



Roots School

**Preschool
Parent Handbook**

**2017-2018
Academic Year**

Roots School
740 Haiku Road / PO BOX 975
Haiku, HI 96708

808-250-7988
office@rootsmaui.org
www.rootsmaui.org

Preschool Parent Handbook 2017/2018

TABLE OF CONTENTS

General Information

Message from the Director and Preschool teacher	3
Contact Information	3
Academic Calendar	4
Mission, Vision, Values	4
Preschool Mission And Program Goals, General Policy and Procedures Statement	5

Policies & Procedures

Hours of Operation	6
Requirements for Starting Preschool	6
New Students/Waiting List	7
Daily Drop-Off and Pick-Up	7
Meals & Snacks, Napping, Children's Belongings	7
Discipline	7
Non-Smoking Environment	7
Substitute Teachers	8
Communication/Open Door Policy.....	8
Absences, Excessive Absences, Vacations/Long-term Absences.....	8
Late Pick-Up Policy and Fees.....	8-9
Health Policy.....	9
TB/ Health Record and Medication	9
Emergency Medical Care.....	10
General Emergency and Disaster Plans	10
Transportation/Excursions	10
Insurance	10
Policy Regarding Special Learning Needs Students.....	10
Statement of Non-Discrimination	11
Disclosure of Information on Students, Parents/Guardians	11
Transition To A New Facility Or School Setting	11
Respectful Environment Policy	11
Change of Address and Contact Information.....	11
Policy Changes.....	12

Parent Participation Hours and Annual Fundraiser Involvement Policies	12-14
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Tuition and Enrollment

Tuition and Fees Schedule	15
Tuition Payment Policy and Procedure.....	15
FACTS Management	15
Enrollment Policy / Late Payment Policy / Withdrawal Policy / Dismissal Policy.....	16-17

Preschool Parent Handbook 2017/2018

MESSAGE FROM DIRECTOR OF PRESCHOOL:

Aloha,

I am Melita Charan, Head of School of the Roots School Preschool. I received my Master's Degree in Early Childhood Education in 2005 from Southern Oregon University. I have taught in villages in rural Alaska, internationally in Indonesia, and in the public school system in Ashland, Oregon. I have been teaching children on Maui since 2006.

Although we follow the same age appropriate philosophies as the grade school, a separate handbook is required to differentiate the schools. In this handbook, parents will learn about the preschool program offerings.

MESSAGE FROM PRESCHOOL TEACHER:

Hello families,

My name is Lynn Carroll, the preschool teacher at Roots School. For over 30 years now, I have worked in the field of early childhood. Opening and assisting in the licensing of different centers has given me a wonderful opportunity to work with a variety of professional people here on the island. During many of the years, I have been both Director and Head Teacher in different locations on Maui. This experience has enabled me to share the love of the many cultures and rich resources we have here.

My goal is to introduce each child to the many discoveries to be found as we develop their social, emotional, cognitive, language and physical skills through play. I am excited to open each child's mind and body into building a strong connection between family and school. I look forward to working with Roots School staff to bring forth the best possible experience for your child.

Aloha,
Miss Lynn

CONTACT INFORMATION:

Phone: 808-250-7988

Email: office@rootsmaui.org

Website: www.rootsmaui.org

Physical address: 740 Haiku Road, Haiku, HI 96708

Mailing address: PO Box 975, Haiku, HI 96708-0975

Head of School: Melita Charan: melita@rootsmaui.org

Teacher: Lynn Carroll: lynn@rootsmaui.org

Preschool Parent Handbook 2017/2018

OUR MISSION

Through experiential and academic learning, we encourage students to integrate creativity, critical thinking, integrity, and compassion to engage collaboratively and realize their potential as unique, fulfilled individuals.

OUR VISION

To create a sustainable, educational environment where children are given the opportunities to blossom into happy and healthy individuals.

OUR VALUES

- Our teachers nurture children to become creative, confident and reflective learners.
- Lifelong learners are created through active inquiry, exploration and involvement in the community.
- Children have unlimited potential and are not defined by grade level.
- Experiential hands-on learning in a purposeful and supportive environment provides tools that enable children to apply their learning to daily life.
- Setting clear and achievable expectations is important to children.
- Multi-age classrooms are reflective of the world in which older and younger people learn together.
- Our parents are our partners in the Roots School community.

2017/2018 ACADEMIC CALENDAR

08/21/2017	First Day of School
08/25/2017	Back-to-School Night 5-6pm (Preschool and Grade K-2 class)
09/04/2017	NO SCHOOL - Labor Day
09/09/2017	Parent Work Day 9am-3pm
10/06/2017	NO SCHOOL - Teacher In-Service
10/09/2017	NO SCHOOL - Indigenous Peoples Day
11/10/2017	NO SCHOOL - Veterans Day
11/20/2017	NO SCHOOL - Teacher In-Service
11/21/2017 - 11/22/2017	NO SCHOOL – Parent/Teacher Conferences
11/23/2017 - 11/24/2017	NO SCHOOL - Thanksgiving
12/18/2017 - 01/03/2018	NO SCHOOL - Winter Break
01/06/2018	Parent Work Day 9am-3pm
01/13/2018	Open House 10am-12noon
01/15/2018	NO SCHOOL - Martin Luther King, Jr. Day
02/10/2018	FUNDRAISER - Children's World Fair
02/19/2018	NO SCHOOL – President's Day
03/19/2018 - 03/23/2018	NO SCHOOL - Spring Break
04/23/2018	NO SCHOOL - Teacher In-Service
04/24/2018 - 04/25/2018	NO SCHOOL – Parent/Teacher Conferences
05/28/2018	NO SCHOOL - Memorial Day
05/31/2018	Last Day of School
06/01/2018	End of Year Ceremonies / Graduation

Preschool Parent Handbook 2017/2018

PRE-SCHOOL MISSION AND PROGRAM GOALS

The mission of Roots School Preschool is to provide a nurturing learning environment for up to 16 children from ages 3 to 5 years old. The goal is to learn about nature, cooperative play, language, and pre-kindergarten methods.

The Preschool Program strives to provide a nurturing environment that fosters learning through creative play and imagination. The curriculum includes stories, songs, movement, dance, creative play, painting, games, and outside play. Children are exposed to language through songs, books, and basic instruction. Daily activities are based in nature where children can explore, with indoor activities including phonics, block building, art, music, and other hands-on and cognitive and social activities. **Roots School requires all children attending the preschool program to be fully toilet trained and not using pullups.**

Academic Objectives:

- Recognition and ability to sound out all letters in the alphabet.
- Understanding of phonics: Give the letters characters/personalities by each letter being the first letter of a common word or animal that is relevant to the child.
- Basic shapes and colors.
- Recognition of each number at least to thirty.
- One to one counting.
- Understanding of relationships (Front, Middle, Back; Up, Down, Underneath; In Front, Behind; Left, Right; Shortest, Longest; Top, Bottom, etc).
- Understanding of opposites.
- Beginning understanding of the seasons, days of the week, and months.

Cognitive Objectives:

- Knowledge of Mom and Dad's first and last names, their age and where they work.
- Knowledge of when to call 911, and know the difference between different types of emergencies, such as fire, ambulance, and police.
- Names of body parts.
- Learning how to handle safety situations by processing "what if" scenarios.
- Learning games that help in the use of words to express feelings.

Emotional/Psychological:

- Helping children to work through emotions and share feelings with others by giving them tools and strategies for self-regulation.

GENERAL POLICIES & PROCEDURES

These policies are statements of the general or customary method by which Roots School operates and interacts with students and families. Whenever the individual rights or duties of students or families are being determined under any circumstance, the final decision rests with the Board of Directors based upon the totality of the circumstances and any decision made by an employee, agent or officer of Roots School may be appealed to the Board of Directors.

Preschool Parent Handbook 2017/2018

HOURS OF OPERATION

8:30 am - 3:30 pm , Monday through Friday

Children should be brought to Roots School on-time so as not to disrupt learning. Children cannot be dropped-off earlier than 8:30am. Please try to bring your children to school by 9:15am. All students are expected to be picked up at 3:30pm. (Please review “Late Pick-Up Policy” on page 8)

REQUIREMENTS FOR STARTING PRESCHOOL

New families must submit application forms and a \$100 non-refundable deposit before being considered for acceptance. Following a tour and meeting between the teacher and parent(s)/guardians(s), the student will be considered for acceptance. Prior to acceptance, students must complete two drop-ins in order to make sure the student and Roots School Preschool are a good fit for both parties.

After a child is officially admitted, and in order to attend classes, the following documents must be filled out, signed, and submitted to the administration prior to starting school.

Required by Roots School:

- 1) Application Forms
- 2) First tuition payment

Documents to be completed by your child’s physician, as required by the Department of Human Services.

Bring to Roots School once completed:

- 1) Student’s Health Record Form*
- 2) Early Childhood PreK Health Record Supplement Form*
- 3) Proof of TB (Tuberculosis) test

Information to bring to Roots School:

- 1) Medical Insurance Information
- 2) Documentation of Physical Examination by a Physician
- 3) Immunization Records or Request for Immunization Exemption form*
- 4) Social Security Card
- 5) Birth Certificate
- 6) Parent Participation Form*

* *blank forms available on Roots School website*

SIGNING APPLICATION AND ENROLLMENT DOCUMENTS

All documents must be signed by both parents/guardians of the student when both have joint legal custody, regardless of marital status. Families must provide sufficient documentary evidence of legal and physical custody of a child upon request. Parental signatures unreasonably withheld by a parent of a student who is subject to a joint custody agreement or order shall be disregarded for purposes of this policy. However, such parents shall be prohibited from entering or remaining at Roots School, or from participating in any off-site Roots School function until such documents are signed.

NEW STUDENTS/WAITING LIST

To be officially considered for open spaces in the Roots School Preschool program, parents/guardians must complete application forms and submit a non-refundable \$100 deposit. If Roots School classes are full, families who have submitted a complete application and \$100 non-refundable deposit will be placed on the waiting list.

Preschool Parent Handbook 2017/2018

DAILY DROP-OFF AND PICK-UP

Sign in/out of children are only permitted by the adult (aged 18 and over) listed on the approved list.

MEALS AND SNACKS

Parents must provide children with a home lunch, including two snacks. We recommend whole grain breads or crackers, nuts, vegetables & fruits, and other healthy food. Roots School Preschool does not provide food. Drinking water will be available all day for children, but a water bottle must be provided by the family.

NAPPING

Napping will take place in a separate, quiet room for approximately 1.25 hours a day. Children are required to bring their own blanket and pillow, which will go home weekly for washing, as well as a mat to lay down on. If a child does not nap, he/she will be required to lay quietly for a resting period and not disturb the other nappers. Due to the layout of the preschool and the need for two adults to ensure the health and safety of all the children at Roots School, we are unable to accommodate parent requests for a longer nap time than is set up in the preschool schedule.

CHILDREN'S BELONGINGS

Each child will be provided with a cubby to store his or her personal belongings. Each student is allowed to keep one doll/stuffed animal at school, which may only be brought out during nap time. Toys are not permitted.

DISCIPLINE

Children will be calmly, kindly, yet firmly spoken to when they display inappropriate or dangerous behavior. After two warnings regarding the same inappropriate action, the child will receive an appropriate consequence for the inappropriate or dangerous behavior. If the behavior cannot be corrected, the parent will be informed at the end of the day to help prevent the behavior in the future. If the behavior continues, a parent/teacher meeting will be set up to address the issue.

If a child struggles week after week with behavior that is a danger to himself/herself or others in the program, and the practices of Roots School Preschool staff with parent support are not working, Roots School Preschool will suggest a different environment for that child and refuse service.

NON-SMOKING ENVIRONMENT

Roots School Preschool and Roots School are non-smoking environments at all times.

SUBSTITUTE TEACHERS

When the teacher is unable to work, a qualified substitute will fulfill the teacher's duties. All substitute teachers undergo the same background checks and FBI clearances as the lead teacher; will maintain current Tuberculosis (TB) records, CPR and First Aid certification.

COMMUNICATION/OPEN DOOR POLICY

We welcome parents/guardians visiting individually. Some parents/guardians may choose to wait until after their child has adjusted to the new environment before visiting. Please make arrangements ahead of time.

Preschool Parent Handbook 2017/2018

Communication with parents/guardians will be conducted via newsletters and individual emails from teachers. If a parent/guardian is unable to access email, he/she must work with the teacher to establish an alternative form of communication. If a parent/guardian changes his/her email address, it is the parent/guardian's responsibility to communicate with Roots School about that change.

Parents/Guardians agree to inform Roots School of any major incident or situation that may impact their child's ability to focus or perform at school, and agree to work closely with the school and his/her teachers to ensure their child's safety and success, and the safety of other Roots School students, teachers and administrators. For examples: major change in his/her home environment, moving, custody rights, divorce, new sibling, etc.; changes in the routine, new medical information, and changes in your work number and/or schedules.

ABSENCES

If your child will be absent, please notify your child's teacher at 808-250-7988 before 8:30 am.

VACATIONS/LONG-TERM ABSENCES

Families are responsible for the full tuition regardless of excused or unexcused, short or long term absences. Parents must notify teachers of vacations and anticipated absences in advance. A request may be made to the Board of Directors for partial tuition forgiveness for emergency medical absences. Such requests should be addressed to the Board of Directors and accompanied by a doctor's note. The Board of Director's decision to grant or deny such requests shall be final.

LATE PICK UP POLICY AND FEES

There is a \$1/minute charge for late pick ups starting at 3:40pm.

When an adult picks up a child anytime after 3:40pm, he/she must complete the Late Pick Up form, indicating the name(s) of the child(ren) who were picked up late, the time of pick up, the late fee amount, and whether or not the amount was paid at pick up. The parent/guardian and teacher who stayed late must both sign the form. If parents/guardians are not picking up and signing the form for whatever reasons, they are still responsible for the late fee. Fees are charged per parent/guardian picking up, and not per child. If the parent/guardian does not pay at the time of pick up, the late pick up fee will be added to the following month's tuition payment.

When parents/guardians are late, teachers will call them starting at 3:45pm. They will call each parent/guardian listed on the registration form. If neither parent/guardian can be reached, the teacher will call the person listed as the emergency contact. Every family must provide at least two ways of being reached (phone or email) and must list an emergency contact.

Please note that teachers are prohibited by Roots School policies to drive students anywhere except to the hospital or police station. Therefore, if teachers have been unable to contact parents/guardians or emergency contacts for two and a half hours after the students have been dismissed, the teacher is required to take the student to the Maui Police Department in Wailuku, and may remain there until the parents/guardians arrive. In this extreme situation, parents will be charged a late fee assessed from the time of dismissal until the time the teacher has arrived home.

Preschool Parent Handbook 2017/2018

HEALTH POLICY

Please keep your child home if he/she has...

- A fever of 100 degrees or higher
- Chronic or deep-seated cough
- Yellow or green mucus
- Chicken Pox
- Measles
- Diarrhea
- Impetigo
- Lice
- Ukus (head lice) or any sign of eggs
- Pinworms
- Ringworm
- Symptoms indicative of any communicable disease, i.e.,:
 - heavy mucous discharge
 - constant cough
 - sore throat
 - headache
 - stomach ache
 - nausea/vomiting

If your child has pinworms, ringworms or head lice/ukus, it is your responsibility to inform all the other parents in the class. You must let them know how you are treating the situation, so that they may keep an eye on their child's health. Students found with head lice/ukus are required to be absent from Roots School for a minimum of 24 hours and must be nit-free in order to return to school. If a child has symptoms of pinworms or ringworms, a doctor's release stating the child is not contagious is required for the child to return to school.

If a child becomes ill while at school, he/she will be separated from the group. Parents/Guardians will be called immediately and parents/guardians will be expected to pick up their child as soon as possible.

TUBERCULOSIS (TB) / HEALTH RECORD

State law and State Department of Health administrative rules require tuberculosis (TB) tests for all students, faculty and staff entering school or participating in communal learning activities to be tested for tuberculosis up to a year before the first day of communal learning activities.

MEDICATION

Please do not bring medication to Roots School. Teachers will not dispense medication, with the exception of asthma inhalers and epinephrine pens. If the student has a prescription for either of these items, then the parent/guardian must meet with the teacher to make special arrangements for these medications.

EMERGENCY MEDICAL CARE

If time permits, we will contact parents/guardians immediately. If the injury is life threatening, we will administer first aid and/or CPR, and call 911. In situations where we need to get into an ambulance or car with a child, or when other children need to be supervised by another adult, one of the other teachers will

Preschool Parent Handbook 2017/2018

provide substitute care for the remaining children. Unless otherwise recommended, your child will be taken to Maui Memorial Medical Center, the nearest emergency facility. It is required that parents/guardians sign medical releases and medical authorization forms. Roots School is equipped with a medical kit, and we are certified in Infant & Child CPR & First Aid.

GENERAL EMERGENCY

In the event of an emergency during school hours, parents/guardians will be notified to pick up their children.

DISASTER PLANS

In the event of a disaster (flood, fire, etc) we will contact parents/guardians. If the need arises, we will evacuate the nearest dedicated evacuation shelter, which is Haiku School, at 105 Pauwela Road in Haiku.

During the year, there will be periodic safety drills and evacuation exercises to ensure the utmost safety of all of the children in case of emergency.

TRANSPORTATION/EXCURSIONS

Due to liability issues, teachers are strictly prohibited by Roots School policies to drive students anywhere except the hospital or police station.

Per the Department of Human Services policies, children can only be taken on excursions in vehicles driven by their own parents or on school buses.

INSURANCE

Roots School is covered by liability insurance.

POLICY REGARDING SPECIAL LEARNING NEEDS STUDENTS

The philosophy behind Roots School is to provide hands on learning experiences in multi-age environments where children can work at their own level and pace while being encouraged through peer interaction, teachers, staff, family and themselves. It is Roots School's goal to meet the needs of each individual child. The Roots School program can be modified for each student, and this can be successful for many styles of learners. However, Roots School staff must meet with each family and student on a case-by-case basis to ensure a proper fit for the child, the classroom dynamic and the family. Although our school and philosophy may provide a positive experience for some children with special needs, in the final analysis, Roots School does not have the services or trained staff required to meet the needs for children with special learning needs.

The following resources might be helpful to you:

- Hawaii Department of Education - <http://www.hawaiipublicschools.org>
- Horizons Academy - <http://www.horizonsacademy.org>

STATEMENT OF NON-DISCRIMINATION

At Roots School, we strive to accommodate the learning styles and needs of a broad variety of students. It is this center's policy to not discriminate against persons with disabilities on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the center's programs and services, in compliance with state law and the Federal Americans with Disability Act. Furthermore, students are admitted without regard to race, color, religious preference, nationality, ethnic origin or disability. However,

Preschool Parent Handbook 2017/2018

Roots School reserves the right, in its sole discretion, to refuse admission or the continuation of services to those whose needs are unable to be met by our program.

DISCLOSURE OF INFORMATION ON STUDENTS, PARENTS, AND GUARDIANS

Roots School will not disclose any information about students and/or their parents/guardians to anyone except the student's parents/guardians without prior written permission from the parents/guardians, unless an emergency arises. If you do not want your information included in our Student Directory, please notify the Roots School office.

TRANSITION TO A NEW FACILITY OR SCHOOL SETTING

When students transition to the Roots School Preschool or to another Preschool or Elementary Setting, Roots School Preschool staff will work with the student, parents, and new caregivers/teachers to make the transition as smooth as possible.

RESPECTFUL ENVIRONMENT POLICY

All Roots School employees and families will be treated with respect, honesty and dignity. Behavior and/or situations which run contrary to such treatment will not be tolerated.

Examples of Disrespectful Behavior include:

- Any verbal or written statement objectively interpreted by a reasonable person to be menacing or taunting in nature (e.g., coercion, intimidation, bullying, ridiculing or belittling);
- Written or verbal comments, behaviors, or jokes that are rude, degrading, demeaning, insulting, embarrassing or offensive;
- Bullying or shouting which is demeaning, taunting or considered teasing;
- Attempting to discredit an employee or other member of the Roots School community by spreading false information;
- Any behavior considered to be sexual misconduct by a reasonable person.

Remedies:

- 1) Teachers or parents/guardians should report disrespectful behavior to the Director, who will then report to the Board of Directors.
- 2) The Director and/or the Board of Directors will contact the person who has been identified as behaving disrespectfully and ask him/her to provide information from his/her perspective.
- 3) The Board of Directors will determine appropriate action, which may be communicated through the Director.

CHANGE OF ADDRESS

If you change your home/office address, phone number, or email address, please contact the school immediately with the changes to 808-250-7988, or by email to office@rootsmaui.org.

POLICY CHANGES

These policies may be changed at any time at the discretion of the Board of Directors. Whenever a policy is changed, the same shall be e-mailed to every family. Parents/guardians are responsible for making sure their e-mail addresses are current with the school.

Preschool Parent Handbook 2017/2018

PARENT PARTICIPATION HOURS AND ANNUAL FUNDRAISER INVOLVMENT

Each parent is required to participate for twelve (12) hours during the academic year regardless of the number of children the family has enrolled in Roots School. In addition parents are also required to participate in the Annual Fundraiser each year.

Parent meetings are occasionally held to discuss Roots School structure, policies, events, and arising needs of the children. They reflect support for the teachers, support for the parents, and provide an avenue for the growth and vision of Roots School. Parents who are unable to attend meetings are responsible for following up to find out what decisions were made. Because of the diversity in families and students, parent/guardian hours are based on the number of parents/guardians active in the student(s)' lives. Within a given family, parents are free to take on another parent's hours. Two-parent families will be responsible for a total of 24 hours/year.

Why parent participation hours are vital to Roots School

This is one of the ways to keep Roots School' tuition low. Important additional benefits to parent participation are getting to know other parents and families, and developing bonds with other families and children in our community. Children who observe parents participating, see that their parents are committed to the Roots School community, and that the unique education provided by Roots School is important to the family. Please keep in mind that at Roots School, there is minimal paid administration and no staff support. This means that in order to accomplish important fundamental tasks, parents must contribute their time in a responsible and effective manner.

Examples of eligible activities include

Teaching:

- An elective class (e.g. cooking, jewelry-making, foreign language, drama, music);
- An after-hours class;
- Coaching a Roots School team

General Work:

- Cleaning classrooms on a weekly basis and at parent workdays if needed;
- Maintaining the grounds, including the gardens; landscaping, and/or maintaining parking lot
- Laundry and water (each job totaling 3 parent hours per month);
- Construction projects;
- Errands/Shopping for supplies (if specifically requested by the teacher);
- Fundraising, including developing and implementing fundraising opportunities;
- Event participation such as the Annual Fundraiser or any other fundraising and/or community activities

Administrative:

- Committee meetings when necessary;
- Maintaining school website;
- Management of monthly e-mail newsletter;
- Office Filing

Public Relations:

- Press releases;
- T-shirts;

Preschool Parent Handbook 2017/2018

- Designing flyers, etc;
- Distributing flyers;
- Help w/Open House and other community events

All hours for work activities must be approved by the Head of School and/or Roots School teachers.

Extra Hours

If a parent works beyond his/her twelve (12) hours in a particular year it is considered an appreciated donation to the school. For example, a parent teaching a class throughout the year for more than an hour per week. The extra hours will not be applied towards the following academic year.

Cash Payments Instead of Volunteering

Families unable to fulfill the volunteer requirements have the option to pay \$25 per hour missed. **Please note that the \$25 per hour missed does not imply that the work is worth \$25 per hour.** Roots School recognizes that some work could cost Roots School considerably more or considerably less on the open market. Roots School, however, requires help from parents in order to keep tuition low and to help build our community.

Expenses Related to Hours

As with parent-taught classes, any reimbursements for expenses related to a task must be approved **before** they are spent. Parents are expected to take responsibility for minor expenses related to a task (e.g. cell phone time, printing, copying, supply costs). If Roots School is requesting that the parent perform a task which includes major expenses (over \$10), the Board of Directors will look for donations before assigning the task.

Preschool Parent Handbook 2017/2018

Code of Conduct While Fulfilling Hours

- Parents will prioritize students' health and safety first.
- They will conduct themselves as responsible, respectful models for the students.
- They will arrive for their volunteer task when scheduled, and in the case of parent-taught classes, arrive five minutes before class is scheduled to start.
- Parents will only use appropriate language with students.

Code of Conduct for Parent-Taught Classes

- Parents will notify the teacher immediately if they become unavailable to teach a class. Missing more than 2 classes may result in the cancellation of the class.
- Parents will be responsible for light cleaning of the area used after the class.
- Parents will encourage positive student behavior through clear communication and consequences agreed upon between the teacher and the parent.
- Parents will not promote behavior that contradicts Roots School policies.
- Parents will remain neutral and objective in conflicts that involve their children.
- Parents will recognize the teachers' authority and will always defer to them in the classroom setting.
- Parents will use only appropriate language with students.

Parents who violate the code of conduct will be asked to discontinue classes and risk losing approval for future classes.

Parent-Taught Classes

All parent-taught classes must be approved by the Director. Please note that parents who teach or coach a class are responsible for their own expenses. If they would like to teach a class, but would like Roots School or parents to cover expenses, you will need to specifically request reimbursement for expenses when completing the approval form. **This must be done before the class is approved.**

While Roots School relies on parents' knowledge and expertise to help with the community learning process, there are times when a parent's abilities and teaching style are not a match with the students' needs and/or sensibilities. Please know that not all class requests will be approved. Reasons for not approving a class include:

- 1) Curriculum submitted is not appropriate for the age and/or the students are not currently interested.
- 2) The parent has shown an inability to interact with teachers and/or students in a positive fashion.
- 3) The Board of Directors do not feel that the parent will be able to engage with a particular group of students due to students' personalities, dynamics, and/or emotional level.
- 4) Parent has been frequently late or unreliable in similar situations.
- 5) The class content is not a priority or is already being offered.

Preschool Parent Handbook 2017/2018

TUITION PAYMENT POLICY & PROCEDURES

Because tuition currently accounts for almost all of Roots School's income, our budget relies on tuition being received in a timely manner. Furthermore, almost all of Roots School's income pays for the hiring of teachers, rent, and other necessary expenses for the upcoming year. Teachers are hired on an annual basis and we must honor our obligations to the individuals directly responsible for educating the students.

The following terms and conditions have been approved by the Board of Directors and will be used in administering financial procedures at Roots School. Please read these policies and procedures carefully. Contact the Roots School office if you have any questions.

TUITION AND FEES FOR THE 2017/2018 ACADEMIC YEAR IS \$8,500

One Tuition Payment

Due by August 1, 2017\$8100

Two Semi-Annual Tuition Payments

Due by August 1, 2017\$4,150 Tuition installment

Due by December 1, 2017\$4,150 Tuition balance

Ten Monthly Tuition Payments

Due by August 1, 2017\$850 Tuition installment

Due by September 1, 2017\$850 Tuition installment

Due by October 2, 2017\$850 Tuition installment

Due by November 1, 2017\$850 Tuition installment

Due by December 1, 2017\$850 Tuition installment

Due by January 1, 2018\$850 Tuition installment

Due by February 1, 2018\$850 Tuition installment

Due by March 1, 2018\$850 Tuition installment

Due by April 2, 2018\$850 Tuition installment

Due by May 1, 2018.....\$850 Tuition installment

*Please note that the monthly installment schedule does not correspond to the service received that month. The installment schedule is merely a convenient way to meet your total financial obligation.

Sibling Discount: The sibling discount of \$300 annually, may be given to each sibling enrolled after the oldest child when a family enrolls more than one child paying full tuition. If tuition is paid in installments, the discount will be pro-rated. This discount cannot be combined with other discounts for tuition payments in K-8. Because sibling discounts are intended to alleviate the financial burden for parents who are paying for more than one child to attend Roots School, the term "sibling" only applies to children living full-time in the same household.

Enrollment and FACTS Deadlines: In order to guarantee a space for your child(ren) in the upcoming academic school year, all paperwork must be completed and submitted to Roots School no later than the date defined in the Enrollment Contract.

Roots School requires all families to use FACTS, an online management system to process tuition and fee payments. FACTS is free for families who select the "One Tuition Payment" option. Sign up for FACTS at <https://online.factsmtg.com> before the date defined in the Enrollment Contract.

Preschool Parent Handbook 2017/2018

PLEASE NOTE: All tuition and fees paid are non-refundable, including any prepayments. Your financial obligation to pay the tuition and fees for the full academic year is unconditional. Students are enrolled for the full academic year, and no adjustments in tuition can be made by the Roots School for absences, vacations, withdrawal, and/or dismissal. If tuition assistance is cancelled for any reason, Roots School must be notified in writing immediately.

ENROLLMENT POLICY & PROCEDURE

By signing a Roots School Enrollment Contract, parents/guardians agree to accept all the policies, procedures, and rules of the Roots School as stated in the current Parent Handbook.

Students are enrolled for the FULL ACADEMIC YEAR. There are no adjustments made for any reason; any tuition paid or outstanding will not be refunded or cancelled in the event of absence, vacations, withdrawal, and/or dismissal from the school. Tuition paid is non-refundable after the due dates.

Enrollment, as specified within the Enrollment Contract may be cancelled by the parents/guardians in writing, without penalty (except forfeiture of the Non-Refundable prepayments) prior to August 1st, 2017.

If enrollment is cancelled on or after August 1st, 2017, including any late enrollments throughout the academic year; parents/guardians financially responsible for the student(s) are still financially obligated to pay the full annual tuition.

If the student receives tuition assistance, the parent/guardian is financially responsible for any remaining tuition and all fees not covered through the plan. If tuition assistance is cancelled for any reason, Roots School must be notified in writing immediately.

LATE PAYMENT AND RETURN PAYMENT FEES

A late fee of \$20 will be assessed for any payment not received within 9 (nine) days of the due date. Tuition and fees are considered past due 30 (thirty) days after the billing date. In addition to the late fee, an interest rate of 1.5% per month may be applied to delinquent accounts until the overdue amount is paid. Additional fees may be charged by FACTS for returned payments. Parents/guardians who have difficulty making timely payments must contact the Roots School office to arrange a satisfactory payment arrangement. Failure to comply with an accepted alternate payment plan shall require immediate dismissal of the child from Roots School. Hardship requests for alternate payment plans shall be approved or denied by the Board of Directors. When such arrangements have not been made, an account in arrears for more than 45 days will be sent to a collections agency or attorney. Parents/guardians must pay all collection fees, attorney fees, and any other costs associated with collecting any outstanding amounts.

WITHDRAWAL POLICY & PROCEDURE

Withdrawal from Roots School prior to the end of the academic year has an impact on the students socially and on Roots School operationally. When a family commits to Roots School, they are making a full year commitment and tuition is due and owing at the beginning of the year.

Families that intend to withdraw from Roots School must notify Roots School at least thirty (30) days prior to

Preschool Parent Handbook 2017/2018

withdrawal in writing by Certified U.S. Mail or in-person. If a request to withdraw is cancelled, the student will be allowed to continue at Roots School provided that the space has not already been filled by someone on the waiting list. If the student is re-enrolled, a \$50 administrative fee will be due and owing.

DISMISSAL POLICY & PROCEDURE

If the unfortunate circumstance arises in which Roots School determines that the student may not remain enrolled at Roots School and should be dismissed; all tuition shall be forgiven in ratio to the remaining days of school, except in those instances in which the separation is due to a violation of these policies by the parents/guardians. All fees paid are non-refundable.