



Dear Parents or Legal Guardians:

We would like to thank you for inquiring about Green Children's House Early Learning Center! Here at GCH we take great pride in providing an environmentally-conscious Montessori program that puts your children's individual needs first. Our goal is to provide the highest quality of care so that your children have meaningful and enjoyable learning experiences.

The parent handbook is available on the GCH website at www.GreenChildrensHouse.com, in an effort to reduce the use of paper. If the internet is not available to you, we will be happy to provide you with a paper copy. It has been designed to guide you through the policies and procedures of Green Children's House. Please take a moment to become familiar with our program and philosophy.

We look forward to creating wonderful memories with you and your children! We encourage your input and participation in your children's learning environment. The director is available at any time for any further questions that you may have.

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PHILOSOPHY AND MISSION

Green Children's House Early Learning Center believes that children learn best in a Montessori prepared and organic environment. It is our philosophy that with guidance, children can learn the skills necessary to become productive in all of their future endeavors. We find that when children observe each other in a classroom environment that they take all of their new found knowledge and apply it to new ways of existing in the world around them.

The ideal learning environment is one that fosters a child's natural-born creativity, supports their incredible desire to learn and is aware of the impact we can make to improve the future of the world we live in. It is our mission to give each child an opportunity to discover the world around them and to work with each child at their own individual pace. We take great pride in the development of a better future!

MEMBERSHIPS AND AWARDS

We are proud to be the First Eco-Friendly School in Broward County. We choose to establish an environmentally Montessori education because it is critical our future leaders to understand the importance for caring for the earth and all things apart of it.

Awards:

Emerald Trophy for Innovative Procedure/Process in Business
EDGE – Early Development of Global Education

Memberships:

American Montessori Society Member
Eco-Healthy Childcare

OPEN DOOR POLICY

The role of the family and the family's culture is a vital one! We strongly encourage the involvement of the children's families and we have an open door policy that supports that belief. The family will always be the child's guiding light as to what life should be about and we find that all of those differences create a healthy balance and the ability to be accepting of each other's diversities. We appreciate all family involvement and understand the importance of having your input in your children's development. In an effort to provide uninterrupted routines, we do ask that families schedule a visit with the director in advance.

NON COMPETE AGREEMENT

All of GCH's employees have been hand selected for their amazing qualities and skills! We take pride in having a trusting work environment where employees are asked to use good judgment and act in a manner that is consistent with our school policies. Employees are prohibited from initiating or accepting employment arrangements with GCH families while they are employed by our center. By signing this handbook, you are agreeing not, during enrollment here at GCH, to directly or indirectly, individually or on behalf of a third party; solicit, induce, aid, or endeavor to solicit or induce any employee or instructor of Green Children's House. If it is the desire for a family to have a Green Children's House employee babysit for their child, it is to be brought to the attention of the director/owner and director/owner has sole discretion as to whether or not it will be accepted.

HOURS OF OPERATION

Monday through Friday

7:00am to 6:00pm

* Late Pick Up: We ask that families cooperate in picking up their children by 6:00pm. If you are unable to pick up by 6:00pm, please try to notify the school via phone of your delay. A late fee of \$2.00 per minute will begin at 6:01pm. If a there is a late pick up that occurs more than three times in one month, you may be asked to withdraw your child from the program.

MONTESSORI CURRICULUM

Maria Montessori discovered and revealed to the world qualities in children different from and higher than those we usually attribute to them. By giving freedom to children in a specially prepared environment, rich in activity, she was able to show an astonished world that children from 3 to 6 years learned to read and write spontaneously. She also believes that children are ripe for learning at this early age. Not only are they ready learners, but they are more eager than the older children.

The prepared environment is made up of equipment and didactic materials designed specifically to first, stimulate the child's natural desire to act and learn through action; second, provide them with action which shall give them a better control of their body and willpower; and third, which shall lead them naturally from a simple action to a more difficult one. This carefully selected equipment is presented to teach geometric concepts, phonics, number concepts, art, color, music, tone, rhythm, language, peace and more.

Toddlers (Ages 1-3 years)

The Toddler Montessori prepared environment consists of practical life, art, language, manipulative/sensorial, movement and outdoor area. In this classroom we are aiding them to independence. Children in this age group are sensitive to language, movement and order. Children have the ability to “absorb” everything in their environment. They learn through all of their senses and study every aspect of their environment, language and culture. The environment at Green Children’s House will support the child’s natural abilities and absorbent mind.

Early Childhood (Ages 2.5 – 6)

The Early Childhood Montessori prepared environment is made up of these areas: Sensorial, Practical Life, Math, Language, Culture/Geography/Science/Computers, Art and Peace. The children in this developmental plane are sensitive to language, order and love. When children are given freedom to work in a prepared environment they develop self confident, respect and dignity. In turn, they are learning to be learners. Our children are given the opportunity to deeply concentrate and absorb the material in the environment during the 3 hour interrupted work period. The children work independently on mats and are taught one on one. Montessori curriculum recognizes the fact that children learn at different pace. This curriculum adheres to the Florida Sunshine standards for VPK and Kindergarten.

Suggested books to learn more about Montessori philosophy include:

- Absorbent Mind, by Dr. Maria Montessori
- Montessori, The Science Behind the Genius by Dr. Angela Lillard
- Understanding the Human Being: The importance of the First Three Years in Life, by Silvana Montanaro
- Montessori from the Start, by Paula Polk Lillard
- Montessori – A Modern Approach, by Paula Polk Lillard

Visit www.amshq.org for additional information.

ATTENDANCE POLICY

Toddler Community Attendance Policy

The Toddler program begins at 9am. Your child must arrive in class no later than 10am. If you are arriving later please call the office at 954-946-7215 so the teachers can plan for their arrival. Please call when your child is going to absent due to sickness immediately so we can inform your child’s teacher. When your child is out of school more than 3 consecutive days we will need a doctor’s note to return to school. You may take vacation at any time during the year. Note that you will not receive any refunds in tuition for vacations or sickness during the school year.

Preschool and Kindergarten Attendance requirements

1. Your child must arrive in the primary classroom no later than 9:00 a.m. daily.
2. Your child must participate in primary activities until 12:00 p.m. daily.

3. You must call the Green Children’s House office at 954-946-7215 if your child is going to be late or absent.
4. Absences and tardiness may be excused under “extraordinary circumstances” if appropriate documentation is provided. These include:
 - a. Illness or injury of the child or the child’s family member which requires hospitalization or bed rest;
 - b. Physician or dentist appointment;
 - c. Infectious disease or parasitic infestation;
 - d. Funeral service, memorial service, or bereavement upon the death of the child’s family member;
 - e. Life-threatening illness or injury of the child’s family member;
 - f. Compliance with a court order (e.g. visitation, subpoena);
 - g. Special education or related services for the child’s disability;
 - h. Observance of a religious holiday or service;
 - i. Family vacation, not to exceed 5 excused absences per program year.

VPK Attendance requirements

5. Your child must arrive in the VPK classroom no later than 9:00 a.m. daily.
6. Your child must participate in VPK activities until 12:00 p.m. daily.
7. You must call the Green Children’s House office at 954-946-7215 if your child is going to be late or absent.
8. Absences and tardiness may be excused under “extraordinary circumstances” if appropriate documentation is provided. These include:
 - a. Illness or injury of the child or the child’s family member which requires hospitalization or bed rest;
 - b. Physician or dentist appointment;
 - c. Infectious disease or parasitic infestation;
 - d. Funeral service, memorial service, or bereavement upon the death of the child’s family member;
 - e. Life-threatening illness or injury of the child’s family member;
 - f. Compliance with a court order (e.g. visitation, subpoena);
 - g. Special education or related services for the child’s disability;
 - h. Observance of a religious holiday or service;
 - i. Family vacation, not to exceed 5 excused absences per program year.
9. Parents must complete and sign an attendance verification form EACH month. These forms will be distributed on the last instructional day of each month and must be signed and returned to the office the same day. Children who do not meet attendance requirements will lose VPK funding. The child may be allowed to remain in the classroom but will be required to pay full tuition.

VPK PROGRAM INFORMATION

Green Children’s House will be operating a Voluntary Pre-Kindergarten (VPK) for 6 hours a day, 5 days a week for 101 days. All enrolled families received a calendar showing the scheduled days off during the operational period of August through January.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is Green Children's House funding linked to attendance, but also the child's success upon entrance into Kindergarten. You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

Tardiness: Arrival for the VPK program is between 8:45 and 9:00 a.m. VPK arrivals should be electronically signed in at the Login monitor in the front office. The earliest time arrivals will be accepted in the classroom is 8:45 a.m. unless you choose VPK wrap around. The instructional day starts at 9:00 a.m. and all children are expected to be in place and ready to start the day. Arrivals after 9:00 a.m. are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late", but more than twice a month will not be acceptable and will be cause for termination from the VPK program.

Absence: Daily attendance in the VPK program is necessary for optimal learning; however, you will be allowed 3 absences per month. Any absences beyond those three require a written note from the parent for one of the following reasons:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
- Physician or dentist appointment;
- Infectious disease or parasitic infestation;
- Funeral service, memorial service, or bereavement upon the death of the child's family member;
- Compliance with a court order (e.g. visitation, subpoena);
- Special education or related services for the child's disability;
- Observance of a religious holiday or service;
- Family vacation, not to exceed 5 excused absences per program year.

Please note: Absences of 5 consecutive instructional days will be considered a **withdrawal** from the VPK program at (school). Withdrawals from the VPK program will not be eligible for re-enrollment. Green Children's House will allow one **documented** 5-day absence during the 101 day instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult.

Verifying your child's attendance and absences: Green Children's House director or staff member will ask you to stop by the office the end of each month. You will be given a form to review and confirm your child's recorded attendance for the month. Your signature on this form will not only verify the attendance, but also will direct the Early Learning Coalition of Broward to direct payment for the month's VPK program for your child to Green Children's House and that you continue to choose GCH to provide your child's VPK program for the upcoming month.

PRE-REGISTRATION/ADMISSION

We can arrange for pre-registration several months in advance with the completion of the enrollment package and by submitting the required non refundable registration fee of \$200. The following must be completed to pre register:

1. Registration/application online package.
2. Original immunization records and physical forms (Blue & Yellow forms)
3. Signed receipt of handbook

In the event there is a list, each pre-registered package will be admitted in the order it was received. This is subject to availability.

PARKING/DROP OFF/PICK UP PROCEDURES

Please use caution when driving in the immediate area of our school! Also, please park in front of the school in one of the four spots by the front door or on the East side of the school in the parking lot. Please turn off your car and don't leave it idle as this creates too much pollution in our environment. **DO NOT** leave any personal belongings visible. Please take your bag/purse inside to be safe from thieves.

Parents please drop off your child at school by 8:30am best but no later than 8:45am. Under no circumstances, are children to walk into the school by themselves. Be sure to leave your child with the assistant teacher at all times. Parents are not to enter the classroom in the morning therefore please take a moment to say "Good Morning" to us and "Good Bye" to your child in the front office. Your child will be escorted to the playground or classroom from the designated drop off classroom. You may send a note to your child's teacher if a conference is requested or speak to the Director to arrange a meeting. Understand that you child's teacher is working and cannot engage in a mini-conference during school hours unless planned.

Children that are participating in the part time and full time program will be dismissed at 1:00 and 3:00 PM respectively. In an effort to reduce disruptions during class and lunch procedures all children leaving at these times will be brought to the office once you arrive.

Children that are in the afterschool program will be dismissed in the same manner, but parents are free to go back and pick their child up if they prefer.

SIGN IN/SIGN OUT

Every parent must sign in and must sign out every day. Please sign both IN and OUT on the login monitor in the front office.

This sign in, sign out procedure is especially important if your child is participating in VPK or Family Central. Failure to follow daily log in procedures could result in failure of payment from these programs which could result in parent out of pocket expenses.

WEB CAM ACCESS

Green Children’s House provides webcam access to your child’s classroom and outdoor play area. You must obtain a username and password from the director to access the camera system and have a PC. Use this to observe your child any time throughout the day. This system is not a right and can be revoked at anytime at the discretion of the director.

How to Access Watch Me Grow Video Surveillance System

1. Go to www.greenchildrenshouse.com
2. Select the Watch Me Grow Link on the left. Then click on the picture.



3. Enter in your Username and password on the Remote Surveillance System



4. The First time you will need to install ActiveX. Click yes when prompted to do so.
5. Click on Monitor button and then Monitor again.

CHANGE OF ADDRESS/PHONE NUMBER

It is the family’s responsibility to make sure the office has the most up to date and correct information on file regarding you and your child. We need to have this information so that we can contact you as quickly as possible if need be.

MEDICATION

All prescription and non prescription medication must be accompanied by instructions on a complete #5 form (available from the office and online). **SPECIAL MEDICATION INSTRUCTIONS** and **ALLERGIES *MUST be*** written on the enrollment form or attached on the #5 form.

AUTHORIZATION FOR PICK UP

If your child is to be picked up by anyone other than those authorized on the enrollment form, we must be notified as soon as possible. To comply with safety regulations, GCH will not release a child to anyone who is not authorized to pick up your child. Additionally, even authorized contacts will be required to show photo identification and be at least 18 years of age.

WHEN TO KEEP YOUR CHILD HOME

Any child in school with fever, conjunctivitis, vomiting, diarrhea, rash, and/or cold symptoms will be isolated until parent arrives to pick up. The child shall be picked up from school within one hour of notification and may only return with a doctor's note, 24 hours after starting medication or 24 hours after fever, vomiting, rash or diarrhea subsides. In the case of the common cold or cough, we reserve the right to make the judgment call as to whether or not the child is well enough to stay at school, unless a doctor's note is provided. It is in every child's best interest to stay home when they are sick so that we may maintain a safe and healthy environment.

A weekly Health Update will be written in the parent weekly update and reminders newsletter.

DRESS CODE

The Green Children's House uniform consists of a white logo *organic* t-shirts, elastic band pants, shorts or skirt and tennis shoes or closed toe shoes. T-shirts and polo shirt are available for purchase in the school office. We ask that each child bring a complete change of clothing, including socks and underwear, to keep in the classroom. We recommend that you use another uniform as the change of clothes, as different clothing may make your child feel embarrassed if an accident has occurred. If you choose not to use a uniform as the change of clothes, please include a plain white t-shirt and plain blue shorts. If a student does not come to school with a uniform, we will provide one for them and the cost of the uniform will be billed to your account.

As always, please label every item your child brings to school. So, many items look alike, and we don't want to lose track of each student's belongings.

SUPPLIES

Having supplies for your child on a daily basis can help your child's day run smoothly. We ask that all children bring in the following:

First Day

1. Family photo
2. Extra clothes (shirt, shorts, sock, underwear/panties)
3. Indoor pair of shoes (croc, slippers)

Weekly

1. Blanket
2. Lovely toy for naptime only

Daily

1. Healthy waste-free lunch
 - a. Students are responsible for bringing their own lunch. We do provide an all natural organic lunch service that is delivered daily. Please see the Director for prices and menus. We are able to refrigerate or heat food.
2. Reusable bag for dirty clothes if needed.

DISCIPLINE

Green Children's House believes that an established and respected discipline policy is critical in achieving every child's optimal learning rhythm. Our methods of guiding the behavior of children for their protection and growth are best practices to encourage and sustain a healthy and productive learning environment. These best practices will be administered in a way that will help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules. At our school we believe that parents/guardians and our school must be united and consistent. 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 monthly tuition, tutoring, field trip fees, and extracurricular activities must still be paid in full.*

Students and parents are expected to adhere to the school discipline policy.

- 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, 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 e-mail notice to parents
3. Child sent to the director's office and parents called and e-mailed
4. Parents called in for conference
5. Probation and possible suspension
6. Student possibly 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.

At Green Children's House 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. In addition, we request that parents be proactive partners in their child's school experience. ***If you hear through your child of any behavior that is inappropriate, we ask that you inform teachers and administration immediately.***

All discipline will relate to the child's action and will be handled without prolonged delay on the part of the staff, so that the child is aware of the relationship between his or her actions and the consequences.

SCHEDULE

Each classroom has its own schedule and is created to be developmentally appropriate. We ask that parents drop off their children no later than 8:45am each day that they attend. We ask this for the welfare of the child and the other children in the class. You may request a schedule at anytime.

CLASSROOM TRANSITIONING

More and more, families are realizing the benefits in early learning for their children. It is both exciting

and nerve racking for both child and parent to be apart from one another for a longer period of time than what they are accustomed to. It is important to feel comfortable with you school and teacher. We are here to give you and your child the best environment in order to create a smooth transition. Please speak with your teacher and the director about your fears so that we may help. We want you and your child to have enjoyable experiences in preschool and are willing to work with you to accommodate you.

We have a lot of experience with these types of situations and can give you valuable advice. Please try to be consistent in your child's care routine so that he/she may know what to expect.

When students have a birthday and are at a point which they may be ready to transition into the next classroom, there are a few guidelines that we follow to ensure that your child is ready for the change in environment.

1. Teacher will evaluate the academic and emotional readiness of each child. Although a child may turn one year older, they sometimes may need a few extra months to be ready emotionally, for the next level. These evaluations will be discussed with both the facility Director and parent to ensure the best possible decision is reached.
2. There are three main transition periods during the year. If you child has a birthday either before or during these times and is seen as ready by both the teacher and administration your child will be moved to the next class. The three transition periods are: January, June, and August.

DAILY REPORTS/PROGRESS REPORTS

Toddlers:

Daily blogs are personalized reports to give the parents a snap shot of their child's day. This report usually will include: information about lessons learned, food intake, naptime, toilet. You will receive the daily blogs at the end of the day via email and on the blog.

Progress reports and Parent Teacher conferences occur twice a year. Progress reports are created using teacher observations and students documented work. They are specific to the child's social, emotional, cognitive and physical progress. In order to keep the parents informed of their child's progress, parents are able to schedule a teacher conference during this time.

Preschoolers:

Weekly blogs are personalized reports to give the parents a snap shot of their child's week. This report usually will include lessons of the week and any further information that your teacher finds useful to give you concerning your child's day. You will receive the weekly blogs at the end of the week via email and on the blog.

Progress reports and Parent Teacher conferences occur twice a year. Progress reports are created using teacher observations and students documented work. They are specific to the child's social, emotional, cognitive and physical progress. In order to keep the parents informed of their child's progress, parents are able to schedule a teacher conference during this time.

NAP TIME

Each child will have a period of rest time. Each child will be given an opportunity to lie down on a cot with his/her blankets that are labeled with his/her name. For children that do not sleep they will relax and regroup for at least 15 minutes.

MEALS

We ask that all parents provide a waste-free nutritious meal for their children. We cannot heat or refrigerate lunch. You may include an icepack in your child's lunch to keep it cool until lunch time. It is an important part of your child's ability to focus and be successful therefore we will give children an organic snack twice a day. Please have foods from all of the food groups and it is helpful to have a wide variety of meals. If you have a special diet or allergies, please inform the director and their teacher. Please do not bring any candy, soda or sweet sugary foods and beverages.

TOYS

We provide a variety of material to accommodate all of your children. Please do not bring toys from home. We cannot be responsible for lost or broken toys, stuffed animals or jewelry brought from home. Every Friday your child may bring an educational item, book or other theme related item to school to show-n-tell.

BIRTHDAYS

At GCH we allow all students to celebrate their birthday with their friends at school. Let's keep in mind this policy that will keep our children happy and healthy during our celebration.

You may:

- Bring treats for entire class
- Have healthier cake during the afternoon snack time
- Bring goodie bags (NO CANDY PLEASE!) for preschoolers only.

You may bring in pizza for lunch for all students in the class. Pizza Fusion is our choice because they align with our mission at GCH. Their pizza is made from organic ingredients and they now have a special for schools. You may also bring in a birthday cake, but it must be made with low sugar and very little frosting. Ask for it at the Whole Foods bakery and maybe Publix can make it too.

Toddler Celebrations: Toddler celebrations are done from 3:30 – 4:00 PM. Please advise the Director and Teacher if you are bringing in a special treat.

Preschoolers: For children ages 3 – 5, celebrations are done from 3:30 – 4:00 PM. Please advise the Director and Teacher if you are bringing in a special treat.

FIELD TRIPS

Once a student has entered our 3 – 6 primary Montessori program, they are expected to participate in all aspects of our curriculum. The field trips are not just a great way to experience the learning experience outside of the classroom but it is also a way to have fun and socialize. Field trips are 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. At times, 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 always take health issues into consideration.

There will be an opportunity for parents to volunteer to chaperone each field trip. The administration will post a signup sheet that will be first come first serve. Parents will be responsible for a group of students during these trips and also assisting the teachers in whatever they may need. Parents are responsible for the adult entrance fees to all museums and exhibits.

VOLUNTEERS

Green Children's House depends on parent involvement and volunteerism. There are many ways you can give back to your child's school. Here are some of the ways you can be involved:

1. Parent Teacher Organization. A meeting will be held on a bi-monthly basis at GCH. Topics of discussion are fundraisers, community service projects, and special events.
2. Chaperone a field trip.
3. Volunteer for a holiday event or show.
4. Volunteer to head up a community service project.
5. Be secret reader! Children love books. Sign up to come into your child's classroom to become a secret reader.

6. Have a special talent? Come and show or tell your special talent to your child's classroom. Love to create art? Have a passion for animals that you would like to share? Do you play an instrument? Parents are more than welcome to come and share.
7. Lunch room/playground monitor. Wednesdays/Fridays

Volunteerism builds a greater community at GCH and we want you apart of it.

PARENT WORKSHOP

Green Children's House is in the process of creating a parent workshop that will give each parent an opportunity to learn more about our school policies, Montessori education, how to continue their child's education and make your home greener and healthier. This workshop will be scheduled the week before school begins.

COMMUNICATION/CONFERENCES

We believe that it is our responsibility to communicate with our families concerning your children's day and any we are interested in working closely with you and your child to maximize your preschool experience. If at any moment you feel a need to go over child's progress, we are available for a parent-teacher conference. Please pre-arrange a time and date with the teacher and director.

Scheduled conferences will be held during business hours twice a year. Please see supplement form for exact dates of our Parent Teacher Conferences.

TUITION SCHEDULE

Supply and Registration fee: \$200 non-refundable

Full time Rates 7am - 6pm

AGE	Monthly	Ratio
Toddlers 12 months -24 months 9:00- 3:00 PM	\$815	1:5
Toddlers 12 months -24 months 9:00- 12:00 PM	\$760	1:5
Toddlers 2 - 3 years old 9:00 – 3:00 PM	\$760	1:6
Toddlers 2 - 3 years old 9:00 – 12:00 PM	\$710	
Preschool 3-5 years old 9:00 – 3:00 PM	\$710	1:9

Preschool 3-5 years old 9:00 – 1:00 PM	\$655	1:9
Preschool 3-5 years old 3 days 9:00- 1:00 PM	\$470	1:9
Kindergarten 5-6 years old 9:00 – 3:00 PM	\$735	1:9

ADDITIONAL FEES

In addition to monthly tuition there is a \$50 registration fee and an annual \$150 supply fee.

The nonrefundable registration fee goes toward enrollment forms and records, cot usage your child will need to participate in the school program. If a student unenrolls and reenrolls at a later date, a registration fee will be applied.

The materials fee goes toward the phonics book, readers, science experiments and other daily classroom materials.

Late Fee- Tuition is paid monthly during the school year; however, all payments are due prior to services rendered. A \$30.00 late fee will be charged if payment is not made by 3rd day of the month. A \$60.00 late fee will be charged if payment is made after the 10th day of the month. We accept checks and all major credit cards and online PayPal payments as payment. NO CASH please! Should we have to commence legal action in order to obtain tuition payments, all attorney fees will be paid by the customer.

Bounced checks- There will be a fee of \$35.00 bank fee for all returned checks. After two (2) returned checks, only credit card or cashier checks will be accepted.

VACATION/HOLIDAYS

Green Children’s House will be closed on the following dates for the 2011-2012 school year:

4 th of July	November 4 th -Teacher Planning	April 6 th –Spring Break
August 15-19, 2011	Labor Day	April 9 th -Spring Break
November 24-25 th	Dec 22 – 30th, 2010	
Memorial Day	January 16 th -Presidents Day	

There are no credits given for family vacation during the school year.

NOTICE OF WITHDRAW/TERMINATION

Children may be withdrawn from our program at any time. Parents must give the school a ONE MONTH NOTICE, in writing. Parent will be responsible for one month of tuition after the notice. Green Children's House reserves the right to refuse admission and/or dismiss any child whose behavior is disruptive and/or harmful to other children.

EMERGENCY PROCEDURE

Every exit is marked with an exit sign and the exit procedures. Every month the children and staff of the school have a fire drill to practice what to do in the event of a real fire or emergency. Our staff is CPR and first aid certified. In the event of a real emergency, each child will evacuate to the play yard and accounted for. Then Green Children's House will call 911 and each parent/guardian or emergency contact.

NATURAL DISASTER

All schools have an emergency disaster plan in place. Please listen for public announcement for school closings. We follow the emergency disaster plan of Broward County. Should a natural disaster occur and we are required to be closed, tuition will be prorated to \$95.00 per week if we are closed for a period of three consecutive days or more.