



**Primrose**  
PRIMARY SCHOOL

# Parent Handbook

REVISED AUGUST 20XX

# Mission

Mission of Primrose Primary School is to inspire and empower children to become lifelong learners, problem solvers, stewards of the earth and global citizens.

Primrose Primary School meets this mission by:

—  
providing academically rigorous, interactive, and purposeful learning

—  
developing creative problem solvers, independent learners, and flexible thinkers

—  
implementing Montessori curriculum and methodology to help awaken mind, body, and spirit

—  
helping children find a purpose beyond oneself and to see the interconnectedness of all life

—  
developing a sense of gratitude and appreciation for all life, those who came before us and a consciousness of the legacy we leave

—  
promoting values of honesty, fairness, acceptance, cooperation, compassion, responsibility, and peace

—  
preparing children to make responsible choices and learning to be answerable to the choices they make



# Introduction

## HISTORY

Primrose Primary School was established in 1991. The school operated as a one-room Children's House (ages 3- 6 years) for 11 years. In 2002 it was purchased by Janet Smith. After teaching and directing the school for one year, in 2003, Janet added a second Children's House classroom.

In September 2007, a Lower Elementary classroom opened educating children ages 6 through 9 years, and in September 2008, the Upper Elementary classroom opened educating children 9-12 years old. In September 2009, Primrose Primary School opened a second campus, on Berry Lane near Jamestown High School, housing three Children's Houses, one Lower Elementary classroom and an Upper Elementary classroom.

The original Great Bridge campus closed its doors in June 2016. In the fall of 2018 PPS brought back the toddler program, and in 2019, PPS brought back the infant program. PPS also houses the Virginia Montessori Teacher Education Center. This is a MACTE accredited, AMS accredited teacher education program for individuals who would like to become Montessori teachers. The course is a full year of study.



# Times of Operation

**7:30 AM to 5:30 PM**

## INFANTS

Enrollment is for five days per week, Year-Round with the following session options:

7:30 to 5:30

## TODDLERS

Enrollment is for three or five days per week, School Year or Year-Round with the following session options:

Morning Session 8:30 to 12:00

School Day 8:30 to 3:10

Before Care 7:30 to 8:30

After Care 3:00 to 5:30

## CHILDREN'S HOUSE

Enrollment is three or five days per week, School Year or Year-Round with the following session options:

Morning Session 8:30 to 12:00

School Day 8:30 to 3:10

Before Care 7:30 to 8:30

After Care 3:00 to 5:30

## KINDERGARTEN AND ELEMENTARY

Enrollment is five days per week, School Year or Year-Round with the following options:

School Day 8:30 to 3:10

Before Care 7:30 to 8:30

After Care 3:00 to 5:30

# Holidays and Scheduled Closures

Please use the current Instructional Calendar for scheduled holidays and closures. Generally, PPS is closed for one week prior to the new school year, three days for Thanksgiving, two weeks for winter break, one week for spring break, and all USA federal holidays.



# General School Policies

## NON-DISCRIMINATION POLICY

PPS does not discriminate based on sex, race, color, creed, national origin, or physical differences.

## ATTENDANCE AND TARDINESS

With the onset of COVID-19 and to adhere to new protocol, PPS drop off for Children's House and Elementary will be CARLINE ONLY with STAGGERED arrival times until further notice. The arrival times are as follows:

Upper Elementary – 8:20-8:30

Lower Elementary – 8:30-8:40

Children's House – 8:40-9:00

Siblings will default to the oldest child's arrival time.

**CHILDREN'S HOUSE:** Punctual arrival is essential for preparing your child for a successful day at school. Children are expected to be in the classroom and ready to begin her/his day no later than 8:45AM. Children's House may arrive as early as 8:20AM. Regular attendance is vital for a beneficial Montessori experience.

**ELEMENTARY:** Elementary students are expected to be in the classroom ready to begin work no later than 8:30AM. Students may arrive as early as 8:20AM to facilitate the transition. Students will be marked tardy at 8:31AM. Excessive absences may result in your child not passing her/his grade level.



## WEBSITE AND PUBLICATIONS

Montessori School frequently takes photographs and videos of the children in class for the newsletter, parental keepsakes, yearbooks, announcements, advertisements, website, and special events. The Photography-Video Release is on the Parent Signature Form. Please read it carefully and initial the statement you choose.

## LUNCHES, SNACKS AND SPECIAL TREATS

The children who stay for lunch are required to bring their own lunches and drinks from home. The lunches need to be healthy in nature with balanced portions of protein, carbohydrates, and fresh vegetables and fruits. Milk, water, or juice are appropriate. Please consider fresh fruits and vegetables as part of your child's lunch. Also, please send lunches in re-usable containers when possible. The Department of Social Services requires Children's House lunches to be labeled with the date of preparation each day by the person who prepared the lunch.

### Items NOT allowed for use or consumption at school:

Sippy cups  
Soda  
Chewing gum  
Loose nuts (i.e. bags of almonds, cashews, peanuts, etc.)  
Lollipops

### Items discouraged for snacks and lunches are:

High sugar content drinks and foods  
Large drinks of any kind  
Large or multiple desserts

### Special Occasion Treats

Treats or snacks are often brought in to celebrate birthdays and other special occasions. When choosing a treat, please refrain from choosing items with nut products. Treats for Children's House classrooms must be small sized, such as doughnut holes, cookie, or mini cupcakes. A healthier alternative is always an option, too.

## NAP

Younger children from Children's House classes, who stay for the afternoons, are offered a nap. The teacher and parent will come to an agreement regarding each child's nap. After rest time, the children join the non-napping children in a second work cycle.

Kindergarten and elementary children do not nap but continue into a second work cycle in the afternoon.

## DRESS POLICY

If the child's clothing becomes wet or soiled, he/she is changed immediately. Please bring an extra set of clothing for your child, including socks for your Children's House child. The clothes should be placed in a plastic, see-through box with the child's name on it. If clean, dry clothing is not available for the child, the parents are called to bring clothes immediately.

Please dress your child in clothes that he or she can manage. A child is most comfortable in clothing he or she can remove and refasten his or herself. The staff is always available to help a child as needed. For preschool age children, we recommend shoes the child can put on and take off by himself until he learns to tie shoes on his own. We paint and work with other art media. Please keep this in mind when dressing your child for school. Cubbies are provided for coats, PPS totes, and shoes/slippers.

Students must wear shoes that have a back, flip flop type sandals are not allowed. All clothing must be appropriate for the season and weather conditions.

Elementary students must wear shorts that are below their fingertips when their arms are at their sides. Short shorts are not allowed. Shirts with spaghetti straps are not allowed to be worn unless they are worn under another shirt. Any clothing that shows the wearer's belly is prohibited and any clothing that is vulgar, obscene, or defaming is prohibited for all children.



# Arrival and Departure

We comply with Virginia Statute which requires all children under the age of eight (8) to ride in a vehicle using a child restraining device appropriate for the child's age, weight, and height. Primrose Primary School does not provide transportation.

**Do not leave unattended children in your car.**

There is a five-minute grace window in which to pick up your child, at 12:00. There is a ten-minute grace window at 3:10; there is no grace period at 5:30.

Parents who arrive after their scheduled pick-up time are assessed a \$10 fee for any portion of the first five minutes and \$1 per minute thereafter.

Altering your child's scheduled pickup or arrival time must be arranged ahead of time with the Administrative Coordinator (Susan) and teacher notified.

Please remember all children must be picked up no later than the campus closing time.

Parents who have prearranged late pick-up with the Administrative Coordinator will be billed at a rate of \$10 for each hour or partial hour.

The teacher or Head of School will call parents, then emergency contacts if the child is not picked up within 15 minutes of the scheduled departure time. If the child is not picked up within one (1) hour of the campus closing, Child Protective Services and/or the Chesapeake City police are called.

There is no parking allowed across from the front doors during the hours of 8:15-9:15 AM and 3:10-3:45 PM. We have close to 100 cars driving in and out of the parking lot during those times. It is not safe to park your car and walk your child across the main drive.



# Tuition and Fees

## Fee Schedule for Upcoming School Year

Interview Fee \$ 50 (non-refundable and for new students ONLY)

Registration Fee \$ 100 (non-refundable and for new students ONLY)

Enrollment Deposit \$ 300 (non-refundable – applied towards tuition)

Materials Fee \$ 125 Infants, Toddlers, and Children's House

Materials & Activities \$ 375 Elementary

Children's House T-shirt \$ 10 required for field trips

Replacement Tote \$ 15

PE Gear price varies with items purchased (elementary only)

Slippers purchased by parents

Lunch Box/Bag purchased by parents

Cloth napkins purchased by parents

## ANNUAL TUITION

The annual tuition is for the academic year or the full year, based on the days per week, hours and months of your child's enrollment. Tuition is not prorated due to absences, holidays, or summer schedules. Siblings receive a 10% discount.

## PAYMENT OPTIONS

One annual payment on the 1st of August

Four quarterly payments on the 1st of the month, August, November, February, and April

Ten equal payments on the 1st of each month, August through May

Twelve equal payments on the 1st of each month, August through July

## LATE PAYMENTS

Tuition payments received after the 5th calendar day of the month are late and the account is assessed a late fee of \$35. The fee for a returned check is an additional \$35.

# Safety and Intervention

## CLASSROOM SAFETY

The play area in the back of the school building is fenced in. There are sandboxes and sand toys, and other play equipment such as balls, sidewalk chalk, etc. Primrose Primary School may offer a wading pool to children during the summer or on water days and field days.

In the Practical Life area, the children handle small objects such as beans, rice, peas and beads. Children also use glassware bowls, pitchers, eyedroppers, bottles, etc. Proper and thorough lessons are given and the children are supervised at all times.

## SCHOOL SAFETY

PPS locks all doors no later than 9:00 AM. These doors will remain locked during school hours. In the event your child arrives late, please ring the doorbell and a staff member will let your child in and help him or her get settled. In the event of late arrival, you will not be permitted to accompany your child into the classroom (infant and toddler excluded). Instruction has already begun, and we like to keep the disruption to a minimum.

## OUTDOOR SAFETY

If your child is hurt or receives an insect bite or sting, we will immediately contact you by phone if the event is dangerous or questionable, along with a note in the child's bag if the event is minor, for example paper cut on finger, mosquito bite.