroom and school-wide tasks are accomplished, easing the load of teachers and other staff.
2. Parents have the opportunity to experience firsthand what is important in their child's day and gain a deeper understanding of the Montessori method.
3. Children learn a valuable lesson in modeling.
When parents are physically and enthusiastically involved, children are inclined to behave in a similar fashion.
4. Participation promotes community spirit and rapport between teachers and parents.








In striving to meet the goals of our philosophy and mission, we have set forth the following policy:

During the course of the school year, each family is required to fulfill the following:

- **Attend a minimum of one educational lecture and one PTO meeting.**
- Complete a minimum of 10 service hours.
For ways to be involved, please see an office staff member for a list of activities or offerings that suit you best.

Guidelines for Parents



	<ul style="list-style-type: none"> All families are required to complete a minimum of 10 service hours per year. However, for those parents who do not have the time to provide service, in lieu of performing 10 service hours during the school year, you may issue a check due. This information is also noted on your registration form. No hours are given for children's participation. Attendance at one in-school educational lecture and one PTO meeting is required and earns no hours of service. Attendance at each additional in-school educational lecture and PTO meeting is equal to one (1) hour of service. Donation of hours to other families is not permitted. All service hours completed after May 15 count toward the following year. Any service hours/donations relating to Summer Camp do not count towards the 10 service hours required for the school year.
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Pledge of an Involved Parent



First, I understand that what I am doing is appreciated and welcomed. Because my intent is to be a true “helper,” I follow the teacher’s/school’s instructions, making suggestions, but not imposing my methods or ideas. I honor those who teach my children and I contribute to an environment that is safe, respectful, and positive.

For the benefit of all the children in our Montessori community, I work towards the goals of the school as stated in the Summit - Questa Mission Statement below.

Summit – Questa Community

Summit-Questa Montessori School is a community of educators, children, parents and extended family committed to the teaching principles and methods of Dr. Maria Montessori. The Montessori educational approach is based on respect for the individual child, respect for others, and respect for all forms of life.

The interrelationship among the child's physical, social, emotional, intellectual and spiritual development is basic to Montessori education. At Summit-Questa, students are encouraged to achieve their full potential through work and play, individually and in small groups. These experiences allow for critical thinking, problem solving and positive peer interaction.

Summit - Questa Mission Statement

Our mission is to provide an environment for all children to express themselves, experience the joy of discovery and have a sense of community and belonging. To achieve this mission, Summit-Questa has created a school atmosphere where children can respond to their natural drive to work and learn. Children may progress at their own pace and rhythm with guidance from specially trained teachers.

Through the integration of these principles, Summit-Questa has created a nurturing environment where children become lifelong learners who possess an enthusiasm for learning, excellent communication skills, a positive self-image, and the ability to adapt to a readily changing technology which is necessary for success in the twenty-first century.

Middle School Mission Statement

Summit-Questa Middle School’s mission is to provide a developmentally responsive, safe, positive, and respectful learning environment that is empowering to the early adolescent. We work toward developing the whole person while encouraging the students to recognize their unique gifts and talents. This environment provides extensive opportunities to promote an intellectually and spiritually reflective person, a well-rounded, harmonious, ethical, and caring individual to whom meaningful, constructive work is of utmost importance in becoming a vital and contributing member of our local and global community.

SQMS Uniform Guidelines Early Childhood through Upper Elementary

Please observe our dress code, early childhood to upper elementary. The existence of a dress code within schools, both within the public and private sector, has demonstrated success in eliminating distractions and competition, as well as aggressive behavior and violence among students. Parents and children begin their day more smoothly when clothing choices are clear and independence is enhanced for children who can make their own selection within guidelines. Finally, a sense of community and spirit is fostered by a school dress code. We thank you for your support and know you will have a positive experience with Summit-Questa's dress policy.

Acceptable colors are as follows:

- ✓ All pants, slacks, shorts, skirts, skorts, or jumpers must be **solid** navy blue, gray, black, brown, or tan only. Skorts, skirts, logo jumpers (plain), shorts (excluding gym shorts) **may not be shorter than 3 inches above the knee. Jumpers must have the school logo and be solid navy blue, gray, black, brown or tan.**
- ✓ **No leggings or tights may be worn as pants (this applies to all students including middle school).**
- ✓ **School Logo Polo Shirts or School Logo T-Shirts (Flynn O'Hara Uniform Store):**
 - ✓ Acceptable Colors: ash grey, hunter green, navy blue, pink, red, yellow, blue (short sleeve)
 - ✓ Available Colors for long-sleeve hunter green and red
- ✓ Required PE Shirt (Flynn O'Hara Uniform Store): Logo – light steel
- ✓ Required Field Trip Shirt (Flynn O'Hara Uniform Store): Logo – hunter green (available short and long sleeve)
- ✓ Summit-Questa's T-shirts and our school PTO fundraiser T-Shirts are acceptable tops and will be available for sale later this year.

*Flynn & O'Hara School Uniform Store
3740 Davie Road, Varsity Square Shopping Center
Davie, Florida - 954-233-6533*

Uniform Guidelines Middle School

The middle school students (6th grade and above) are the only students who have earned the privilege of choosing to follow or dress outside of the dress code because it is developmentally appropriate at this age. However, there are still guidelines that must be followed:

- Middle school students may not wear leggings or tights as pants.
- No inappropriate messages on T-shirts (nothing referring to violence, drugs, alcohol, sexual nature, hate, etc.)
- Skorts, skirts, shorts and dresses must be no shorter than 3" above the knee.
- No underwear may show at any time for any gender.
- No bare midriffs or low cut shirts.

Footwear for All Students

- **School Shoes** – Deck, oxford, sneakers and other soft-soled, lace shoes are the acceptable choices. Boots of any kind, flip-flops, sandals or open-toe shoes may not be worn to school.
- **Gym/PE Shoes** – Students are required to have separate **WHITE-SOLED sneakers for inside PE classes.** These shoes are to be only worn in the gym.

Jewelry

Please do not allow your child (with the exception of middle school students) **to wear jewelry**. For safety reasons, middle school students cannot wear jewelry during PE or swim (with the exception of post earrings with safety backs). It is a source of distraction and it can be very upsetting when an item is lost or broken and more importantly, jewelry can get caught in playground equipment and this may be a safety issue.

Failure to follow the dress code will result in the following consequences

- 1st:** Verbal notice to student and written notice to parents/ guardians
- 2nd:** Verbal notice to student and phone call and written notice to parents/guardians
- 3rd:** Parent called to bring appropriate clothing or pick up child from school

Uniform Dress Code Exceptions

- If the weather turns cold, sweaters, and other warm clothing are acceptable.
- "Free Dress Day for Early Childhood, Kindergarten, and Lower Elementary" -- the last Friday of each month
- "Free Dress Day for Upper Elementary" -- every Friday
- Holidays - Valentine's Day, etc.

Children may dress outside the dress code on these days. Please help your child make appropriate choices for these days. School guidelines are still in place.

Before and After Care

- **Late pick up fee: First 15 minutes (6:01-6:15) - \$25.00 per student**
After 15 minutes (6:16-6:30) - \$50.00 per student
6:31-6:45 is \$75.00 per student

Repeated late pickups may result in your student being withdrawn from our aftercare program. Be certain all contact information is current. After one hour, in the event your emergency contact persons cannot be reached, without word from you, DCF Protection Services and the local police department will be contacted and your child will be placed in their custody.

- **Adults authorized for pickup will be assigned a code that they must memorize and use to sign their student out.**

Student Pick-Up Procedures

We will not release your child to anyone not listed on your parental consent form or without your permission. We need written information a minimum of 24 hours in advance. That person will need to show I.D. It is the parent's responsibility to keep their child's Pickup List current.

Bus Transportation

Bus fees are due monthly. A minimum of 8 students is required for the bus service to operate.

Camp Offered During the School Year

As noted above, the school is not in session during spring and winter breaks, teacher work days, and national holidays. You do not pay for these days in your annual tuition. However, for the convenience of some of our working parents, we offer camp at an additional cost. Parents are responsible to sign up and pay for these camp days in advance. You will receive advance notice for these sign ups. Many schools just close their doors on many or all of these days and it is up to the parents to find their own care. We will continue to offer this service as a convenience to our families as long as we have enough campers enrolled to warrant it.

Lockdown Procedures

A "lockdown" is instituted in response to an incident that could potentially result in an unsafe environment for students and staff. When a "lockdown" order is issued by the local police department, all school outside activities are stopped, with staff and students immediately reporting to their classrooms or other protected areas. Once everyone is in a secure environment, room doors are locked and will remain locked until the situation has been safely resolved. The front gates are also locked and no one is allowed to enter or leave the campus. No students may be released to their parents until an "all clear" signal is given. The lockdown will remain in effect until the local police inform the school that it is safe to resume all normal activities. The school is required to follow "The Safe Passage Act of 2001."

PARENT ALERT – We are contracted with a company called RenWeb to notify parents through their Parent Alert Program in the event of an emergency.

Emergency Closing

In the event of extreme weather conditions, we will close whenever the Broward County School District announces its classes are cancelled.

Required Student Health Forms

Our school policy requires that HRS Good Health Form #3040 be updated every two years and that HRS Immunization Form #680 must be kept current. All immunizations must be up-to-date. This includes any changes that may incur regarding new vaccines that may be needed between Kindergarten and 7th grade. These medical forms must be current in order for your student to be enrolled for the school year and to attend classes. Students who have not received immunizations and are attending Summit-Questa Montessori School need to have a DH 681 form (Religious Exemption) on file. The Religious Exemption form is valid throughout the students' attendance at our school.

Birthday Observations

If you wish to observe your child's birthday at school, please consult with your classroom teacher to schedule the day. The only snacks permitted are as follows: Fruit Platter, Veggie Platter, 100% Frozen Fruit Pops, Cheese and Crackers, or Granola & Yogurt Mix. Please complete a Birthday Celebration Form which can be found in the office or downloaded off the website at least three days prior to your child's birthday celebration date.

SQMS Attendance Policy

The Broward County Attendance Policy states:

“All compulsory age students are required to attend school every day of the 180-day school year or the equivalent on an hourly basis pursuant to the State Board of Education. Parents of children of compulsory school age are responsible for their child’s daily school attendance.”

The County further states compulsory age “are all children who have attained the age of six years or who will have attained the age of six years by February 1 of any school year, or who are older than six years of age but who have not yet attained the age of 16 years or age”

Patterns of Non-Attendance: “Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. The maximum number of days that a student may be absent without acceptable documentation justifying the absence is 5.”

Excused Absences are as follows:

1. Student Illness – A health care provider’s written statement is required for any student missing 5 or more consecutive days of school due to illness or injury.
2. Students having, or suspected of having, a communicable disease or infestation (lice) may not return to school until they no longer present a health risk. A health care provider’s note is needed to return to school.
3. Medical Appointment – If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment must be submitted to the office.
4. Death in Family – Please notify the office in writing when your child/children will be out of school.
5. Religious holidays for the student’s own faith – the religious holiday must be an approved district holiday.
6. Required court appearance or subpoena.
7. Special School Sponsored Event or Educational Enrichment Activity – Examples would be state or national science fairs, sport competition, or forensics event. Absence must be pre-approved by the principal.

Unexcused Absences:

1. Absences due to non-compliance with immunization and health forms. Broward County states the following:
 - a. *“Students without a completed Certificate of Immunization including compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained.”*
2. Students who have been externally suspended.
3. Unexplained or undocumented absences, excessive tardiness or early departures.
4. Unapproved vacation time taken during the school year, non-payment of tuition, incomplete registration forms.

Course/Homework/Classwork Make-up

1. Make-up work for credit and grade is allowed for ALL **excused absences**. Students will have three to five days (depending on how many days they were absent) to turn in their make-up work.
2. A student who was **suspended** is responsible to complete all the missed work and turn it in on the day they return.
3. Students who took **unapproved vacation** time or who were not permitted to attend school due to non-compliance of health forms, non-payment of tuition or incomplete registration forms are responsible to turn in all missed work within two days of returning to school.

Once a student misses more than 10 days of school without approval from the principal, that student is placed on possible academic probation; if more school days are missed from this point forward, the result is possible retention or summer school. When a child consistently arrives late or is frequently out sick, a negative impact on that child's ability to stay current with lesson concepts can impede their academic progress. Class time missed due to late arrival or early dismissal is counted towards the student's attendance.

SOMS Health Policy

In an effort to limit the spread of viruses such as COVID-19 and other contagious illnesses on our campus, we request our families follow the simple rules listed below:

- **Fever** -- Fever is a common symptom of viral infections. Students may not come to school when they have a fever (over 100 degrees Fahrenheit). Your child should be fever free (without being medicated) for 24 hours before returning to school.
- **Vomiting** – Your child may return to school after he/she has not thrown up for 24 hours and is back on a regular diet.
- **Diarrhea** – Your child may return to school after he/she has been diarrhea-free for over 24 hours.
- **Sore Throats/Strep Throat/Scarlet Fever** – Not all sore throats will result in strep throat. If your child has difficulty swallowing, headache, upset stomach, fever and/or white patches in their throat, they probably have strep throat and should be taken to the doctor. He/she can return to school 24 hours after antibiotic treatment begins and with a doctor's note stating your child may return to school.
- **Cough** – If your child's cough is frequent or severe, they will not be able to concentrate sufficiently to be in school. A severe and/or frequent cough may also prevent other students from concentrating. For these reasons, students may not come to school with a serious cough and should be seen by a doctor to make sure they do not have bronchitis or even pneumonia. He/she would benefit from more rest at home. Please do not send your student to school until his/her cough has been treated by a doctor and the cough is under control.
- **Common Cold/Flu** – Students should not come to school within the first 24 to 48 hours of a cold/flu. Colds are most infectious at this point.
- **Conjunctivitis (Pink Eye)** – Pink Eye is highly contagious. Students must be evaluated by a doctor and generally may come back to school after 24 hours of antibiotic treatment. (Doctor's note required to return)
- **Ear/Sinus/Other Non-contagious Secondary Infection** – Students may come to school after they have been evaluated and appropriately treated by their doctor.
- **Rash** – Children with a skin rash should be seen by a doctor, as this could be one of various infectious diseases. Some of these infections require antibiotic treatment. (Doctor's note required to return)
- **Head Lice** – Your child may return to school when they have been treated for lice and are nit free. (Doctor note required to return)

- Following these simple rules will help us prevent the spreading of viruses or other contagious diseases.
- Please use your common sense when evaluating your child's health and do not send them to school if they are feeling poorly, have low energy, are contagious or are feverish.
- If a student becomes ill while they are at school, the parent or guardian will be called to pick up their child.
- How to help prevent the spread of infection
 - By washing hands regularly
 - By not sharing drinks or food
 - Immunizations are up to date
 - Don't send your child to school when they are contagious
 - Complete any antibiotic your child has been prescribed

Thank you for your cooperation!

Nutritional Policy

Your student will partake in classroom activities that involve the handling and possible eating of food. Healthy eating habits in children and adolescence promote optimal childhood health, growth and intellectual development. Please send a **healthy lunch**. Read labels. So many of the "handy, quickie" lunch items are loaded with salt, sugar and preservatives. We encourage including fresh fruit, vegetables, protein and whole grain items in your student's lunch and snacks. Soda, candy and high sugar snacks are not permitted at school at any time. **Do not send metal pull top can containers such as fruit cups, pudding, etc. or glass containers. Microwaves are not available for heating up lunches.** Lunch boxes may not have any symbols of violence (e.g. transformers, guns, any weapons, etc.)

Childcare Licensing states student lunches need to include:

- Meat/Fish/Poultry or cheese, eggs, peanut butter or dried beans
- Fruits and/or vegetables
- Bread/butter
- Milk

Summit-Questa Montessori School Food Allergy Guidelines & Policy

Summit-Questa defines a child with a serious food allergy as one whose doctor has prescribed an Epi-Pen to be on hand at all times. The school is aware of the special needs of these children. While we cannot guarantee that a child will be protected against exposure to an allergen, by working together, we feel that we can minimize the risk and create a safe learning environment.

The philosophy behind the attached *guidelines* is "*simplest is safest*". With education and with clear and frequent communication, parents and educators will be able to keep your child as safe as possible while at school.

Summit-Questa Montessori considered food bans in the past, however besides it being discriminatory; it also promotes complacency and resentment.

The principal tenet of our "simplest is safest" philosophy is that a food allergic child should not eat any food that did not come from his or her home. It is an easier policy for parent, teacher, and child to observe, whether it is at lunch, on field trips, or at school sponsored events.

By signing this cover letter and each of the attached pages, the parents and children agree to adhere to these principles and guidelines. The parents agree to hold the school and teachers harmless in case of accidental exposure to an allergen. The school will make reasonable efforts to assist with your child's food allergy.

Summit-Questa teachers and administrators are always available to discuss your concerns. We have students on campus whose parents are actively involved in food allergy issues, and they will be happy to help you throughout the school year.

Parent and /or Legal Custodian Responsibilities

FOOD/CROSS-CONTAMINATION

- The child's lunch will be packed at home every day and will include a clean place mat and napkin.
- Parents will also provide a safe snack each day for their child.
- Parent will store "safe" treats and special snacks at school for birthday celebrations, food lessons, and other events at which food is served. Freezer space is available.
- Summit-Questa cannot take responsibility for outside vendors. Children with food allergies may not order school lunch.

FIELD TRIPS

- Parent will accompany the allergic child on all field trips. The parent who is accompanying the child cannot be used as a chaperone in our class count for safety reasons. Therefore, the parent is financially responsible for any fees this might incur.
- All food for the allergic student must be packed and brought from home.
- If the child is going on an overnight trip or the field trip itinerary calls for eating in a restaurant, the parent will make contact ahead of time, to assure that there are safe choices on the menu, and advise in writing what choices the child can make.

COMMUNICATION

- Parents will provide the office with ALL emergency phone numbers and medications.
- The food allergic child will wear a Medic Alert bracelet and parents will educate the child on the importance of wearing it.
- Parents will sign all appropriate waivers and forms with regard to the administration of medications. If a current waiver is not on file, the school may administer the medication in the event of an emergency. Working with the child's teacher, the parent will help educate classmates, staff, and parents.
- In a Montessori environment, students have many teachers. It is the parents' responsibility to ascertain if the child's designated teacher is present each day. There will be a backup teacher available, but it is the parents' responsibility to assign the back-up teacher the day's responsibilities regarding the food allergic child.
- In co-ordination with other parents of food allergic children, parents will train and educate teachers and support staff. They will also make their best effort to keep one another informed of school or PTO events that might have food issues.
- Parents will keep the school updated with educational materials pertaining to their child's allergy.

Parent will make sure the school has all emergency contact phone numbers. Parent will always carry a cell phone/emergency number on them.

COMMUNICATION

- Summit-Questa will make reasonable efforts to educate classmates and parents with regard to food allergy issues in co-ordination with food allergy parents.
- The school will make reasonable efforts to give as much notice as possible with regard to special events at school that might involve food i.e. Upper Elementary's reports on countries.
- Summit-Questa will make reasonable efforts to give as much notice as possible that a food allergic child's teacher is going to be absent on a given day. It is the parent's responsibility to notify the backup teacher as defined above.
- Teachers and administrators will make reasonable effort to notify parents of any new personnel or parent helper in the classroom so that they can be educated and trained about food allergies by the food allergic child's parent and or legal guardian.

TRAINING

- Teachers and administrators will make reasonable effort to attend one training session prior to the beginning of the school year and one refresher mid-year to be conducted by the parents of the food allergic children.

PTO/SPECIAL EVENTS

- Teachers and administrators will make reasonable efforts to stress to the PTO that they be as inclusive of food allergic students in all events.

Allergic Child Responsibilities

- The food allergic child will be aware, on an age appropriate level, of the details of the allergy (causes, symptoms, avoidance, rules) and the dangers/consequences of not following instructions to manage the allergy. The child needs to be proactive in the care of and management of his or her allergy and reactions.
- The child will notify an adult immediately of any allergic symptoms or if ingestion of an allergen is suspected.
- The child will inform a teacher promptly of any taunts, dares, threats, or harassment due to their allergy.
- The child will wear a Medic Alert bracelet or necklace daily and will not permit anyone to remove it under any circumstances.

Teacher/Administrator Responsibilities

FOOD/CROSS-CONTAMINATION

- Keeping with our belief that "simplest is safest", the school will make reasonable efforts to assist the parent and child with their food allergy safety plan.
- The teacher's role in the classroom is that of the educator. Food labels should be read by parents each time because companies change their manufacturing processes making the risk of cross-contamination too great. It is not the teacher's responsibility to read each and every food label. The teacher has to rely on the fact that the food an allergic child brought from home is safe, and that the child will not eat food that is not brought from home.
- Summit-Questa will make reasonable efforts to provide an allergy free table at lunch, and will make reasonable efforts to have a food allergy aware trained adult at that table. A food allergic child will not be made to sit alone.
- If eating inside because of weather, reasonable efforts will be made to wash the tables.
- We will make reasonable efforts to be certain that all students wash their hands after lunch and snack.
- Provide time for the student to retrieve their special snack.
- Teachers and administrators will make reasonable efforts to avoid conducting educational lessons that include the use of food as a teaching tool, reward, or incentive. If necessary, an allergic child's parent will be given as much notice as possible so that a suitable substitute can be found. This will greatly reduce their feelings of isolation.
- Reasonable efforts will be made so that class pet's food will not include the use of a food allergen.

FIELD TRIPS

- As much notice as possible about field trips will be given to parents. Teachers and administrators will make reasonable efforts to co-ordinate with parents to resolve any food issues or requirements.
- Teachers will make reasonable efforts to help educate other parents attending field trips on the special needs of the allergic child, if requested in writing by the parent.
- The food allergic child will be identified to all adult chaperones on a field trip. Reasonable efforts will be made so that the adult chaperones will be briefed in writing by the parent on the food allergic child's special needs with emphasis placed on the rule that the child will eat no food that was not brought from home.

School Technology & Communication

In addition to interactive whiteboards in the elementary and middle school classrooms, Summit-Questa Montessori School uses the following programs. These software packages help SQMS share homework, school projects and grades with our students and parents. Our technology programs may change and/or update as new programs become available. Instructions on how to use these programs can be found on our website, (www.summitquesta.com).

- ✓ Google Apps for Education (Email, Docs, Presentations, Spreadsheets, Blogs)
- ✓ Encyclopedia Britannica
- ✓ Wordly Wise Online Resource Support Center
- ✓ Rosetta Stone (grades 3rd through 8th)
- ✓ Math XL Support
- ✓ Pearson Success for Science and Math (Middle School)
- ✓ RenWeb – (Text Alerts, Emails, Demographic Updating for Whole School and Online Grades for Questa)
- ✓ Common Sense Media (Online Community for Media Reviews and Safety)
- ✓ Keyboarding (SQMS Lessons Online)
- ✓ Due to the Middle School program switching over to “Google Apps for Education” and “GoGuardian”, the program will not support Macs or PCs.
- ✓ **Chromebooks (Middle School)** - All middle school students are required to purchase a Chromebook, preferably through the school. This fee will be due July 1, 2016 — The final cost has yet to be finalized as we have not yet determined which model would be best for our program. We are estimating the price range to be between \$300 and \$375.00 (for the 2016-17 school year); in Year 2 & 3 (you only pay the cost of insurance and monitoring renewal). Insurance and monitoring fees for the 2016-17 school year are included in this price. Classroom management software will allow the teachers to monitor the Chromebook, block unauthorized websites, and access our online educational programs. The Chromebook will be left at school over the summer and returned to the students during Orientation Week in August. This will allow us the opportunity to install all of the necessary programs. When the student graduates, the Chromebook will become their property. If your child chooses to use his/her Chromebook and you do not wish to purchase a school Chromebook, then their personal Chromebook will have to follow the same protocol in order for it to be monitored by the teachers using our programs. If your child uses his/her own Chromebook, a \$100 fee will be due July 1 to cover the cost of classroom management software needed to equip their personal Chromebook with the same technology. This will require the parent to drop off their personal Chromebook at the school for a scheduled period of time to have this process completed. Please note the parent will be responsible to insure their child’s personal Chromebook and to make sure their child has a Chromebook readily available for them to use if their Chromebook is not working. Loaners are available at no charge if a student’s school purchased Chrome is not working properly. There is a \$15 rental fee for those students who did not purchase their Chromebook through Summit-Questa Montessori School.

It is important that all parents visit our website and check emails on a regular basis. In our commitment to being a green school, this is the most effective and most used method of communication. You will receive our “Weekly Update”, medical alerts and other pertinent information via emails or text alerts. You may also have your Summit-Questa emails forwarded to a personal email address. On occasion we use a voice alert system to send messages to the phone numbers you provided us. The parent is also responsible to familiarize themselves with the school software and web information.

Montessori Model United Nations Program

We are a participating school in the Montessori Model UN Program. A delegation of our middle school students attend the NYC Middle School Conference annually. Student delegates assume the role of an ambassador from the UN member states by making speeches, researching, negotiating and providing resolutions to problems that affect our world today. At this time conference sites include New York City, Chile and Rome. (For those interested in participating in this program – there will be additional fees which will vary depending upon location.) *This is a separate experience and it is not intended to replace the full community weeklong field trip for all Middle School students.*

Summit-Questa Montessori School Communication

We are pleased to share that Summit-Questa is a “Green School.” We reduced our carbon footprint by sending the majority of our general updates, flyers and other important information, via email or text. Each family is responsible for checking school email for important updates. This is not meant to be a substitute for direct communication with your child’s teacher, the office, or the administration. Please know you can reach all Summit-Questa staff by calling, 954-584-3466 or emailing the office at info@summitquesta.com

How to Sign on to My SQMS Site (our private site)

- a. Go to: www.summitquesta.com
- b. In the upper right hand corner click on “Login”
- c. Fill in your username and password. Your user name is usually your first initial of your first name and your entire last name followed by @summitquesta.com. i.e.: tsmith@summitquesta.com
- d. Your temporary password was sent to your private email address. If you did not get an email the temporary password is “questauser”. Please check your email first to see if you were given a different temporary password. .
- e. You are now on the “MySQMS” website. You may browse around to see what is new and check your child’s classroom page.

How to check your Summit-Questa Email

- a) Go to: www.gmail.com
- b) Click on “Sign in” in the upper right corner
- c) You will be asked for your username and password. Type in your complete email address with @summitquesta included
- d) On the white toolbar, click on "Mail"

Text Messages from Summit-Questa

We send short important reminders as text messages to your phone a few times a week. If you are not receiving these text messages, please check with the office. It could be we do not have a correct cell phone number or it could be an issue with your carrier. If you would like to OPT out of receiving texts from us, please contact the office.



FREE!!!

BRITANNICA ONLINE ACCESS AT HOME
AND SCHOOL!!

Summit-Questa Montessori School has purchased a subscription to the Britannica Online School Edition, which includes Encyclopedia Britannica, Compton's and Britannica Elementary. This access is not only for the children while at school but also gives them (and their parents/siblings) access from HOME! It is very easy to access and navigate and is a wealth of information. Below is a copy of their welcoming information for our school and instructions on how to access from home. If you have any problems/questions, please contact the office and leave a message.

We would like to welcome everyone at the Summit-Questa Montessori School as new subscribers to Britannica Online School Edition!

BRITANNICA ONLINE ACCESS

Go to Britannica School

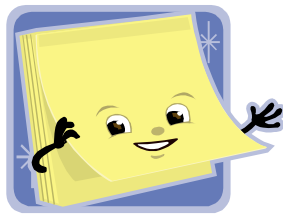
URL: school.eb.com

User name: sqm

Password: learn

Regarding Britannica Online Products:

- Distribution of this password to any individuals outside of your school is prohibited.
- This information is not to be shared!
- Your school's password is confidential and is used to encrypt access for Britannica Online, for home and in-house use only.



Parent Reminders

- ❖ Each teacher has a different method they prefer to organize meetings with the parents. Leave your teacher a note or contact the office at 954-584-3466 to ask to arrange a meeting. *Please do not engage the teachers in discussion while they have children in their care or at drop off or pickup.*
- ❖ It is valuable to arrange parent teacher conferences to be involved in your child's progress even if there are no specific issues.
- ❖ Ms. Judy is always available by appointment made at the office.
- ❖ The Questa children help with the lunch program, when it is in effect, as part of their curriculum in economics and in an effort to raise money for their field trips. They also run a school store selling various items with proceeds going also to their field trips and other special programs. Students can purchase these items if you send them to school with money or online.
- ❖ Be punctual!! It is important for your student to be on time. Arriving late disrupts the classroom's morning schedule.
- ❖ Car flow through the campus is difficult during drop off and pick up. Try to come early or park and walk in order to alleviate some of the congestion. This is also a good idea for the first week of classes as that helps you and your child say "see you later" at your own pace without making everyone in the line late for work. **Do not** park your car in the drop-off lane.
- ❖ Remember the speed limit on campus is 5 mph. Check your speedometer as it is easy to go faster if you are not paying particular attention. *Please do not use cell phones while driving on campus either.* Don't leave purses unattended in your car. **Safety is our first priority.**
- ❖ **Send your preschool child with an extra set of labeled clothes including underwear.**
- ❖ Volunteering at school events is a distinct advantage as your children love to see their parents involved on their school campus. Help is always needed at the Thanksgiving Feast, Halloween Trunk or Treat, preparation for the Spring Show and other PTO fund raisers.
- ❖ Get involved in your school community and meet new people and enjoy your child/children's Montessori environment.
- ❖ **FAMILY INFORMATION:** The information we request from our families, including but not limited to, addresses, phone numbers, email addresses, school records and financial information, is used only by SQMS for school purposes. Parents are issued school email accounts for the purpose of school communication. We expect our parents to honor our parent's privacy and **request that our families not utilize the school email addresses, street addresses or phone numbers to solicit non-Summit Questa business or for other personal purposes.** We appreciate your cooperation.

GRADUATIONS

Summit-Questa Montessori School celebrates two graduations each year. Our youngest children make that big step from kindergarten to first grade. The exciting evening is filled with songs and visionary words from both teachers and students.

The other graduation involves our oldest students, the Questa Middle School eighth-grade class and the entire middle school class. The evening event is one of friendship, reflection and proud teachers and parents. The middle school students and graduates give speeches honoring their family, school, teachers and classmates.

Both graduations are truly special events and open to all of our Summit-Questa families. We strongly encourage all families to attend the Questa Middle School Graduation at the Broward Center for Performing Arts. This will give you an opportunity to see how our Montessori Program helps prepare our children for new adventures and challenges as they begin their journey into high school.



YEARBOOK

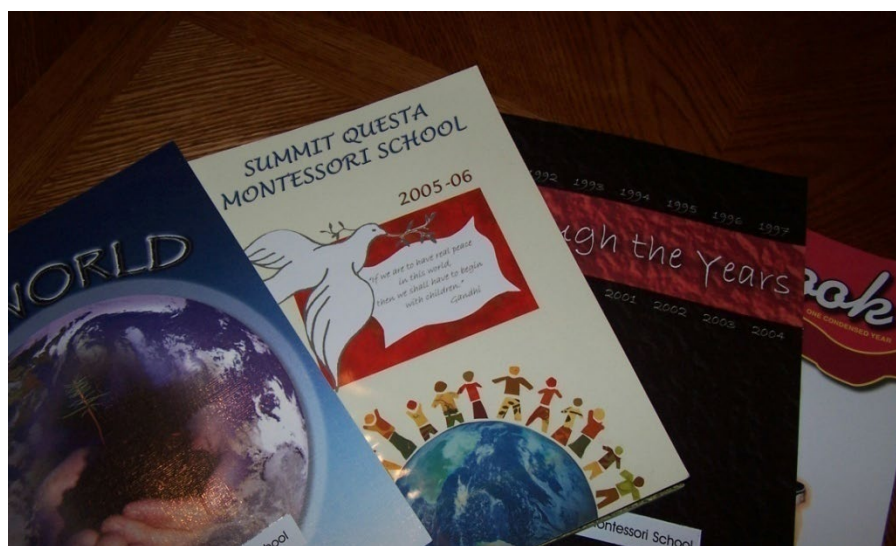
Each year we create a beautiful yearbook filled with wonderful pictures of our children's year at Summit-Questa. Every child receives his or her own copy to remember their experiences at that time in their lives. *The yearbook is included in your activity fee.*

The back pages are held for ads placed by parents and students. Parents and students may wish to write letters thanking teachers and staff. Smaller children may show their sentiments in pictures. Many parents express feelings of pride in their children's accomplishments, especially those graduating from kindergarten or middle school. The children may choose to share poems, essays, artwork and any other special accomplishment they have achieved. We like to refer to these pages as creativity pages – so be creative.

Students may buy "friendship ads" at a reduced price. These are pictures with their friends with whom they have made special bonds. These are meant to be fun and we must remind our children to be sensitive to all our friends and not to be exclusive.

Ads can be full, half, quarter pages and business card inserts. Information will be sent to you annually indicating how and when the photographs or advertisements need to be submitted.

Many members of our community place ads to market their businesses to our Summit-Questa family. Feel free to go to the office to view our yearbooks of years past to get some ideas. Yearbook ad sheets with prices will be distributed at the beginning of the new school year.



Parent Participation Program

As a Montessori school, we believe strongly that a partnership between home and school, staff and parents, is a key to a successful educational community. Volunteerism is truly a gift, both to those who give of their time and energy, and to those who are the recipients. During the course of the school year, each family is required to fulfill the following:

- **Attend a minimum of one educational lecture**
- **Complete a minimum of 10 service hours. Ways to fulfill your volunteer hours are listed in the Parent Handbook or you can talk to your classroom teachers.**
- **Attend a minimum of one PTO meeting**

Listed below are examples of activities and ways in which you can participate. Please note that most on-campus volunteering along with chaperoning on field trips or sporting activities will require you to be fingerprinted. Please see Ms. Kathy in Admissions or Ms. Angela in the Administration Office to pick up the proper fingerprint form for the appropriate level (early childhood or elementary/middle). Fingerprinting is paid by the parent.

- Room parent
- Copying for the teacher
- Repairs in and out of the classroom
- Help to create/maintain Montessori materials
- Host an event
- Chaperone on field trips
- Help with Spring Show
- Assist with Spirit Week
- Provide an internship experience to one of our middle school students
- Assist with yearbook
- Work on the Newsletter
- Donate supplies

Volunteer-Background Screening

School volunteers are extra-special people who are very important to the future of our school. These committed parents help our Montessori environment in so many ways i.e., library book fair/Barnes & Noble Night, picture day, PTO activities, reading to students, helping teachers with special projects, etc. We value your time and special commitment to our school.

However, in order to continue improving the safety of our schools, we must adhere to our school policy on volunteers to reflect the following:

Any volunteer who has direct contact with students while doing any of the following:

- chaperone field trips
- provide special projects in the classroom
- reading to students in the classroom
- school functions with direct contact with the students
- fund raisers involving the students
- any and all school activities that involve contact with our students.

must complete a “*Level 2 – Background Check (screening/fingerprinting)*” process. The cost to complete this process is approximately \$69.00. If you have already been fingerprinted and cleared, please submit a copy to the office. You will not have to be re-fingerprinted unless your screening has expired. If you plan on being on campus to work with any of our children, please make sure that you do your background screening over the summer. Any parents who remain on campus after the morning drop-off or come back on campus prior to the afternoon pickup and are in direct contact with students are also subject to the screening requirements. Thank you for your help and cooperation. ***We hope that you understand that this is to improve the safety for our students and the security at our school.***

Summit-Questa Montessori School and Questa Middle School does not discriminate on the basis of race, sex, religion, national or ethnic origin.

COVID-19 Related Policies and Safety Improvements

In an effort to help protect our staff and students, we are implementing the following:

Air Purifiers

- Installation of air purifier (iWave and Reme Halo) systems into our central air conditioning systems which will inactivate/reduce pathogens, viruses and bacteria.
- In ductless areas where we have mini splits, we will use GPS NPBI technology systems that will kill/reduce pathogens, viruses and bacteria.
- Medify Portable Air Purifier Systems will be utilized in areas where we have small window units. All these systems are highly rated and used in medical facilities.

Hand Sanitizing Units

The CDC, along with the health organizations, state that hand hygiene is a very important part of protecting ourselves. SQMS has installed hand sanitizer dispensers in every classroom and community space. Back-up sanitizing dispensers are on hand if any unit becomes dysfunctional. Students will have to hand wash/sanitize regularly throughout the day and younger students will have hand washing/sanitizing lessons and activities.

Temperature Taking & Symptoms

Every employee and student must have their temperature taken daily using non-contact thermometers. Fever is our body's way of letting us know we have an infection. Parents may not leave their child until their temperature is taken and the child is cleared to enter class. All temperatures will be recorded. Please do not send your child to school sick and do not give your child medication to reduce a fever. If your child becomes sick during the day, you must pick them up immediately.

Any child or staff member with a temperature greater than 100.4F, vomiting, has diarrhea, loss of taste or smell, sore throat, upper respiratory infection, shortness of breath, family member has tested positive for COVID-19 or has been in contact with someone else that has been in direct contact with someone with COVID-19 may not come to school. They may attend classes via our distance learning program. COVID-19 testing is required for anyone with symptoms or who has been in direct contact with someone who tested positive. If a viral antigen test is positive, the student must remain at home (attend available classes on line) for a minimum of two weeks and cannot return to school until they have a "negative" test result. A physician's note along with a negative test result must be provided to the office prior to returning to class.

Classroom and Bathroom Sanitizing

We have purchased an Emist Electrostatic System to assist in disinfecting the classrooms and all common areas nightly. This method of sanitizing will aid in eliminating viruses and germs and enable us to get to hard-to-reach places. Additional sanitizing with a **non-toxic antiviral solution** will take place when students are outside.

Face Masks or Coverings

Anyone entering our campus (staff, parents, visitors and students) must wear a mask. Even though we are utilizing air purifying systems, sanitizing classrooms, hand washing and taking temperatures, the need for a face covering is still an additional way of protecting all of us. Face shields are allowed as long as a mask is worn also.

Table Top Sneeze Shield Guards

SQMS is installing (where appropriate) table- top clear sneeze shields on tables that can accommodate more than one student. This will provide an additional protection for both students and teachers and allow for social distancing to be reduced.

- According to the American Academy of Pediatrics, “*Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet space, particularly if students are wearing face coverings and are asymptomatic.*”

Social Distancing & Classroom Setup by Level

Toddler – Early Childhood: The American Academy of Pediatrics state that “*The impact of physical distancing is small and difficult to implement in this age group.*”

****Our Toddler and Early Childhood classes (toddler through age 4) will remain open even if there is another government shutdown of schools. Child care is considered an essential business as it will allow health care workers, government officials, safety employees, etc. to continue working and servicing our communities. (Government closure of school applies to kindergarten through grade 8 only)**

Toddler Class

According to the CDC, a cloth face covering should not be placed on children under 2. The use of a mask is not required (but recommended for ages 2 and up); however, if a parent wants their child to wear a mask our staff will honor the request provided it is not causing a safety issue for the child (breathing difficulty).

- Parents will be provided a supply list as students will not be able to share items.
- Parents will be responsible to provide clean napping supplies.
- Sharing of personal toys is not permitted –do not send these items to school with your child.

Early Childhood (ages 3 to 5)

- **Masks** are recommended for children at this age. There are times when a student may not need their mask such as:
 - If the social distancing rules are being followed a student may take off their mask for that time.
 - Student is outside on the playground running around or exercising and maintaining at least a 3-foot social distance.
 - Sitting at a table that has a sneeze guard clear table divider on it.
 - While they are eating.

If a parent wants their child to wear a mask at all times, our staff will honor that providing it is not causing a safety issue (such as breathing difficulty).

- Students in the 3-5 year old classrooms will be divided into small groups and will remain with that group throughout the school year or until the pandemic passes. Classroom settings will be divided into work spaces.
- Clear table-top sneeze guards will be installed on tables that can accommodate more than one student. This will provide an additional protection for both students and teachers
- Parents will be provided a supply list as students will not be able to share items.
- Once a Montessori lesson is used by a student it will be put on a designated cleaning shelf to be sanitized prior to being returned to the work shelf and utilized by another student.
- Distance Learning is available for 4 and 5 year olds. Distance Learning information can be found on Page 7.
- Zoom parent conferences.

Social Distancing & Classroom Setup by Level

According to the American Academy of Pediatrics, “Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet space, particularly if students are wearing face coverings and are asymptomatic.”

Lower & Upper Elementary

- **Masks** are required at these ages. There are times when a student may not need their mask such as:
 - If the social distancing rules are being followed a student may take off their mask for a short break. If a student abuses the mask policies, they will be subject to disciplinary procedures including, but not limited to, having to stay home and participate in distance learning.
 - Student is outside on the playground running around, exercising or participating in another form of physical fitness while maintaining at least a 3-foot social distance.
 - While they are eating.
- Parents will be provided a supply list as students will not be able to share items.
- Students will be assigned a designated work station.
- Clear table-top sneeze guards are being installed on tables that can accommodate more than one student. This will provide an additional protection for both students and teachers.
- Once a Montessori lesson is used by a student it will be put on a cleaning shelf to be sanitized prior to being returned to the work shelf and utilized by another student.
- Students will be divided into smaller groups when working on projects, going outside or to the gym or pool.
- Parents may enroll their student in distance learning – information to follow on Page 7.

****If a parent wants their child (all ages) to wear a mask at all times (including physical activities, social distances, etc.), our staff will honor that providing it is not causing a safety issue (breathing difficulty).*

Middle School

- **Masks** are required at this age. There are times when a student may not need their mask such as:
 - If the social distancing rules are being followed a student may take off their mask for a short break. If a student abuses the mask policies, they will be subject to disciplinary procedures including, but not limited to, having to stay home and participate in distance learning.
 - Student is outside on the playground running around, exercising or participating in another form of physical fitness while maintaining at least a 3-foot social distance.
 - While they are eating.
- Students in grades 6 to 8 will be assigned to a homeroom. Students will have a designated work area and will **work in one half of the building in the morning, and the other half in the afternoon (after disinfecting)** throughout the school year or until the pandemic passes. **Due to the lower positive test results in Broward County and additional disinfecting schedules, middle school students will be able to move about more within the building with guidelines. (Update 8.26.20):**
- CDC recommends that students and teachers remain in the same group during the pandemic. Although the students will be in the same classroom with a homeroom teacher, they will still participate in on-site classes (**with possibility of some zoom classes**) with all the middle school teachers. This is a temporary plan to keep all our students and staff safe.
- Clear table-top sneeze guards are being installed on tables that can accommodate more than one student. This will provide an additional protection for both students and teachers.
- Parents will be provided a supply list as students will not be able to share items.
- Any classroom material used by a student will be sanitized prior to another student using it.
- Distance Learning is available for all students. Even if your child is enrolled for the in-person school year (on-campus classes), they will have the advantage of being able to participate in the online program if they are out sick. More information on the distance learning can be found on Page 7.

Drop-Off and Pick-Up Procedures

- Students must be dropped off and picked up via the designated loops and during the designated times. Parents **MAY NOT** park and walk their child to the classroom or pick them up from the classroom. **DROP-OFF AND PICK-UP WILL BE FROM THE CAR LINE ONLY.**
- Parents may not leave the drop-off car line until their child's temperature is taken and the child is cleared to enter class.
- Assigned pick-up times for families with students in multiple class levels are being worked on to avoid long car pick-up lines. This information will be forwarded to you when it is complete.
- Students may not be picked up early or stay in aftercare without written notice that the office receives 24 hours prior. Email to Attendance@summitquesta.com.
- Class hours may be revised slightly to limit the number of people on campus and to help avoid traffic problems and long car lines. This information will be forwarded to you.

Lunches

For the protection of all students and staff, we are limiting the number of vendors that may enter the campus. There will be no lunches available to purchase this school year.

- Students must bring their own lunch, snacks and drinks using insulated lunch boxes or a thermos for keeping their lunches warm, hot or cold. Students may not share their food or drinks with anyone. Ordering any food to be delivered to your child is **NOT PERMITTED** as this would allow unknown visitors onto the campus.
- Students must bring their own water bottles daily to minimize use and touching of water fountains as stated by the CDC. Use of mouth-to-fountain water fountains will be prohibited during this pandemic.

Virtual Field Trips & Specialty Programs

- While the Covid-19 pandemic exists, we will not be able to participate in off-campus field trips. Many organizations are now providing virtual field trip opportunities in which our students could participate. The staff will review the options available – maybe a visit to the San Diego Zoo which has over 3,500 animals, the Great Wall of China or National Parks, to name a few.
- Staying within the CDC safety guidelines, all specialty programs will be handled differently. Spanish, art and music classes may be held in the classroom with their own teachers or via zoom or an online program.
- Use of our outside facilities: CDC states the following are low risk: Performing physical skill building exercises, walking, running and swimming while maintaining social distancing in small groups. Since students may not share equipment, students may be creative and devise touchless games. Hand sanitizing will be mandatory and masks worn when they are not involved in intense physical activities or cannot socially distance properly.
- Middle School will take on completing their outside “greenhouse.”
- When the heat subsides, teachers will be able to hold more classes outside.

Bus Transportation

Bus service will be limited as students will not be able to sit next to each other. For safety reasons, there will be an empty seat next to each person and no one will be sitting directly behind or in front of them. This will result in limited seating and only be available on a monthly basis. No daily use will be permitted this year. Once we reach capacity, you will be put on a wait list.

- Bus will be sanitized after each use
- Students must wear masks and not share anything.
- Failure to follow social distancing and wearing of masks will result in the student no longer having the privilege of riding the bus. No refunds for any unused days for that month will be issued.

Athletics

SQMS is proud of our Athletic Program and all its athletes. We are uncertain at this time as to when we will begin participating in sports. The CDC states that the “*way sports are played, and the way equipment is shared can influence the spread of COVID-19 among players.*” They also say *close-contact sports may be modified to safely increase distance between players.*”

There are many factors to consider. We may only be able to focus on individual skill building for several months. Teams may need to be smaller. Parents may have to drive their players to games to limit exposure. We might possibly participate only in sports that have less contact. All of these factors must be taken into consideration. We are looking at potentially moving some or all of the fall sports to spring. You will be notified when our Athletics Program will start.

Students at Higher Risk for Severe Illness

The CDC suggests that schools offer options for students at a higher risk of severe illness or with weakened immune systems that limit their exposure to others.

- Students in this category should be enrolling in our distance learning program. This will be safer for the student and still allow him/her to interact with his/her classmates. Additional information regarding distance learning to follow on Page 7.

PTO Meetings - Parent Conferences

In following the guidelines proposed by the CDC and other government agencies and to limit any outside exposure to our staff and students:

- Parent Conferences will be held via zoom until the pandemic is under control.
- PTO meetings will take place remotely.

School Technology

Technology and digital tools help provide countless ways of engaging students. With the aid of these tools we can help students improve their critical thinking skills, problem solving and team building. Students can practice math problems, research projects and virtually go on a field trip.

Facts/Renweb	Student records, enrollment, billing, communication, on-line grades for Middle School
Montessori Compass	For Classroom management and record keeping – Early Childhood to Upper
Mail Chimp	Communication
Zoom	Video conferences with parents and staff. Classroom activities
Google Classroom & Aps	Web-based platform to create classes, distribute assignments, communication, calendar
Freckle Education	Renaissance Learning resource that encompasses Math, ELA, Social Studies & Science
Star 360	Renaissance Learning Assessment Tools
Wordly Wise	Vocabulary and Reading Comprehension
Library Source	Alvin Sherman Library
Educational Resources	Encyclopedia Britannica, IXL Quizlet, Grammarly, Newsela, Kahoot
Extra On-line Support	GrammarFlip, Kahoot, Padlet, Math Prodigy, Khan Academy, ReadWorks

Distance Learning Option

Distance Learning: Some families will feel more comfortable with Distance Learning as an option at this time. Students will be able to interact with teachers and other students. Students who choose this as an option will need to have the following equipment and adhere to the following guidelines:

- Early Childhood through Upper: These students need a reliable computer with video, speakers, microphone, headphones, mouse and keyboard. Tablets or iPads must have a keyboard attachment.
- Grades 6 to 8: Touchscreen Chromebooks are required for this level. Chromebooks (while in stock) can be purchased through the school at an estimated cost of \$515.00. Getting a Chromebook through the school will include a warranty, classroom management and monitoring software and the administrative setup and support fees. This fee is due before school starts. If your child chooses to use his/her Chromebook and you do not wish to purchase a school Chromebook, then their personal Chromebook will have to follow the same protocol in order for it to be monitored by the teachers using our programs. If your child uses his/her own Chromebook, a \$140.00 fee must be paid prior to installing the classroom management software needed to equip their personal Chromebook with the same technology. This will require the parent to drop off their personal Chromebook at the school for a scheduled period of time to have this process completed. Please note the parent will be responsible to insure their child's personal Chromebook and to make sure their child has a Chromebook readily available for them to use if their Chromebook is not working.
- A dedicated space at home conducive to work.
- An internet connection at home sufficient for daily work.
- Students will receive instruction from the teacher and attend lessons via Zoom or Google Meet. They will receive a schedule of their class and individual instruction times and join them as they would if they were at school.
- All assignments are accessible and can be submitted on Google Classroom.
- Students working remotely will continue to work with peers that are on campus, as well as collaborating with peers that are simultaneously remote.
- Students will have the ability to actively participate in on-campus whole group discussions.
- Students will have independent work time without screen time requirements. This work will reinforce concepts that have already been introduced.
- A teacher is available at all times during school hours for assistance and interaction with the students.
- Academic rigor and instruction will continue to be individualized.
- Students are expected to be on time and tardies will be noted.
- Students must dress appropriately for school and be in an appropriate work space; in addition, the device and camera that the student is using must not show anything inappropriate.
- Attendance will be taken daily.
- Students will be held to the same academic standards that are required as an on-campus learner.
- All Student/Parent Handbook rules apply during distance learning.
- In the younger ages 4 to 8, parents will be responsible to sign their child in, assist in making sure his/her assignments are complete, communicate with the classroom teacher, monitor their child's attendance, assure their child follows the classroom schedule for presentations and make sure assignments are submitted back to the teacher.

Distance Learning will be available for these ages in lieu of the on campus-in person experience:

- ✓ Ages 4-5 Ms. Moraima (4 year olds full day or half day program)(Kindergarten full day only)
- ✓ Lower – Middle Full Day Only --- Each classroom will have an opening for 2 to 3 students to join into their class remotely. Students re-enrolling for the same classroom as last year will have the first opportunity to continue via distance learning to work on line with their classmates from the 2019-2020 school year.

**If these spots are full, we will open a separate elementary distance learning classroom.

*Any student not following the guidelines will result in consequences up to and including dismissal from the program.
Parents will be responsible for fulfilling the contract for the year.*

Mission Statement

The SQMS mission is to provide an environment for all children to: express themselves, explore all areas of development, experience the joy of discovery and mastery, and have a sense of community belonging.

Questa's mission statement is to provide a developmentally responsive, safe, positive, and respectful learning environment that is empowering to the early adolescent. We work toward developing the whole person while encouraging the students to recognize their unique, individual gifts and talents. This environment provides extensive opportunities to promote an intellectually and spiritually reflective person, a well-rounded, harmonious, ethical, and caring individual to whom meaningful, constructive work is of utmost importance in becoming a vital and contributing member of our local and global community.

Acknowledgement

The school is making every effort to keep each child and staff member as safe as possible and we ask our parents and families to do the same. We understand that there is no way that any one of us (families, staff, etc.) will ever know if we have come in contact with someone that is asymptomatic. Therefore, we (parents, staff and students) understand that upon entering our campus we will follow the school policies. We also ask that families and staff abide by social distancing rules and safety protocols (masks) when they are off campus (at public events or parties) in an effort to prevent exposure to the virus being brought onto the campus. We thank you for your support and help in keeping our community safe.

These policies are subject to change as the situation changes throughout the year. The hope is that as the curve flattens, some restrictions can be eased.

*“We cannot make a genius. We can only give to each individual the chance to fulfill his potential possibilities.”
Dr. Maria Montessori*

SQMS COVID-19 Response Plan

- Local health officials, staff, and families will be notified of a possible exposure while maintaining confidentiality as required by The Americans with Disabilities Act. (ADA)
- Person(s) diagnosed with COVID-19 must stay home for 14 days and may return to school when symptom free, and provides the school with documentation of a negative result upon the completion of the 14 days of quarantine.
- Person(s) exposed to a person with COVID-19 will be required to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop. In order to return to school, they must prove that they have been tested and received a negative result.
- In the event a person diagnosed with COVID-19 was determined to have been in one of our buildings and possibly posed a risk to our community, affected areas will close for a minimum of two days for cleaning and disinfection. Florida Department of Health guidelines will be followed in order to properly clean and sanitize.
- In the case that multiple persons are affected, we will temporarily implement the distance learning program for those students affected.
- Any child who is sick should remain at home and be monitored with precaution due to the inconsistency of COVID-19 symptoms.
- CDC guidelines, created to maintain the safety of students and staff, stress the importance of transparency in order to maintain a safe environment. **DO NOT** administer medication to children that may mask or suppress possible symptoms of COVID-19. Symptoms include, but are not limited to: fever, cough, headache, diarrhea, nausea, vomiting. If your child exhibits any of these symptoms, please contact your physician immediately. Students with any of the above symptoms will not be allowed in school.
- In the case of exposure, the school will notify the local Health Department as instructed by our local officials. These officials will help administrators determine a course of action for the situation at the school. The health officials will most likely require the school to shut down the classroom or any affected area for 2-5 days. This allows the health officials to gain a better understanding of the COVID-19 situation impacting our school and for the school to clean and disinfect the affected areas. The Department of Health has a dedicated COVID-19 hotline that is handling all questions and concerns related to COVID-19. They can be reached by phone at 866.779.6121 and by email at COVID-19@flhealth.gov. The website is www.FloridaHealth.gov/COVID-19.

SQMS
POLICIES AND FORMS



Summit-Questa Montessori School

Terms of Admission

1. Montessori is a non-graded, self-achievement style of education, which necessitates an uninterrupted, orderly presentation of materials with consequent activity by the child at his/her own rate of understanding and performance. Outside pressures which interrupt this, or irregular attendance, leaves the child at a disadvantage in terms of understanding and achievement level. Therefore, it is necessary that you provide consistent and timely attendance and minimize those activities which hinder your child's full participation in school.
2. A Montessori environment encompasses a three-year developmental cycle at every level. We expect you to honor this three-year cycle. For example, at three to six years of age, a child would enter at approximately three and continue through the kindergarten year. The kindergarten year, just as the third year in all our Montessori programs, is the culmination of this three-year cycle, and is a vital and integral component of Montessori education. If your child does not stay through this third year when he/she is now a leader in the classroom, among other things, your child loses the full benefits the program imparts. As well, any child who does not complete the full 3-year cycle may not master all curriculum material.
3. Transportation, as well as on-time arrival and departure to and from school, is the responsibility of the parents/guardians. Parents/guardians are responsible for personally delivering their child to a staff member upon arrival, not simply dropping off at the front door, and for doing the same at pick-up. Further, whomever drops off and picks up is responsible for signing his/her initials and the time with the adult accepting the children.
4. Summit-Questa Montessori School reserves the right to accept or reject this registration and to request the withdrawal of any child if, in the opinion of the school, this action is in the best interest of the school or child and/or if parents or child do not abide by the *Terms of Admission* and the *Enrollment Agreement*.
5. Summit-Questa Montessori School reserves the right to cancel any class that has an insufficient enrollment.
6. Summit-Questa Montessori School considers enrollment on a yearly basis, August through June. This is considered a year-long contract, which is expected to be honored. **Your registration deposit commits you to a one-year student contract. You are responsible for paying the entire year's tuition. This is a binding contract.**
7. If the parents withdraw a child during the year, a one-month written notice is required. This is a courtesy allowing teachers, staff and administration to provide appropriate closure for your child. If you choose to withdraw your student, **the registration fees, as well as all and any other fees are non-refundable and non-transferable. You are also responsible for the remaining unpaid portion of the annual tuition.** In the event of the school requesting the withdrawal of the child, due to not being able to meet the needs of your child, tuition will be refunded on a pro-rated basis depending upon the reason for the request. *However, there will be no refunds if your child is asked to leave due to aggression or uncooperative behavior of any kind by the child or the parent and any unpaid balance of your child's annual tuition, tutoring, after care, before care fees and any extracurricular activities must still be paid in full.*
8. All registration forms, the enrollment agreement, and all medical records **must be fully completed and kept up to date at all times.**
9. **Monthly tuition is due on the first business day of each month. A \$25 late fee per student will be assessed for any tuition payment not paid within 15 days after the due date. An account that remains delinquent after 30 days will be assessed an additional \$100. If you tuition account is 45 days in arrears, you will be notified that your child/children will not be allowed to attend school until your account is brought current.** If your personal or business **check is returned** unpaid, a **\$50.00 fee** is assessed. Further information regarding late fees, returned checks, and delinquent accounts is located on the following pages of this packet. (See sections entitled "Tuition Plans", "Late Payments" and "Non-Admission of Students due to Delinquent Tuition.")
10. All families will receive an *annual assessment* when a specific school need arises. This school need and commencement of the assessment will be determined by the school administration.
11. I, _____, agree to provide a nutritious lunch, beverage, and snacks for my child daily. Candy, soda, etc. are not permitted. As well, please do not send glass or metal pull top containers. Be sure to send plastic utensils with your child's lunch, as they are not provided. It is not possible to heat students' lunches.
12. Parents agree to be respectful of our dress code and have their children abide by it. In addition, our peace curriculum necessitates that students may not bring backpacks, lunch boxes or wear any clothing that promotes violence, intolerance or any inappropriate messages.

I have read, understand fully, and agree to all of the above terms for as long as my child is enrolled in Summit-Questa Montessori School. By signing the original enrollment contract, we agree to all SQMS policies.

Student Code of Conduct

RESPECT FOR COMMUNITY

- Listen patiently.
- Be patient when you are asking for help, wait your turn.
- Look at the person who is speaking to you and answer respectfully.
- Please do not use inappropriate language.
- Use good manners at all times.
- Help others when they need it.
- Raise your hand to talk, do not interrupt others.
- Treat others the way you want to be treated.

RESPECT FOR ENVIRONMENT

- Treat all materials and beings with respect – living and non-living.
- Help to care for the environment by keeping it clean and leaving it better than how you found it.
- Clean up your personal work space.
- Please take care when using school equipment and lessons.
- Push in chairs.
- Walk and act carefully – do not step on plants, break off branches or hurt any forms of nature.
- Respect and care for all forms of life.

RESPECT FOR SELF

- Make smart choices.
- Focus and concentrate on your tasks and work hard to finish them.
- Do not cheat yourself; use your own words when writing; do not plagiarize.
- Take pride in your work and do your best at all times.
- Don't be afraid to ask for help.
- Don't be hard on yourself, you will succeed.
- Be honest; we all make mistakes.
- Care for your personal items.
- Don't be afraid to say what you think but be respectful.
- Ask others to treat you the same way they want to be treated.

Remember that we are all different but everyone of us has their own special gift to offer each other.

Cell Phone Policy

The school policy is that cell phones are only allowed for emergency purposes and must be stored away in a backpack or locker until the students are picked up from school by parents or guardians.

- Any student who is caught using their cell phone while on campus will have the phone confiscated; parents will need to pick it up from the office and may not be brought to school again.
- If the phone does return to school, it will be confiscated and will not be returned until the end of the school year.
- In any case, where a cell phone is confiscated, it is the school's right to check all text messages to ensure that nothing unsafe has taken place on school grounds.

It is suggested that you have a serious conversation with your child about the appropriate use of cell phones. If you receive texts or calls during school hours from your child and it is not an emergency situation, then your child is disregarding school policy. It is suggested that you not allow your child to bring a cell phone to school unless it is absolutely necessary; be aware that the school will enforce this policy.

Computer and Internet Policies

Summit-Questa computers, networks and internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops or any digital devices brought into school by the students.

Summit-Questa computers remain under the control, custody and supervision of the school at all times. The school reserves the right to monitor all computer and internet activity by students. Students have no expectation of privacy in their use of school or personal computers while at school.

Summit-Questa takes reasonable precautions to supervise student's use of the internet and uses filtering technology designed to block offensive material. However, parents should be aware that Summit-Questa cannot reasonably prevent all instances of inappropriate computer use by students in violation of school policies and rules, including access to objectionable materials and communication with persons outside of the school.

Summit-Questa offers links on its site to high-quality educational Web resources. Every effort has been made to explore and evaluate links for relevant content value. Unfortunately, Web sites change frequently and we are unable to guarantee any offsite link regarding current content, quality, or subsequent links. These links are inspected on a regular basis and every attempt is made to remove inappropriate or inactive links as soon as they are discovered. Please help us by contacting administration if you encounter an inappropriate or dead link.

STUDENT COMPUTER AND INTERNET USE RULES

Each student is responsible for his/her actions and activities involving school computers, networks and internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the school's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact administration.

Consequences for Violation of Computer Use Policy and Rules

Student use of school computers, networks, and internet service is a privilege, not a right. Compliance with the school's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law

enforcement and/or legal action. Consequences also apply to students with personal laptops. Violations on personal laptops may be subject to the laptop being confiscated and parents required to pick them up. Depending on the violation, the student may not be able to bring the laptop back to school. Students are prohibited from using computers, or any digital devices, in any manner that would be in violation of the school's policies.

Acceptable Use

The school's computers, networks and internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals.

All policies, school rules and expectations concerning student conduct and communications apply when students are using computers.

Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school's computers.

Prohibited Use

Examples of unacceptable uses of school computers that are expressly prohibited include, but are not limited to, the following:

- Accessing inappropriate materials – accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, sexually explicit, sexually suggestive, threatening, discriminatory, violent, hateful, harassing and/or illegal materials.
- Illegal activities – using the school's computers, networks, and internet services for any illegal activity or in violation of any policy or school rules. The school assumes no responsibility for illegal activities of students while using school computers.
- Violating copyrights – copying, downloading or sharing any type of copyrighted materials, including music or films, without the owner's permission. The school assumes no responsibility for copyright violations by students.
- Copying software – copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for illegal software copying by students.
- Plagiarism – representing as one's own work any materials obtained on the internet (such as term papers, articles, music, etc.) When internet sources are used in student work, the author, publisher and web site must be identified.
- Non-school-related uses – using the school's computers, networks, and internet services for non-school related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.
- Misuse of passwords/unauthorized access - sharing passwords, using other users' passwords, and accessing or using other users' accounts.
- Malicious use/vandalism – any malicious use, disruption or harm to the school's computers, networks and internet services, including, but not limited to, hacking activities and creation/uploading of computer viruses.
- Unauthorized access to blogs/chat rooms – accessing chat features or news groups without specific authorization from the supervising teacher.
- Social Networking sites – students are prohibited from accessing social-networking sites such as Facebook, Twitter, Instagram and other such content sites on the school campus. This applies to all personal laptops used at school as well.
- Using personal email accounts – students are prohibited from communicating with any persons (including family members) off the Summit-Questa campus during the school day.

No Expectation of Privacy

All computers remain under the control, custody and supervision of the school at all times. Students have no expectation of privacy in their use of school computers or personal laptops, including e-mail, stored files and internet access logs. All laptops in use must have the screen in plain view of the teacher.

Compensation for Losses, Costs and/or Damages

The student and his/her parents/guardians are responsible for compensating the school for any losses, costs or damages incurred by the school for violations of policies and school rules while the student is using school computers, including the costs of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.

Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the internet without prior permission from a teacher and parents. Students should never agree to meet people they have contacted through the internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security

The security of the school's computers, networks and internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

Additional Rules for Personal Student Laptops

Policy and rules concerning computer and internet use also apply to use of personal laptops on school property. Personal laptops must have current virus protection and internet safety protection. The school is not responsible for any damage or theft of personal laptops.

Discipline

Summit-Questa Montessori School operates on the assumption that everyone in the school, including staff members, will treat everyone else with care and respect. The children are allowed to move freely and explore the environment using the rules and procedures that are consistent throughout all our environments.

**There are four basic behaviors that are forbidden:

- No child or adult will hurt another child or adult in any way.
- No child or adult may disturb the work of another in any way.
- No child or adult may mistreat the property of the school in any way.
- Corporal punishment or legally questionable practices are not allowed.

**The above rules pertain to any student, teacher, parent or visitor in the school.

In the Montessori environment a child is considered to be in control when working constructively with the school materials and showing respect for his/her own work, as well as the work of others. If the child loses control, the teacher will intervene. The teacher will take the child aside and will talk to him/her privately about the situation. The child will be given a chance to regain control. The staff at Summit-Questa will use positive language and always talk to the child at eye level. If the child still has not gained control, the teacher will take control. The child will be asked to choose a safe place and sit and think about what he or she has done. When the child is ready, he or she may rejoin the group. All unusual or behavioral situations must be documented.

If the child has a problem, the following procedures will be followed:

1. The school administrator and teacher involved will conduct a meeting to discuss the problem.
2. The parents will be contacted for a conference to discuss the problem. The conference will serve the purpose of exchanging ideas to help the child. A date for a second conference will be set.
3. The second conference will serve the purpose of evaluating the child's progress. If no improvement is shown, a decision will be made at this time regarding what steps should be taken to best meet the needs of the child, while taking into consideration the well-being of the school environment and the other students.

Summit-Questa Montessori School believes that a child in an environment of love, trust and respect, will gain self-discipline and the desire to learn and succeed in a positive way.

Disciplinary Action

Any unsafe or disruptive behavior exhibited by children or parents, as well as any parents who do not adhere to and support our discipline policy, and/or are uncooperative in supporting the decisions of the school, may also be subject to immediate dismissal of their child. There will be no refund of tuition if your child is dismissed and any unpaid balance of your student's annual tuition, after care/before care, tutoring, field trip fees, and extracurricular activities must still be paid in full.

GROUND FORS SUSPENSION AND/OR DISMISSAL: Your school services may be terminated immediately for the following reasons:

1. Failure to pay tuition as outlined in this packet or failure to complete required registration documents.
2. Failure to bring in up-to-date health forms.
3. Checks returned more than two times.
4. Tuition more than 45 days in arrears.
5. Disciplinary problems and/or lack of parental cooperation.
6. Unsafe or inappropriate behavior exhibited by a child or parent.
7. Refusal to follow school policies or support school decisions on the part of a student or parent.
8. If the school determines that any action taken by a parent or child interferes with the school's ability to accomplish its educational purposes, or damages the school's reputation.

Discipline Policy

Summit-Questa Montessori School, we believe that discipline is a necessary component for learning. In order to assure your child a quality education, it is important to have a written discipline policy that is understood by the parent as well as the child. In each classroom there are established ground rules which serve as guidelines for the well-being, safety, and respect of all. We also have a school wide discipline policy that your child is expected to follow which includes the following:

- ✓ At Control aggression toward others.
- ✓ Handle school property and materials with care.
- ✓ Respect the property and rights of other children, the staff, and school in general.
- ✓ Be polite and use good manners at all times.
- ✓ Follow directions within a reasonable amount of time; given the needed adult guidance.
- ✓ Behave appropriately at all times which includes: during classroom learning time, as well as outdoors and in other areas of the building, on field trips, in before care, after care, extracurricular activities, and while being transported to and from school while engaged in school activities and programs.

If your child chooses to break a school rule, the consequences are as follows in this order:

1. Warning
2. Time out with written notice to parents
3. Parents called
4. Parents called in for conference
5. Probation and possible suspension
6. Student expelled

In instances where aggression is provoked, please inform your child of these steps to take:

1. Verbally express their displeasure.
2. Walk away from the situation
3. Ask for intervention from a teacher.

Entering into a fight, even if provoked, is unacceptable behavior.

The age of a child will be taken into consideration when dealing with discipline problems.

In addition, any unsafe or disruptive behavior exhibited by children or parents, as well as any parents who do not adhere to and support our discipline policy, and/or are uncooperative in supporting the decisions of the school, may also be subject to immediate dismissal of their child. *There will be no refund of tuition if your child is dismissed and any unpaid balance of your student's annual tuition, after care/before care, tutoring, field trip fees, and extracurricular activities must still be paid in full.*

At Summit-Questa Montessori School we believe that a child in an environment of love, trust and respect, will gain self-discipline and the desire to learn and succeed in a positive way. Thank you for your cooperation.

In addition, we request that parents be proactive partners in their child's school exper

Discipline/Biting Policy (Early Childhood Age)

Dear Parent:

Biting is a normal part of the young child's development. Some young children at this age are unable to communicate well verbally thus, they deal with their problems by biting. An occasional bite is

expected and usually occurs in every environment which includes 2 ½ or 3-year old children. However, we are unable to keep children that bite on a regular basis.

If your child bites or is physically aggressive toward another child or teacher, the consequences are as follows:

Incident	Consequence
1	Warning to child and isolation from the group.
2	Parents are called and notified of behavior, parents must pick up the child from school immediately.
3	Parents must pick up the child from school immediately and schedule a conference with the teacher.
4	Parent will need to pay for a shadow for 1 on 1 attention or enrollment is terminated from school.

Children who are asked to leave due to biting incidents will be welcomed back at a later date when the biting stage has ceased. The biting stage usually

lasts from 2-12 months in length and parents can be assured that the child will eventually outgrow this stage.

At this very young age, children who display any physical aggression toward others, including, but not limited to, multiple bites or who disrupt the educational program may warrant action other than stated in this policy. Therefore, the school reserves the right to consider this policy null and void and immediately dismiss any student who may endanger themselves or others or disrupts the educational program.

In addition any parent/s who do not adhere to and support our discipline policy and/or are uncooperative in supporting the decisions of the school will also be subject to the immediate dismissal of their child. *There will be no refund of tuition if your child is dismissed and any unpaid balance of your student's annual tuition, after care/before care, tutoring, field trip fees, and extracurricular activities must still be paid in full.*

Field Trip Policy

“Building Independence through Field Trips”

You may have noticed that we have included in our enrollment contract a statement about our field trip program. Due to the fact that many parents don't always notice this statement, and the importance of this aspect of our curriculum, we are having you sign this separate form in order to ensure your understanding and agreement to support this very important part of our program.

Once a student has entered our elementary program, they are expected to participate in all aspects of our curriculum. The field trips and/or overnight camp outs are not just another enjoyable way to have fun and socialize, but also an integral piece of your child's overall development. These are not just group vacations, but well-planned, safe, and important learning experiences designed to give your child real life lessons in independence, self-reliance, facing challenges and fears, and learning to function successfully with a group under different circumstances. What this results in, without a doubt, are students who have enhanced self-esteem, self-confidence, and who learn to face and conquer their fears. Life will always present challenges and by being away from home, without the influence of their parents, they learn to overcome these challenges with the help and support of a team of professionals who are trained to help them in these situations. The students become more independent, learn to stand on their own two feet, and feel highly successful because of these qualities they are acquiring. Children who have these types of experiences will be more willing to face new challenges in life. This will not only help them within the classroom but in all aspects of life as well.

Of course we know that this is not always easy for students and/or parents. Quite often, some students and parents make excuses in order to avoid having to face some of these challenges. It is important that you, as the parent, support this part of our curriculum. As difficult as it may be for your child, or you, know that it is in their best interest and that is why we do it. We do build up to full independence gently however; we understand that for some students, overnight stays may take some time. Once a student is in 4th grade, however, we will request full compliance. We always take health issues into consideration.

Although our overnight field trips are not mandatory, but highly recommended, we do understand that attending the long-term field trips may not be possible for some students if his/her family is experiencing financial difficulties. In addition, students with certain medical conditions may be excused or will need a parent to attend. *Those students not participating in overnight field trips are required to attend school in lieu of the field trip.*

After reading all of this information, I understand the importance of field trips in the Summit-Questa curriculum and do agree to fully support this program and pay for all trips. I/we give permission for my child to (a) participate in field trips and be transported away from the school with the understanding that all trips are planned and supervised. I/we hereby waive and release, indemnify, hold harmless and forever discharge, Summit-Questa Montessori School (JEDCO, Inc. and Questa Middle School) and its employees, officers, and agents, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind of nature, whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my child's participation in these field trips.

Signature: _____

Date: _____

Annual Field Trip Deposit - *The cost of the field trip fund will vary per class level. Students do not go on field trips until Kindergarten. Over the past couple of years, we have found that if we do not reserve our field trips during the summer months, we will not receive priority dates. Since a deposit is required to guarantee each field trip, we must receive your student's fee on or before July 1, annually. Please note that these are approximate costs and may change slightly. Field trip fees include day trips, overnight trips, extended Upper and Middle trips and the Ropes Course in Middle School. (Does not include Montessori Model United Nation Student Conferences.)*

- | | | |
|--|-------------|------------------------------------|
| ○ Kindergarten | \$ 140.00 | (due July 1,2021) |
| ○ Lower Elementary (1 st & 2 nd grade) | \$ 200.00 | (due July 1,2021) |
| ○ Lower Elementary (3 rd grade) | \$ 210.00 | (due July 1,2021) |
| ○ Upper Elementary (4 th & 5 th) | \$ 730.00 | (\$365 due 7/1; \$365 due 11/1/21) |
| ○ Middle School (6 th & 7 th) | \$ 1,610.00 | (\$805 due 7/1; \$805 due 11/1/21) |
| ○ Middle School (8 th) | \$1,980.00 | (\$990 due 7/1; \$990 due 11/1/21) |

*These are approximate costs and should cover all expenses; be aware the cost of overnight trips are subject to change.

PLEASE NOTE: YOU WILL BE CHARGED A \$25.00 PENALTY IF THESE FEES ARE NOT PAID ON TIME.

SQMS PASSWORD

The password is used for the protection of your child.

Circumstances may occur when you will need someone that is not listed on our enrollment form to take your child from this facility. When these circumstances arise, you will need to call and inform us of your intention and you will be asked for your password. Informing us of your password will enable us to carry out your instructions. If you do not provide or remember your password, we may not be able to carry out your request over the telephone. The password for your child should not be given to any other individual. The password provides a code between staff and parents only to enable us to follow your instructions from over the phone.

PASSWORD:

Parent or Guardian (Print)

Parent or Guardian (Signature)

Name of Child/children

Date

Director

To be completed for prescriptions, Tylenol, Motrin, Cough Medicine, and other over the counter

AUTHORIZATION FOR ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

This form is void if altered in any way.

Instructions: Each of the three sections must be completed by the appropriate person as follows:
Parts I and III by Parent /Guardian; Part II by Physician. **Please print clearly.**

Part I: Student Information (to be completed by Parent/Guardian)

Child's Full Name _____

Date of Birth: _____

Parent/Guardian _____

Grade: _____

Address _____

Home Phone #: _____

Cell Phone #: _____

Part II: Action Plan (to be completed by Physician). Please complete all spaces.

This request is to be effective for the School Year 20__ - 20__ or earlier stop date: _____

1. Prescription Medication: _____ Generic Name (if used): _____

Dosage amount: _____ Time(s) to be administered at School: _____

Condition for which drug is given: _____ Note any untoward side effects: _____

Inhalant Prescriptions: This student is both capable and responsible for self-administering this medication.

____ No ____ Yes, if supervised ____ Yes, unsupervised

2. Non-prescription Medication: _____ Generic Name (if used): _____

Dosage amount: _____ Please administer according to manufacturer's label for recommended time

schedule when needed at school for the following conditions or symptoms: _____

3. Non-prescription Medication: _____ Generic Name (if used): _____

Dosage amount: _____ Please administer according to manufacturer's label for recommended time

schedule when needed at school for the following conditions or symptoms: _____

PRINT PHYSICIAN'S NAME _____ PHYSICIAN'S SIGNATURE _____

PHYSICIAN'S ADDRESS _____ DATE _____

Part III: Parental Permission (to be completed by Parent/Guardian). Form is void if not completed.

I request the designated school personnel or its agents to assist my child in the administration of the above named prescription and non-prescription medications. I give permission for my child to take this medication while in school or while participating in school activities away from the school site. I understand that (1) there is no liability on the part of the school, its personnel, or agents, and hereby release and waive any claims or actions against such persons or entity as the result of the administration of this medication to my child when the person administering the medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances; (2) this medication must be brought to the school only by a responsible adult; (3) this medication must be in its original labeled container; (4) this medication will be destroyed if it is not picked up within one week following the above stop date or one week after the close of the current school year, or when the medication prescription expires, whichever occurs first. I hereby authorize the exchange of medical information regarding my child's treatment plan between the physician and school personnel.

Parent/Guardian Signature _____

Date _____

Medication orders must be renewed by the attending physician and release signed by the parent/guardian annually. Each medication or any change in medication requires a new form. The parent/guardian will be responsible for ensuring that medicines provided for the school have not expired or been recalled.



***Summit-Questa
Montessori School***
Pick Up Authorization

Child' Name	Class/Teacher
Parent/Legal Guardian Name	Cell No.

Persons authorized to pick up child: (Driver's license must be on file in the office and presented for identification.)

1	Name	Address & Cell Phone No.
2	Name	Address & Cell Phone No.

Emergency Information: (In case of illness or emergency, if parents cannot be reached, notify:)

Name	Relationship		
Address	Telephone (include cell phone number)		
Name	Relationship		
Address	Telephone (include cell phone number)		
Child's Physicians	Telephone		
Address	City	Sta te	Zip
In case of illness or accident, describe special instructions.			

Parent Signature/Date: _____