



# **Hudson Hills Montessori**

**Parent Handbook  
2025-2026**

## **School Director**

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## **Hudson Hills Montessori**

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### **The MISSION of Hudson Hills MONTESSORI is...**

...to be an innovative, educational organization committed to providing learning experiences of superior quality which enable ALL students to successfully meet challenges now and in the future.

### **ALL Hudson Hills Academy learners will be...**

1. ***Self-Directed Learners*** who use positive core values to create a positive vision for themselves and their future, view themselves as lifelong learners, set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, and assume responsibility for their actions. To demonstrate this outcome, students will:

- Take responsibility for your own actions and see possible results of actions.
- Set priorities and achievable goals.
- Monitor and evaluate progress.
- Create options for selves.
- View themselves as lifelong learners.
- Recognize continuous learning opportunities.

2. ***Collaborative Workers*** who use effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings. To demonstrate this outcome, students will:

- Accept criticism and use it to grow.
- Accept differences in self and others.
- Respect diversity.
- Work cooperatively and productively toward the common good
- Assume responsibility for a variety of tasks or roles.
- Exhibit interpersonal skills in formal and informal settings.

3. ***Complex Thinkers*** who identify, access, integrate, and use available resources and information to reason, make decisions, and solve complex problems in a variety of contexts. To demonstrate this outcome, students will:

- Define the problem.
- Locate resources.
- Put together information.
- Make necessary decisions.
- Realize the impact of different decisions.
- Figure out alternative solutions to a problem.
- Evaluate results.

4. **Community Contributors** who use their time, energies, and talents to improve the welfare of others and the quality of life in their diverse communities. To demonstrate this outcome, students will:

- Identify community needs.
- Recognize community resources
- Contribute time, energy, and talents to improving the welfare of others.
- Promote and demonstrate community pride.

5. **Quality Producers** who create intellectual, artistic, practical, and physical products which reflect originality, high standards, and the use of advanced technologies. To demonstrate this outcome, students will:

- Create a product which demonstrates their optimum abilities.
- Demonstrate originality.
- Implement advanced technology where applicable.
- Evaluate products to meet pre-established standards.
- Monitor the process through self-evaluation.

6. **Wellness Practitioners** who achieve states of wellness characterized by the total integration of body, mind, and spirit and by harmonious relationships within the social environment, with an understanding that health is not just the absence of disease or discomfort, but the ability to function effectively and happily. To demonstrate this outcome, students will:

- Practice a healthy lifestyle (good hygiene and disease prevention).
- Participate in enjoyable life-long physical activities.
- Build positive self-esteem/positive self-concept and a caring attitude toward others.
- Choose socially appropriate behaviors.

7. **Global Participants** who engage in the maintenance of our ecosystem through individual awareness and good personal habits; understand the role of the United States in the global economy; and contribute on a personal level to an improved quality of life for all people. To demonstrate this outcome, students will:

- Demonstrate an understanding of the role of the United States in the global economy.
- Create options to improve the quality of life for all people.
- Respect the value of all humans.
- Develop awareness of ecosystem/global interdependence
- Reduce, reuse, recycle, and rethink to maintain the ecosystem.

8. **Effective Communicators** who listen and respond to others' ideas and needs, relate information in various situations, and demonstrate verbal and non-verbal communication skills. To demonstrate this outcome, students will:

- Speak effectively to a variety of audiences, formally and informally, for various purposes.
- Use active listening skills in a variety of situations.
- Respond sensitively and critically when necessary to others' ideas and needs.
- Relate information from reading and from the media through writing and speaking.
- Demonstrate knowledge of different types of non-verbal communication, body language, and appearance.

## **Hudson Hills Curriculum...**

...seeks to develop students of high academic achievement, intellectual curiosity, and strong moral character within a supportive and diverse community. The essence of the curriculum is a solid grounding in reading, writing, and arithmetic. The reading program uses materials of superior literary quality and stresses comprehension and analysis. Students learn to write with style and discipline under close supervision. The principles of English grammar reinforce proper written and oral expression. Basic mathematical skills are mastered so that they become useful tools in solving quantitative problems. Our curriculum emphasizes creative thinking and problem-solving. Integral to our program is instruction in methods of organizing work, studying for tests, and preparing and presenting research papers. Teachers help children understand and learn from their mistakes. By requiring students to correct their work, teachers encourage accountability, pride in work, and a sense of accomplishment.

Science, geography and history are significant parts of the curriculum and stimulate interest in our world and in our heritage. In particular, history and geography are taught to give children a sense of their place in time and space. Special classes are offered to broaden artistic and cultural horizons, and to encourage creativity. Our physical education program provides for physical development and fosters good sportsmanship.

Continuous and careful attention is given to each child. It is recognized that one child may require special support while another may benefit from the challenge of independent study.

Hudson Hills Montessori considers the education of a child to be a responsibility shared by the school and parents. Parents are kept informed of and involved in pupil progress by means of homework supervision, progress reports, and monthly folders of their children's work, parent-teacher conferences, and school meetings.

Hudson Hills Montessori seeks to develop in each child an approach to education characterized by a sense of enthusiasm, responsibility, and self-discipline. The tasks that each student accomplishes engender a greater sense of self-confidence, poise, and presence.

## **Section 1 Morning and Afternoon Procedures**

### **School Hours**

The Lower & Upper Elementary/Middle School classrooms will be open to students at 8:30 am. Elementary students are to be in class no later than 8:45 am. The school day will end at 3:00 pm for grades 1<sup>st</sup>-8<sup>th</sup>. Students who arrive after these times at Rector Street must enter through the parking lot entrance and ring the doorbell to be let into the building.

Primary Classrooms will begin at 8:45 am.

The Toddler classroom opens at 9:00 am.

Students should be in class no later than 9:15am. The Toddler half-day school day ends at 12:00 pm and toddler full-day school day ends at 3:15 pm.

### ***Saying Good-bye: Tips for Toddler Parents on Separation***

***It can be difficult for parents and young children at the beginning of the school year when saying goodbye at the start of the day. We have found that a short and positive good-bye is easiest for the child. The prolonged good-bye often makes the experience more difficult. If you feel it is best for your child, we will not stop you; however try to join the regular arrival procedures as soon as you feel comfortable. Feel free to call the school at any time for reassurance that your child has settled in and is adjusting well.***

**Doors Locked:** For the safety of our students all doors will be locked after all buses have arrived.

Parents dropping off children at Rector Street late must drop them off at the Front door entrance and stand with them until the child is buzzed in through the Ring doorbell. We strongly encourage parents to drop their child off on time as it makes it easier for your child to begin their day with all the other children. Arriving late can be disruptive for them and for their peers.

### **Picking your child up early**

There may be occasions where you will need to take your child out of school early for a doctor's appointment or similar obligation. We ask that this be done as little as possible. To ensure that your child will be ready, please call or email the office staff and alert your child's teacher. At Rector Street when you have arrived at school for early pickup, please call the office at 845-831-1100 so someone can notify your child's teacher and walk your child to the exit for pickup.

## **Morning Arrival**

**Toddler Program:** Toddler Drop off is at the ramp to the left of the main door. Parents need to wait with their child at the top of the ramp. Toddlers will be greeted by head toddler teachers and welcomed individually into school. Please note that drop off is **not** a time for parents to discuss any pertinent information for their child since it will delay morning arrivals. We ask that parents send an email or call the office and the office will relay information to the teachers. No toddler will be admitted into the building prior to 9:00 am unless he or she is signed up for morning care.

**Primary Drop off:** Primary drop off is 8:45 am. Please park your car in the parking lot and walk your child to their designated pick up door. We ask that you adhere to these times as it is important to keep your child in routine and arriving late can be disruptive to a child's day. Your child's teacher will greet your child and walk them in. Pick up is at 3:00 pm and is usually from the playground, weather permitting. If it is raining you will have to park your car and come to the designated entrance to pick your child up.

## **Upper Elementary/Middle School:**

**Students arriving by car:** If your child arrives after 9:00 am, please proceed to the entrance, ring the bell or call the office and watch your child as they are greeted, their temperature is taken and they walk through the door in the company of staff. We do not permit you to accompany your late child to class. We highly encourage you to make every effort to be on time for your child's maximum benefit. If you need to speak with a teacher or get out of your car for any reason, please park in a designated space. For safety reasons, always keep your children by your side and do not allow them to run ahead, especially into the parking lot.

**Students arriving by bus:** Students will remain on the bus until the adult on duty meets the bus and escorts the students into the building and to their classroom.

## **Dismissal**

Unless we receive specific permission from you to do otherwise, we will only release your child to the people that you have specifically indicated on your Parental Consent form. We must receive an email or a call, or in an emergency, a phone call from you in order to release your child to someone other than a custodial parent. This rule also applies to students going home with school friends. We will require identification of anyone whom you've given permission to pick up your child if he or she is not familiar to our staff.

Half Day dismissal is at 11:45am-12 noon for toddler students and full day dismissal is from at 3:15pm. Please make every effort to be prompt at arrival and dismissal. Punctuality is important for arrival and dismissals.

Full Day dismissal is at **3:00 pm for Lower/Upper Elementary/Middle School.**

Parents who have not picked up their children within 15 minutes of dismissal time will have to pick them up from the After Care Program. In such cases, the parents will be charged a fee for after-school care. The cost of a late pick up is \$10 for the first 15 minutes. Any time after that you will be charged the same as a drop in fee. You will be asked to sign out your child in the aftercare book.

# Aftercare for Primary, 1<sup>st</sup> – 8<sup>th</sup>

Our After School Program is available to all of our Primary, Lower & Upper Elementary/Middle School Students from dismissal until 5:30 pm. Students who are not picked up by 3:15pm will automatically be brought into aftercare.

## Aftercare for Toddlers

Our Aftercare program is open to all full day toddlers from 3:20 pm- 5:30 pm. Toddlers who are not picked up by 3:20 pm will be automatically brought into aftercare.

\*A \$25 late fee will be charged if you pick up after regular aftercare hours. Continued lateness will result in suspension of aftercare.

- Set schedules are discounted and will not be additionally discounted due to holidays, school closings or illness.
- All requests outside of your schedule must be approved ahead of time
- The only way to guarantee aftercare is to sign up for a regular schedule
- Space is limited so there may be a waitlist until a spot opens up

After care fees are due with tuition by the 10<sup>th</sup> of each month. Parents must sign out their child in the After Care attendance book, noting the time. If you neglect to sign your child out, you may be charged for an additional 30 mins, regardless of the time of your departure.

If you disenroll from aftercare we will need 30 days notice. If we do not receive 30 days notice you will be charged for the full months aftercare rate.

### **Release of Children**

Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parents(s), to take the child from our school and to assume responsibility for the child in an emergency.

### **Parents/Visitors**

Parents/Classroom visitors must be cleared by the office and scheduled ahead of time.

### **Attendance**

#### **Regulations for all students**

Daily attendance is crucial to student achievement and required in order to demonstrate mastery of material and receive credit for courses. Students are expected to attend school and all classes regularly and to be punctual. Parents are expected to contact the school before 10:00 am informing the school of the absence. Upon returning to school from an absence, a student is required to bring a written note from his or her parent/guardian stating the reason for each

absence. This note will be maintained until the end of the school year for documentation purposes.

## **I. General Regulations for students in first through 8<sup>th</sup> grade**

A. Each child who resides in this state and is six-years-old or older and less than 16 years of age shall attend school regularly during the entire school year except under specific provisions of New York law or regulations.

B. A student is considered in attendance at school when participating in school-sponsored activities during the school day, and when that participation is approved by the school director, or their designees.

## **II. Recording Attendance**

A. Students Scheduled for a Full Day - A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present half day if in attendance for at least two hours of the school day, but less than four hours. A student is counted as tardy to school if the student is absent less than two and one half hours in the morning. A student is counted as early dismissal if the student is absent less than two and one half hours before dismissal.

B. Late Opening/Early Dismissal of School Due To Inclement Weather Or School Planning Day - A student is counted present for a full day if absent no more than 30 minutes of the school day. A student is counted present for half a day if present for at least two hours. A student is tardy to school if absent more than 30 minutes in the morning. A student is counted as dismissed early if your child leaves more than 30 minutes before dismissal.

## **III. Regarding Absences**

### **A. Excused Absences**

1. Death in the immediate family- the immediate family shall include parent, siblings, grandparents, a person who is the primary care provider, or anyone who lives regularly in the household of the student and others as determined by the school director.

2. Illness of the student- the principal may require a physician's certificate from the parent(s)/guardian(s) of a student reported continuously absent for illness. Continuously absent means either a number of consecutive absences or a total absence in excess of the standard for regular attendance for which, in the director's judgment, medical documentation is required.

3. Court Summons.

4. Hazardous weather conditions- hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school.

5. Work approved or sponsored by the school and accepted by the director, or his/her designees, as reason for excusing the students.

6. Observance of a religious holiday- the absence of a student to participate in the observance of a major religious holiday shall be considered a lawful absence. Major tests, field trips, the taking of student pictures, and similar activities will not, insofar as possible, be scheduled during religious holidays.

7. State of emergency.

8. Lack of authorized transportation-this shall not include students denied authorized transportation for disciplinary reasons.

9. Other emergency sets of circumstances which, in the judgment of the director or designee, constitute a good and sufficient cause for absence from school.

10. Family Vacation or Family Trip- a family vacation or a family trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student's academic progress and record. It is also recognized that, on some occasions, working parents have little control over the time of the year when vacations or trips may be taken. Family vacation absences are considered excused only if they have prior written approval of the principal and do not exceed five days per school year. Written requests must be made at least ten days in advance of the requested vacation absence, and after approval, parents and students are responsible for requesting assignments. If a family vacation or trip is not approved, absences due to a family vacation are considered unexcused.



## **B. Unexcused Absence**

1. An absence, including absence for any portion of the day, for any reason other than those cited as excused are presumed to be unexcused.

2. A student is habitually absent if he or she is unlawfully absent from school for a number of days or equivalent days in excess of six percent of the school days within any marking period, semester, or year. Repeated unexcused absences will require a school conference between the appropriate school personnel and parent(s)/guardian(s) and may result in a referral to an appropriate outside agency. Any student who meets or exceeds five days of unlawful absence in a quarter must be referred to the director.

## **C. Tardiness**

Any student(s) arriving up to two hours late to school shall be considered late to school. Two hours or more late would be considered absent one-half day. Students arriving with less than two hours remaining in the school day would be considered absent the entire day. Students leaving school with more than two hours remaining would be considered absent one-half day.

## **IV. Standard for Regular Attendance and Actions or Consequences for Not Meeting the Standard**

The standard for regular attendance is the minimal requirement for student attendance in order to permit continuity in the instructional program. The standard includes both excused and unexcused absences within a marking period, semester, or school year. The minimal standard is no more than four total days absence per quarter. The actions taken when the standard is not met reflect a continuum of consequences for increasing absenteeism. School officials may waive these actions when they are aware of circumstances beyond the student's control such as documented chronic illnesses, etc.

### **A. Elementary and Middle School:**

Beginning with the fifth absence and/or tardiness, the parent will be notified in writing. Continuing absence and/or tardiness of the student will result in the initiation of one or more of the following actions:

1. Conference with the parent, student, and the director or designee.
2. Probationary time period - verbal agreement.
4. Written contract.
5. Referral to an appropriate outside agency.
6. Dismissal from school.

### **B. Elementary and Middle School**

Students who have been absent 20 days by the end of the third quarter must be reviewed for possible retention during promotion/ non-promotion conferences held by the director and staff.

## **V. Make-up Work Procedures**

*A. There shall be no make-up work given to students who have an unexcused absence.*

B. The make-up policy for short term (five days or less) lawful absence shall be:

- It will be the responsibility of the student/guardian to request missed assignments.
- Students will be given the number of days equal to the number of days absent to turn in completed make-up work. Assignments may be provided when possible in advance of a lawful absence if requested by parent/guardian at least five days in advance of the absence and approved by the director or designee. Submission of the make-up work provided in advance is required upon the return of the student to school unless extenuating circumstances have been documented.

C. The make-up work policy for extended (six days or more) lawful absences shall require that the parent/guardian request through the student's homeroom teacher to arrange for make-up work.

- The teacher will provide the required make-up work in a method chosen by the teacher and will collect and correct the make-up work. A reasonable timeline for the completion of the work will

be established by the teachers assigning the work. It is recommended that this exchange of completed and newly assigned work be done on a weekly basis.

- The student will be accountable to complete all assigned make-up work.

D. All make-up work will be graded in accordance with the regular classroom grading policy as long as it is completed within the established timeline.

E. It is the responsibility of the student and the parent/guardian to initiate the request and obtain work from the teachers and return the completed work within the allocated time frame.

### **Storm Closings**

School will be closed on occasion for weather uncertainties or other unforeseen circumstances making travel hazardous or other unsafe conditions. Notification of emergency closings is posted on the school website and social media pages. We do not email weather closings. In the event of uncertain weather beginning after the official opening of school, please call the school if you cannot be reached at home, since we sometimes feel it advisable to close school early. We urge you to use your own discretion regarding driving conditions when school remains open. Hudson Hills Academy makes this decision independently of the Public School systems. Early morning closings will be announced around 6:30 a.m.

## **Re-Enrollment**

\*Re-enrollment will occur yearly from December through March.

## **Section 2: Everyday Life**

### **School Dress**

#### **Clothing - All Age Levels:**

Children should not wear:

- \* Clothing with holes or tears
- \* Pocket chains
- \* Hats in class and in the building unless approved by the teacher
- \* Oversized pants or shorts
- \* Clothing that confines them from participating in all activities, or could be destroyed by participating.

#### **Shoes - All Age Levels:**

All students are to wear indoor shoes/slippers in the school building and classrooms.

Please do not allow your child to come to school wearing:

- \*Shoes with cleats
- \*Platform shoes or high heels
- \*Flip Flops

For your child's safety, we encourage closed-toe rubber soled shoes. If we feel that a child's safety may be compromised by their attire, we will not allow them to participate in that activity.

## **Physical Education**

Students participating in physical education class are expected to wear loose fitting clothes to allow for freedom of movement. Students are also required to wear sneakers during gym class unless notified to the contrary by the instructor. If the instructor feels that the student's dress will compromise their safety, they will not be allowed to participate in the activities.

## **Playground/Outdoors**

Please be aware that our students go outside on a daily basis. Please make sure that your child is dressed appropriately for the weather. We will not go outside when the temperature is lower than 20 degrees and/or raining. We believe that the fresh air, exercise and a change of environment are essential for their growth. Unless we have a doctor's note to the contrary, we will be taking your child outside. If you feel that your child is too sick to go outside, please keep your child at home. Please send them to school with appropriate outerwear including hats, gloves and coats.

## **What students need at school:**

### **Toddler Students**

- Slippers/Indoor shoes for the classroom
- An extra set of clothing, including socks, to be kept at school during the year, held in a Ziploc bag labeled with your child's name
- An insulated plastic lunch box with a thermos (for hot lunches when appropriate) that the child can open, a plastic cup, and utensils that can be sent home nightly. Include a reusable freezer block to keep perishables fresh.
- a toddler sized backpack they can themselves wear
- a yoga mat, clearly labeled with their name
- a water bottle, also clearly labeled with their name
- a reusable placemat which can be easily cleaned and sanitized
- diapers and wipes if child is still in diapers
- a framed photo of the toddler and their family
- an unframed photo of the toddler

***Personal Belongings, Toys, and Money – These items may not be brought to school. They are often lost, fought over or broken.***

### **Lower & Upper Elementary/ Middle School Students**

Our elementary and middle school students work with a variety of school supplies which parents will need to purchase before school. The teachers will contact each family over the summer with a detailed list. These supplies will need to be replenished during the course of the year. All students will need indoor shoes/slippers to use in the school building and classrooms.

## **Lunches**

If your child is staying for lunch at school, please pack a well-balanced, nutritional meal, excluding candy, soda, and other highly sugared foods. Please do not send glass bottles and make sure the child's name is clearly marked on their lunch box. Please also assure this lunch box goes home every night, as we do not want a child eating food that has been left over from the night before. Additionally, children are permitted to bring in heat-ups as we do have microwaves in the lunch rooms.

The Hudson Hills Academy community places great emphasis on the importance of good nutrition as the first step to a lifelong wellness education program. Lunch is very important as part of not only your child's school day, but of their wellness education as well. We need to count on you to work with us to teach them about health and nutrition. Obviously, we all want to pack

lunches our children will eat and we consider you partners in teaching them about honoring food and understanding nutrition.

The challenge is to help them discover that wholesome, sugar-free foods can taste even better than junk food and don't have the negative effects on our bodies. With younger children, it is a good idea to prepare food in small, easy-to-handle servings, such as cutting sandwiches into pieces, slicing up fresh fruit, and preparing bite sized cubes of cheese.

**Food Allergies-** Please notify the office and your child's teacher immediately if your child has been diagnosed with a food allergy. If it is severe, it is possible their entire classroom will have to adjust what they are eating for lunch and snack, so we need to be able to notify parents. Toddler parents are still discovering their children's allergies so during snack and lunch staff try to be as diligent as possible to make sure toddlers are not eating each other's food, but on occasion it does happen. If there's a reason to suspect serious food allergies in a child, especially a toddler, allergy testing can help parents and teachers keep all children safe.

### **Litterless Lunches**

Hudson Hills Academy is dedicated to developing a sense of environmental stewardship in all our students. Our Litter-less Lunch program is one way we are meeting this goal. Litter-less lunches are just that, lunches that produce little or no garbage. We ask that each child bring their lunch items in small reusable containers rather than one use throw away containers. Using a thermos or water bottle instead of a juice box and packing silverware in place of one use plastic-ware are all little changes that can really add up and have a positive impact on our environment. Each child should also bring 2 cloth napkins in their lunchbox every day. One of the napkins will be their placemat and the second will be their napkin.

### **Pizza Day**

Hudson Hills does have a pizza day program which parents can commit to at the start of the year. The cost for pizza is adjusted every year to reflect fluctuations in the price of pizza. You may pay for pizza with Venmo, cash or a check. Pizza is delivered from a local pizzeria every Friday at lunchtime for all students who have signed up and this program starts on the first Friday after the first complete week of school.

### **Field Trips**

For children to go on a field trip, we must have a signed permission slip for that particular field trip from the parent. We cannot accept verbal permission. Field trips may involve a small fee and parents are asked to pay this in advance according to the teacher's guidelines.

**Toddler/Primary:** Each toddler/Primary student needs to be accompanied by one or both parents when on a field trip. Transportation to and from the destination is the responsibility of each family unless otherwise specified.

**Lower & Upper Elementary and Middle School:** We need volunteers for each field trip to drive and help supervise the children. Those volunteering as field trip drivers must have a valid driver's license and automobile insurance; the school's insurance does cover field trip volunteer drivers and vehicles in addition to their individual insurance. If you are a driver on a field trip, please leave a copy of your driver's license with the main office. A small number of children are assigned to each adult to aid in ease of supervision. We welcome your support and presence on our field trips, as they are impossible without you, the parent. If you volunteer to drive, **please plan to stay with the group at all times during the field trip** unless the teachers confirm that you are not needed to chaperone as well.

### **Parent Volunteer Guidelines**

- We must insist that you do not bring any younger siblings along when you drive on a field trip.

· In the event that you will be coming along to chaperone but not drive, please ride in the car to which you are assigned.

## **Section 3: Student Health**

### **New York State Law**

New York State law requires that all new entrants and students in grades Pre-K, K, 1, 3, 5 & 7 grader have a health examination by a New York State licensed provider. This examination must be provided to the school within 14 days of entry into school or the grade levels indicated above. Acceptable health certificates may be dated anytime within the 12 months prior to the start of the school year. New York State also recommends that new entrants and those in grades K, 1, 3, 5 & 7 have a dental check-up.

**Children will be excluded from school if immunizations and physicals are not submitted within 14 days.**

### **Injuries and Illness**

We try to maintain a safe and healthy environment for all students and also believe as developing children they need to have opportunities to move around, exercise and play. Despite all efforts, on occasion, sometimes children fall or accidentally injure themselves. If an injury requires us to notify you, we will reach out directly to you with an update about your child. It is up to the discretion of the School Director if a child's physical injury requires a parent to pick up their child to be seen by a physician.

#### **Head Injuries**

We take head injuries very seriously and in the event a child bumps or hits their head we will contact you and they must be picked up as soon as possible. There are no exceptions, even if there are no visible signs of a concussion or an open wound. Due to the complex nature of head injuries, we strongly believe parents should make all decisions regarding how to care for their child who has hit their head.

### **When your child is ill**

We know that you want your child protected from illness as much as possible and so we ask for your cooperation in helping us to protect all children and staff from undue exposures. All children who have an illness should be kept at home. In addition, please notify the school if your child has a communicable disease so that we may notify the other parents to be aware if similar symptoms should develop in their child. Please call the office between 8:45- 9:00 am to let us know if your child will be absent for the day. We also ask that you notify us of any extended absence for any reason.

**When a child is suspected of having a communicable disease, the child's parents will be notified as promptly as possible and they will make arrangements for prompt pick-up of the child. This procedure shall be instituted when the following signs are evident:**

*Temperature above 100.4 degrees Fahrenheit taken by the temporal or oral method.*

*Conjunctivitis*

*Skin rash other than a localized diaper rash*

*Vomiting*

*Diarrhea*

*Any evidence of lice infestation or nits  
Continuous nasal discharge that is unclear in color  
Hacking cough*

*Anytime that the child is not feeling well enough to tolerate a normal school day, whether it be due to illness, lack of sleep, or a disruption in the usual family routine  
If a child develops Covid, they must stay home for a period of 5 days with the day of testing as Day (0). A child may return to school if they test negative during that period but must be symptom free and able to withstand a normal school day.*

**As a general rule please note: A child must be fever free, diarrhea and vomiting free for 24 hours before returning to school.**

### **Medication**

Under usual circumstances, we will not administer prescription medication to the children. We will not administer over the counter medications. Children are not allowed to bring medications to school. Most medications can be put on a schedule by your pediatrician that does not involve school hours. Children on life-saving medications that must be given during school hours need to consult with the office for permission to have our staff administer the medication. Medications will only be accepted in its original bottle from the pharmacy with the doctor's dispensing instructions clearly marked on it. Over the counter medication must be brand new and unopened accompanied by a doctor's note.

### **Emergency Care**

First aid kits are located in the office and in each classroom. When an emergency occurs, our first efforts are to assess the extent of the emergency in the child, and to deal with it to the extent of our knowledge. While these actions are taking place, if the situation warrants, we will call 911 immediately. We will then make attempts to locate the parents utilizing home, work, and emergency telephone numbers provided by you. It is essential that you keep these numbers up to date, revising them as circumstances change. Please enable us to do our job by assuring your phone numbers are accurate. If we are unable to locate you by these means we will go on to call the doctor you have listed, and if warranted, arrange for the transportation of the child to the hospital you have listed. We will continue to make every effort to locate you during these proceedings.

Weather permitting; students will go outside to play every day. If you feel that your child may be too sick to go out to play, he is probably too ill to be at school.

**Epi Pens** - All teachers and staff have been trained in the administration of epi pens. In the event of obvious anaphylaxis, epi pens will be utilized appropriately. If your child has had allergic reactions in the past or a person in your immediate family has an epi pen allergy, please notify us of these reactions. If your child has had an adverse reaction to epinephrine the office needs to know so an epi pen is not administered.

**Allergies / Ongoing medical conditions** - Known allergies should be listed on your child's emergency contact form as well as on their current physical in their office file. All medical information regarding allergies and medical conditions are kept extremely private and this information is only shared with staff who are tasked with keeping your child safe as their immediate responsibility. If a child has a chronic condition, such as eczema or asthma, teachers need to know so they are prepared properly to discern between a medical emergency and managed condition.

## **Section 6: Academic Policies**

### **Areas of Parental Concern**

Parents may from time to time have legitimate concerns. These include the child's course work, academic progress, behavior and physical safety. Our director would be happy to meet with you regarding these areas. However, there are areas of school policy which are not subject to parental control. This includes personnel hiring and termination, personnel contractual issues and other policies and procedures established by the administration.

### **Lower & Upper Elementary/Middle School Homework**

Properly planned homework assignments should relate directly to class work and extend learning beyond the classroom. Effective homework assignments teach children to become independent learners. While it is recognized that student achievement improves significantly when teachers regularly assign homework and students conscientiously complete assignments, homework has other important purposes. Homework provides the students valuable experiences in following directions, making judgments, raising additional questions for study, and developing responsibility and self-discipline.

Additionally, homework is a means to communicate to parents regarding current class activities and topics of study.

Homework doesn't need to be boring! We try to challenge children to think, explore and pursue tangible projects that give them a sense of satisfaction. Homework is intended to afford students the opportunity to practice and reinforce skills introduced in the classroom. Moreover, there is a certain degree of self-discipline that can be developed within the growing child through the process of completing assignments independently.

When possible, the teachers build in opportunities for children to choose among several alternative assignments. Sometimes teachers will prepare individually negotiated assignments with each student. Homework should not ever become a battleground between adult and child. One of our goals as parents and teachers should be to help the children learn how to manage an assignment which includes getting organized, budgeting time, and following through until the work is completed. Ideally, home challenges will give parents and children a pleasant opportunity to work together on projects which give both parent and child a sense of accomplishment. They are intended to reinforce and extend the curriculum.

### **Student Work Sent Home**

#### **Lower & Upper Elementary/Middle**

Periodically, we will send home school work that the child or teacher wants to take home. Some of the work sent will include drawings, art projects, math problems, stories, metal inset work, assessments, and booklets created during work time.

### **Family Conferences**

It is very important for teachers and parents to establish and maintain close communication. Please feel free to ask questions or discuss anything related to your child's progress. We ask, however, that you understand that the teacher's responsibility during school is to the students. Morning arrival in particular is a very sensitive period when the teachers are greeting each student and setting a calm, pleasant tone for the day. Interruptions need to be kept to a minimum. If you must speak with a teacher in the morning, please arrange to meet before school begins.

Otherwise you can correspond via a note, email, or on our voice mail system and the teacher will get back to you. Family conferences will be scheduled throughout the year. Additional conferences will be scheduled upon request.

## **Section 4: Financial Policies**

### **Tuition**

Hudson Hills Academy is completely dependent on tuition as its principal source of income. Student accounts must be kept up-to-date. The school will be forced to withhold all services to students whose accounts have fallen behind unless written arrangements have been made for deferred payment. Your cooperation is essential and very much appreciated. Parents are responsible for prompt payment of all outstanding tuition and fees. Report cards and transcripts will not be issued if a student has an outstanding balance on his or her account. They will be forwarded once the account has been brought up to date.

Tuition Payments are due on the 10th of each month. If you are mailing the payment, we ask that it be mailed so that it is received by the 10th of the month. If you are dropping payment off in person, please hand it into the main office or leave it in the locked box outside the gym door (also let the office know). If your tuition payment has not been received by the 10th of the month, you will be assessed a \$100 late fee which is due with your tuition payment immediately.

If we have not received your payment by the 30th of the month and you have not communicated with Asma Siddiqui, Hudson Hills Academy reserves the right to suspend your child from school. If your school payment is continually late, we may withdraw your child from our enrollment. Late payment costs the school time and money that are best spent on the student's welfare.

Please direct all questions regarding financial matters to Asma Siddiqui. Monthly statements will be issued at the end of every month. We ask that you review all statements upon receipt so that if there are any discrepancies, we can rectify them immediately.

### **Tuition Reimbursement**

**If a parent "pays in full by July 1 with discount" option and they choose to leave the school year early (August through December ), then Hudson Hills Academy will keep half of paid tuition. The school hires staff and preps its budget based on enrollment for the year.**

### **Probationary Period for Children**

All families are subject to a four-week probationary period. The usual probationary period occurs at the beginning of the school term for each child and family. This probationary period is held for the purpose of determining that Hudson Hills Academy is able to benefit the child and family.

A child may also be placed on a secondary probation period at any time throughout the school year at the discretion of the school. This secondary probation period would be held in the event that there is a change from the child's previous behavior or he is disruptive to the class as a whole. Following this decision, the parents shall be contacted and the problem set forth. The parent will be asked to cooperate in finding a solution to the problem. In the event of a satisfactory solution, no further action will take place. In the event of an unsatisfactory solution in the opinion of the administration of the School, the parents(s) will be advised as to the termination of enrollment.

### **Withdrawal and Dismissal**

#### **Withdrawal**

In the event a student withdraws from Hudson Hills Academy full tuition, all fees and other charges outstanding shall become immediately due and payable. There shall be no refunds of any prepaid tuition, fees or other amounts paid under any circumstances except in the event the student and family relocate. In the event of relocation parents shall be charged for the balance of the month of withdrawal. All requests for withdrawal shall be in writing and shall be sent to Hudson Hills Academy by Certified Mail Return Receipt Requested.

#### **Dismissal**

Hudson Hills Academy reserves the right to dismiss a child from the school at any time there is evidence that the child is not benefitting from attendance at Hudson Hills Academy or when the child or the parent is an impediment to the well being of the school as a whole. Should dismissal



occur, tuition will be prorated to the end of the dismissal month and any excess tuition paid will be refunded. All past due tuition will be due immediately upon dismissal. Hudson Hills Academy also reserves the right to dismiss the child or children of a parent who interferes with the philosophy, operation, or educational achievement of the school. This determination is at the sole discretion of the school and can be made at any time. Should dismissal occur under these circumstances, tuition will be prorated to the end of the dismissal month and any excess tuition paid will be refunded. Past due tuition will be due immediately upon dismissal.

### **Expulsion Policy**

Unfortunately, there are sometimes reasons we have to expel a child from our program either for a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child (ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from school:

#### **Parental Actions for Child's Expulsion**

- Failure to pay/habitual lateness in payment
- Failure to complete required forms including child's immunization records
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff or other parents

#### **Child's Actions for Expulsion**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting