

# Fraser Woods Montessori School Parent Handbook

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# Introduction

This Handbook is designed to familiarize our families with Fraser Woods Montessori School (FWM) and contains information that will be helpful in guiding you through the school year. It should be read carefully and kept as a reference. While its purpose is to provide information, the Handbook is not a contract. Rather, it provides families with information about our general policies, procedures and expectations. No handbook can cover every conceivable situation that might arise at a school and therefore, FWM reserves the right to deviate from any policies and procedures set forth in this Handbook and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School, taking into consideration the best interests of our students, faculty, and our community. This is particularly true this year, as we continue to face the ongoing challenges of COVID-19. Families can expect that FWM will communicate to families regarding any modifications, changes, or revisions of the policies and expectations included in this Handbook and elsewhere, should the need arise.

# Mission Statement

**Fraser Woods Montessori School**  
**We cultivate compassion, confidence, and joy of learning.**

**Compassion.** Empathy is the ability to understand the feelings of another and it is a learned human skill. It is imperative that we, as teachers and parents, foster and encourage this life skill in early childhood to help build compassionate and kind human beings.

**Confidence.** Children who have many practical life experiences of mastery and accomplishment, big and small, are more likely to feel a sense of self-confidence in every area of life. At FWM we accept individuality and encourage decision making so children learn the process of thinking through a decision. We provide encouragement so children learn that we can pick ourselves back up and try again.

**Joy of Learning.** At Fraser Woods Montessori School, we strive to create a student's desire to dive deep into a new topic. We achieve this through the rhythm in the classroom during the uninterrupted work cycle. We provide students with independent and collaborative learning opportunities, the freedom of choice, and gentle guidance of our Montessori teachers.

# School Programs

Toddler – 15 months to 3 years

Primary – 3 to 6 years

Kindergarten – 5 to 6 years

Lower Elementary – 6 to 9 years (1st, 2nd, and 3rd grade)

Upper Elementary – 9 to 11 years (4th and 5th grade)

Middle School – 11 to 14 years (6th, 7th, and 8th grade)

## **Admission and Diversity Statement**

Fraser Woods Montessori School is committed to the principles and practices of diversity. FWM complies with all applicable laws and does not discriminate on the basis of race, color, national or ethnic origin, age, gender, sex, sexual orientation, gender identity or expression, religious or spiritual beliefs, marital status, family configuration, disability, or other characteristic protected by law.

We will make reasonable accommodations and modifications to our policies and practices when such modifications are necessary to afford individuals with disabilities equal access to our educational programs unless making such accommodations or modifications would fundamentally alter the nature of those programs and services or impose an undue burden on the School. Upon the request for accommodation by an applicant or student (or their parent) with a disability, we will make an individual assessment and case-by-case determination as to whether and what accommodations or modification(s) can be made to allow an otherwise qualified student to participate in our educational programs. If you have any questions about these policies, please contact the Head of School.

## **Conferences and Progress Reports**

Conferences are regarded as an important part of the home/school relationship. These conferences give parents an opportunity to develop and maintain a strong parent and school partnership. Conferences are held twice a year (October and February). We encourage both parents to attend when possible. Parents can schedule conferences with head teachers via an online sign-up provided by the teacher.

Progress Reports are one form of evaluation that is used at Fraser Woods Montessori School. They are published once a year (in June) at the Toddler and Primary level, twice a year (December and June) at the Kindergarten level and three times a year (December, March, and June) at the Elementary and Middle School level.

## **Curriculum Overview**

### **Toddler**

The FWM Toddler Program offers children ages 15 months to 3 years an environment in which to explore, develop independence from their parents, and establish relationships with their peers. This safe and nurturing environment is centered on the comfort of a small child. Toddler-sized chairs, tables, sinks and toilets allow children to participate in ways not possible in an adult-centered environment.

### **Primary**

The FWM Primary environment is dedicated to nurturing a child's inherent curiosity by enabling the child to explore and discover. Classrooms and materials are designed to stimulate the child's senses, as well as to respond to the child's need for order and a sense of mastery within their world. In "prepared environments" children of mixed age groups (three, four and five year olds) work independently, developing concentration and self-discipline.

The materials in the Primary classrooms are divided into five main areas: Practical Life, Sensorial, Cultural, Language, and Math. Practical Life exercises involve caring for oneself and for the environment. In all areas, the teacher demonstrates a certain activity and then the student is free to choose and to work on it at their own pace. The student develops attention to detail and a lengthened span of concentration. A sense of responsibility and satisfaction in a task completed is emphasized.

In the Toddler and Primary classes, clothes that are easy for the children to manage themselves are best. For safety reasons, flip-flops are not allowed.

## **Kindergarten**

Kindergarten is a continuation of the individualized morning instruction. The program is geared primarily to five and six year olds and their needs. There is a different tone set in the classroom during the afternoon. It is a time when the children are ready to do more involved, advanced, and concentrated work. There is a more focused concentration on academics, especially Language, Mathematics, and Culture. Special areas of interest or projects are often pursued in the afternoon.

## **Elementary**

As the student moves into the Elementary program, their concrete use of materials begins to lead to more abstract understanding of concepts. In Elementary, students' numerous and varied questions and curiosities about the world around them provide the inspiration and drive to fuel their learning. Elementary-aged students want to know everything about everything. It is their imagination and search for answers that motivates their desire to explore the universe.

To foster this infinite curiosity, the Elementary curriculum is designed with a cosmic perspective. Knowledge across all subject areas is interrelated and interconnected. The Cosmic Curriculum takes a global view and emphasizes the interdependence and interconnectedness of all life. Using materials and presentations designed to stimulate the imagination, the curiosity of the students is aroused. In addition to basic skills, Montessori students have a sense of the development of life, an understanding of the human's role in that development, and a feeling of responsibility and appreciation for their environment. Elementary students are given the responsibility and the opportunity to discuss situations and make judgments and decisions.

## **Middle School**

The great cosmic lessons taught in the Elementary years continue as the wellspring of the Middle School curriculum, as the material being learned differentiates into Humanities, Art Humanities, Spanish, Science, and Mathematics.

The Middle School students continue to have a sense of control over their lives in a safe and secure environment. All students are actively involved in the development of understanding, through independent learning and planning. Students strive for excellence, not competitively, but as a creative fulfillment through gaining a sense of mastery.

The role of the Middle School teacher is to continue to create a sense of awe by being a role model who is passionate about their material. This passion, combined with a well prepared environment of co-creative, cooperative learning and clear vision, motivates and encourages the pre-adolescent and adolescent student to continue in their learning quest. The teacher builds empathetic connections with the students through

Advisory and throughout their daily activities, creating a balance between teaching the material and teaching the child.

Fraser Woods Montessori Middle School students learn self-discipline and personal accountability while in an evolving, non-judgmental environment of unconditional respect. This approach prepares them for the adaptations of the future while maintaining and building their lifelong love of learning.

The Middle School curriculum has been carefully designed to nurture the needs, sensitivities, and strengths of adolescents. FWM emphasizes a sense of membership in and responsibility to our world, a responsibility for one's own education, and a responsibility for one's growth in moral character.

## **Upper Elementary and Middle School Dress Code**

We want to help our students develop confidence by giving them opportunities for self-expression in a safe and comfortable atmosphere. We strive to have our dress code reflect our core values and have established the following guidelines for our students and families. It is our expectation that our students will choose clothing respecting these values.

1. All clothing should cover the body from the shoulders to mid-thigh. Tops must have shoulder straps. See-through or mesh garments must be worn with appropriate coverage underneath. No ripped jeans
2. Students should choose clothing that allows them to take part in all indoor and outdoor school activities: sitting on the floor, working in the outdoor classroom, participating in field studies, PE, music, art, and recess.
3. Images, logos, and messages on clothing may not include provocative or profane language, language or images offensive to any group, or references to drugs.
4. No hats or hoods can be worn indoors during the school day.
5. Students should wear appropriate footwear. Flip-flops are not considered safe for the school environment.
6. Students are encouraged to change into athletic shorts and shirts for gym classes.

As with any choices students make, some will occasionally cross the line of what is considered appropriate and we view these as teachable moments; an opportunity for a conversation, learning, and better choices in the future.

Students who come to school dressed inappropriately may be asked to call home to request a change of clothes. Clothing may be provided at school when necessary.

## **Class Parents**

Each class has a class parent. Class parents volunteer each year to coordinate classroom communications and whole class activities like whole class gatherings outside of school. They assist the classroom teachers in securing parent volunteers for projects, field trips, or events the teachers may have throughout the school year. In addition to class projects and events, class parents are asked to coordinate, with the parents of their child's class, the implementation of various Parent Association related activities and fundraisers.

***FWM encourages all families to follow local and state health and safety guidelines when planning any gatherings outside of school.***

# School Calendar

The FWM School Calendar, which includes all school events, can be accessed on MyFWM.org. The calendar is updated regularly to include any changes and additions. Clicking on an event in the calendar will expand it to show the event details. Each family is expected to stay up-to-date on events. All parents will receive instructions on how to navigate MyFWM.org before the start of school.

## Arrival and Dismissal Procedures

**Drop-off and pick-up for all students will be via the Pecks Lane entrance.**

### Attendance

Daily attendance for all students is ideal. Inconsistent attendance, especially at the Elementary and Middle School levels, creates difficulty for the student and their classmates. We understand that special family events and vacations are important. The School's policy is that students should attend school on all school days unless they are ill or participating in a family event or appointment that cannot be scheduled for another time. If a student is going to miss a significant period of school, parents need to communicate with the teachers in advance to make arrangements for missed work. Excessive absence may mean that a student cannot complete the program.

### Family ID Tag

The Family ID Tag (or Car Tag) must be shown at all times when entering the building or when picking up via the Peck's Lane back entrance. Parents who do not have their Family ID Tag should park in the front parking lot and come to the lobby to sign out their child. Parents who come through the dismissal line without their Tag will be asked to follow the above procedure.

Please give your child's teacher and Michele Stramaglia, [mstramaglia@fraserwoods.com](mailto:mstramaglia@fraserwoods.com), in the front office a written schedule of arrival and pick-up arrangements if someone else is picking up your child. Alternatively, you can give your Family ID Tag to the person picking up, to show at dismissal. No child will be dismissed to someone other than their parent without parental permission. Bus transportation is provided only to children who reside within the Newtown Public School District.

### Arrival

Morning Arrival times are staggered to keep the flow of drop-off traffic moving smoothly. If your child has an older sibling, please drop them off at the earlier arrival time.

Drop-off times are as follows:

- Middle School - 8:00 - 8:10
- Lower and Upper Elementary - 8:10 - 8:20
- Primary - 8:20 - 8:30
- Toddler - 8:30 - 8:45

Early drop-off at 8:00 is available for a fee.

## **Late Arrival**

If arriving after 8:45, please park in the front parking lot and walk your child to the lobby with your Family ID Tag and sign in.

## **Dismissal**

**Parents must have their Family ID Tag (Car Tag) at dismissal. We will not dismiss any students without seeing the Family ID Tag. If you do not have your Family ID Tag, we will ask you to park in the front parking lot and come to the lobby to sign out your child.**

Afternoon Dismissal times are staggered to keep the flow of dismissal traffic moving smoothly.

Pick-up times are as follows. If your child has an older sibling, please pick up both children at the later dismissal time.

- Half-day students - 11:30
- Toddler - 2:45
- Primary - 3:00
- Elementary and Middle School - 3:10

The back gate will be closed at 3:20. After 3:20, please park in the front parking lot and come to the lobby to pick up your child.

The After-School Program ends at 5:30. When picking up your child from After-School, please park in the front parking lot and come to the lobby.

## **Un-Scheduled Pick-Up**

If you need to pick up your child during the school day, park in the front parking lot and come to the lobby with your Family ID Tag to pick up your child.

## **Dismissal Changes**

If changes need to be made to your child's regular dismissal, please email Michele Stramaglia at [mstramaglia@fraserwoods.com](mailto:mstramaglia@fraserwoods.com) before 2:00. Please also call the school to confirm that Michele received the email.

## **Late Pick-Up**

If picking up after 3:20, please park in the front parking lot and come to the lobby with your Family ID Tag. Parents of children not picked up by 3:20 will be contacted and the child will go to the After-School program. A fee for that day will be charged. If a parent is more than one hour late and the school is unable to reach them, their emergency contact number will be called.

## **Bus Transportation Policy**

Transportation to and from school for Kindergarten students (five years old) and older will be provided to Newtown & Sandy Hook residents by All Star Transportation, Inc. Parents must contact Alan Colangelo, at All-Star Transportation at 203-304-9778, as soon as possible in order to arrange for bus transportation.



All parents must indicate which days their child will be riding the bus on the Family Fact Sheet located on MyFWM.org under the Student Transportation section.

## **Toddler and Primary Phase-In**

During the first days of school, our students are phased-in to their classrooms. This phase-in period is important as it helps establish the tone of our classrooms for the year. The advantages of phase-in are a gradual introduction to school, ease in establishing and maintaining ground rules, time to adjust to school hours, and opportunities for individual teacher and student one-on-one time. We thank you for your flexibility during this time each fall.

*You will receive a Phase-In Schedule and Procedures directly from your child's teacher.*

## **Class Placement Requests**

Placement of children into classrooms at the start of each school year is something that our administration and teachers give thoughtful consideration to. In order to create balanced classes, we take into consideration the age and gender of the students in each classroom as well as the blend of learning styles and work habits, and strive to create healthy peer groups.

Because no one knows your children as well as you do, parent input, especially about peer relationships outside of school or any other issue which the school might not be aware of, is welcomed as we plan classroom placements. If you have information to share, please reach out to the Head of School to set up a time to talk about these issues in the spring before the school year ends.

Head teachers are always involved in classroom placement decisions as the child's advocate, not as a means for a parent request. Classroom requests made to teachers rather than the Head of School will not be considered in the placement process.

# **School Cancellation Policy and Procedures**

## **Inclement Weather Policy**

FWM follows Newtown Public Schools closings and delays when inclement weather conditions create unsafe travel conditions. In the event of a delayed opening, the timing of opening of FWM may differ from the Newtown Public Schools (NPS). Parents should always check FWM's status and not rely solely on NPS information.

When NPS closes due to reasons other than inclement weather (e.g. buses unable to leave the yard, temperatures too cold for students to wait at the bus stop, loss of power in a school building, etc.), FWM may remain open.

Though every effort should be made for children and teachers to be present at school when school is in session, the school understands that many teachers and families reside outside of Newtown. Hence, each teacher, staff member, and parent must assess their own safety when commuting to and from school and decide for themselves whether it is safe to commute to school.

In addition, when FWM is closed due to weather or other unforeseen circumstances, the school does not add school days at the end of the year or add school days onto the scheduled vacations.

## **School Cancellation Procedures**

Parents will receive a notification from the Alert Now notification system when there is a closing or delay.

The television stations WVIT (NBC) Channel 6, WTNH (ABC) Channel 8, WFSB (CBS) Channel 3, and FOX Channel 61 will also be notified.

If FWM has an early dismissal, we will dismiss all students at 11:30 with no after-school programs. There may be no bus service if there is an unplanned early dismissal.

## **Crisis Communication Policy**

In the remote chance that a major emergency occurs and alters the normal school procedure, FWM wants to be able to communicate as quickly as possible and keep all students safe and comfortable.

Throughout the school year FWM practices lockdown and evacuation procedures. These practices help students and staff become more comfortable with the procedures each time they are done.

In case of emergency, the plan is for the school to:

- Activate the Alert Now Notification System. Parents should listen to the message and are asked **not** to call the school. The phone lines need to remain open to contact emergency personnel.
- Place an announcement with TV stations.
- Utilize the entire school staff to care for the students.

**Note:** Caller ID will display (203) 426-3390 anytime a call is coming through the alert system. The school name will not be displayed with the number. Parents should recognize the school number and check to see if they have a message.

If a parent arrives at school and a Lockdown is in progress (parents will be denied access into the building), they will be asked to stay calm and not make any attempts to enter the building. Parents should leave the school grounds immediately and wait for an Alert Now notification.

Safety and the basic needs of all students are priority. FWM has water, food, and blankets on hand in case it is necessary to remain at school for an extended period of time.

**Should the need to evacuate arise, students will be taken to Newtown Youth Academy (NYA), 4 Primrose St., Newtown, CT.**

There is always a chance that communication could be interrupted. FWM is part of the Greater Newtown Emergency Plan. If this occurs, parents may contact the Newtown Police Department at: (203) 270-4255.

# Health and Wellness Policy

FWM urges sound parental judgement in determining whether your child is healthy enough to attend school. This is paramount for minimizing exposure to contagious illness and disease. A child who is not feeling well has a difficult time dealing with the demands of the school day.

## Illness

In order to keep our community healthy, you should not send your child to school if they are ill or not feeling well or unable to participate fully in the school day. Your child should remain at home if they have a fever of 100.4 or higher and should remain home until they have been fever free for at least 24 hours without the use of medications.

Your child should also remain home if they are experiencing vomiting or diarrhea. Your child should remain home until they are no longer having episodes of vomiting or diarrhea for at least 24 hours without the use of medications.

### *What can you do to help prevent illness?*

- Teach your child about washing hands frequently, washing hands before eating/drinking; a child is contagious a day or more before they have symptoms.
- When water and soap are not available, use pre-moistened hand wipes or alcohol-based hand rinses. Keep hand rinses out of the reach of children because they may be harmful if swallowed.
- Teach your child about sneezing and coughing into a tissue or into their elbow to help prevent the spread of germs.
- Make sure your child has received all of the recommended immunizations. While they won't prevent colds, they will help prevent some of the complications, such as bacterial infections of the ears or lungs. Influenza vaccine protects against influenza but not against other respiratory viruses.

## Immunizations

It is the policy of Fraser Woods Montessori School to abide by all federal, state, and local laws with regard to immunizations and other health related matters.

Each student admitted to the school must have a physical exam and have a current health form signed by a physician on file at the school before the first day of school in September. All students must also provide immunization records confirming that the student has been immunized in accordance with state law.

## Communicable Illness

In order to protect the health and well-being of our school community and reduce the spread of highly infectious diseases, FWM may temporarily exclude any student who has a communicable disease, has been exposed to an infected person, or is susceptible on account of non-immunization, in the event of a vaccine preventable or other communicable disease outbreak or incident. Communicable diseases may include, but are not limited to, strep throat, influenza, norovirus, meningitis, chicken pox, measles, or COVID-19. Should there be an outbreak of an infectious disease at FWM, FWM will follow public health recommendations,

including those published by the CDC and CT State Department of Public Health for health interventions and control of spreading within our community. The School will also consult with the Newtown Department of Health as may be needed.

## **COVID -19**

Given the ongoing health risks posed by COVID-19, FWM continues to monitor public health data and has developed policies and protocols consistent with applicable local, state and federal guidance and requirements. FWM's policies and protocols related to COVID-19 are in FWM Healthy Initiatives which can be found in the Resources module in MyFWM. These protocols and policies may change during the school year in response to updated public health information and evolving recommendations and FWM will communicate any changes to our COVID-19 protocols to our families as may be needed during the school year.

## **Lice Policy**

Students with nits are allowed to be in school. Students with live lice will go home to be treated by a parent or caregiver. When a child sent home for live lice returns to school, the Nurse will check the child in the morning before they can enter class to ensure there are no more live lice.

## **Food and Nutrition**

FWM emphasizes the importance of a nutritionally balanced diet as part of the curriculum. Students are encouraged to eat a nutritious breakfast each morning.

All students bring their own lunches, snacks, and beverages each day.

Parents should not send candy, gum, or soda to school.

We do our best to create a safe environment and therefore, no foods containing peanuts or tree nuts should be brought to school.

## **Discipline Policy**

Montessori philosophy equates "freedom within limits" as a means to develop self-discipline. The prepared environment and establishment of ground rules are key elements in a Montessori classroom.

Within this prepared environment, students make choices of materials and activities. They move about the classroom, work individually, or work with others. They are guided to respect everyone's rights. The children are well-guided in order to become truly independent.

FWM believes in using a positive approach to discipline and relying on problem-solving skills, an essential factor for children to become self-disciplined. The best method is to encourage students to think of alternative solutions and the possible effects of choosing these alternatives. In the case of younger children, they may need assistance from the teacher.

Fraser Woods Montessori School strives to impart to the student, no matter how young, clear guidelines and limits as to what is acceptable behavior in school. Limits are set to protect the health and safety of

each student. Respect for others and the environment is emphasized and discussed. These guidelines, limits, and respect are imparted to the students through their community, where rules are respected and followed. The School's goal is to help children build their own self-control, and to become responsible citizens.

The Head of School is always informed of any ongoing behavior problems. In situations where a student seems to be consistently having a problem maintaining self-control or where behavior patterns have dramatically changed, the School will request a conference with the parents. An effort will be made to determine the cause or reasons responsible for these behaviors and to develop strategies to deal with them both at home and in school. In cases where the safety and well being of the other class members may be jeopardized and attempts have been made to deal with the problems, the Administration reserves the right to dismiss the student.

Please note that school rules and expectations are in effect at all times while a student is at school, on school property, or at a school sponsored event, as well as when a student is using school-owned technology. FWM also reserves the right to enforce its rules if conduct violates school rules off campus and such conduct is disruptive to the school environment, harms the reputation of the school, or negatively impacts other students or the school community.

## **Social Expectations**

### **Relationships**

Healthy development is best fostered in a physically and emotionally safe environment. It is expected that all members of the Fraser Woods Montessori community treat each other with respect and courtesy. Any form of verbal or physical harassment is considered a serious offense against the community and will not be tolerated.

### **Conduct and Discipline**

One of the foundations of the School is respect. Students are expected to respect their peers, staff, and the environment. This respect includes treating everyone with grace and courtesy. The creation of good citizens is a vital part of our mission. Thus, Fraser Woods Montessori School strives to maintain a safe, open, well-mannered, and respectful atmosphere in all respects. Rules for student behavior are designed to protect the rights of each individual, to foster personal responsibility, and to ensure order.

As part of development, however, students will make errors in judgment. While students must learn to take responsibility for their actions, the goal is to have the students learn from their mistakes and to make better choices in the future.

The School functions, in large part, on the honor system. Maintaining that atmosphere is the responsibility of every member of the community. Students are expected to take full responsibility for their conduct and actions in all cases, even if that means disassociating them from the situation, which might be construed as a violation of school standards. The students and teachers will discuss the situation, deal with the consequences, and discuss how the situation could have been better handled.

Repeated misbehaviors may require a conference with the parents and Head of School. A plan will be developed as a group to address the issue as needed. Finally, if the behavior continues, the student may not be allowed to continue in the School.

## **Cell Phones**

Cell phones are not allowed in school without permission from a faculty member. If a student needs to have a cell phone, the cell phone must be handed to the teacher at arrival time and will be returned at the end of the day.

## **Major Student Infractions**

Major student infractions are those actions which threaten the safety of others or the integrity of the school. These include:

- The use, sale, or possession of alcohol, marijuana, narcotics, controlled substances, or any form of chemical stimulant or depressant, including unauthorized prescription medication.
- Smoking or the use, sale, or possession of any tobacco or tobacco products, vaping devices, or related products.
- Theft or vandalism of property belonging to the school, a staff member, or another student.
- Harassment or bullying of any kind, and disrespect for authority or the rights and privacy of others.

## **Cheating and Plagiarism**

Plagiarism is the willful and knowing copying of another person's work and identifying it as your own. This can refer to copying another student's homework, copying all or part of a research paper from a published source, or failing to recognize the source of work.

Plagiarism is dishonest. Students are expected to do their own work in and out of school and should neither give nor receive aid or information for use in homework, quizzes, tests, exams, or essays unless the teacher specifically directs them to work together.

Students who engage in inappropriate conduct, whether or not specifically enumerated in this Handbook, may be subject to disciplinary action by the school. In addition to inappropriate behavior that takes place at school or at off-site school activities, the school reserves the right to discipline students for serious inappropriate behavior that occurs away from the school if, in the opinion of administration, the behavior affects Fraser Woods Montessori School, its students, staff, or the integrity of the school community. Disciplinary measures may range from warnings to probation, suspension, or expulsion.

In the event a student is suspended and reinstated, probationary conditions may be applied for the remainder of the school year and the invitation to return for the following school year may be withheld at the discretion of the administration. Repetition of the same or a second major infraction may warrant dismissal from the school.

# Fundraising

Like all independent non-profit institutions, tuition does not cover all of our expenses and we seek voluntary financial support to meet the annual operating costs. The Fraser Woods Montessori School Annual Fund requests that all FWM families make a contribution at the level that is appropriate to each family's circumstances. Participation is key to our school's vitality and we encourage everyone to join this fundraising effort.

FWM organizes a major fundraising event each year. For many years this has been an auction/gala. A Fund-a-Need campaign raises funds for a specific capital improvement project each year.

# Finances

## Contracts

Student contracts must be signed by parents or caregivers before a student can begin attending classes at FWM.

## Changing Enrollment Days and Times

Parents with children 15 months through the 4 year old program may decide to increase the days or times their child is at FWM. For example, if a parent feels their child in a four-day program would benefit from a five-day program, that parent may reach out to a teacher to suggest the change. The parent will then be directed to the Director of Admissions who will confirm the change in the system as well as inform the head teacher and Business Manager. Though parents may decide at any point to reduce the amount of time a child is at school, they are obligated to fulfill the financial obligation of the original contract.

## Tuition Payments

A re-enrollment fee is required per year for each returning student.

Annual payments are due by August 1st. All other payments will be handled by FACTS Tuition Management Company, according to the chosen payment option.

## Delinquent Tuition/Fee Payment

Families should understand that if they are paying tuition in installments through a tuition management company, tuition collection procedures typically begin in July. If payments are late, FWM's Business Manager will contact, by telephone or email, the person(s) responsible for fulfilling the payment obligation to confirm the accuracy of the account information on file.

Unsuccessful attempts to receive payment or establish an acceptable alternative payment plan may result in a 10% late charge as described in our enrollment agreements, and students with delinquent accounts may be prohibited from re-enrolling and may be dismissed by the School.

Hardship (defined as serious illness, death, divorce, or loss of employment of the responsible party) resulting in the inability to fulfill the financial obligation will not result in the removal of the student(s) from school for

the contract year, provided that a plan to fulfill the financial obligation be put in writing and agreed upon by the school.