



Center Policies and Procedures

Welcome to Milestones Montessori of Dayton. To ensure a safe productive and nurturing environment for all our children. We have established the following policies and procedures. We ask all parents to read and adhere to these guidelines.

Enrollment and tuition

Enrollment process

1. Complete and submit the following form.
2. Provide all required documents (birth certificate, immunization records, etc.)
3. Pay the nonrefundable enrollment fee.

Tuition payments

1. Tuition is due on the 22nd of each month, a late payment will incur and an additional charge of \$25 per day.
2. Tuition payments for different months cannot overlap.
3. Tuition remains the same regardless of holidays, absences, or vacations.
4. Before and after care outside the school hours is charged @ \$10/hr.
5. Care provided for any duration less than one full hour will be charged at the full hourly rate.
6. Tuition and Deposit payments are Non-Refundable.

Attendance and absence

Drop off.

1. Children should be dropped off between 7:30 AM and 9:00 AM
2. Late arrivals disrupt the classroom routine.

Pickup

1. Children must be picked up by assigned time.
2. A late fee of \$1 per minute will be charged after assigned time.

Behavior and Discipline

Behavior expectations

1. Children are expected to show respect for teachers, peers, and property.
2. Positive behavior is encouraged through reinforcement and role modeling.

Communication

Parent teacher communication

1. Regular updates will be provided through newsletters and email.



2. Parent teacher conferences are scheduled twice a year or as needed.

Fieldtrips and special activities

Fieldtrips

1. Written permission is required for all field trips.
2. Parents may be asked to volunteer as chaperones.
3. Special activities special activities and events will be announced in advance.
4. Participation is encouraged but not mandatory.

Use of Technology and Social Media

Technology Use in the Classroom

1. Children ages 2.5–6 will not use personal electronic devices (cell phones, tablets, laptops) while in care.
2. Any age-appropriate educational technology introduced will be limited, supervised, and developmentally appropriate, and will never replace direct interaction, play, or instruction.
3. Staff members are prohibited from using personal cell phones or devices while supervising children. Personal device use is only permitted during scheduled breaks away from children.

Social Media Guidelines

1. Staff and families must not post images, videos, or identifying information about Milestones Montessori students, staff, or programs on personal social media without prior written approval from the administration.
2. All official communication and announcements will be shared through Milestones Montessori's approved channels (official email, newsletters, website, or school-managed platforms).
3. Families are encouraged to share their own child's experiences privately with friends and relatives, but not in a manner that includes other children or staff.

Additional information

Dress code

1. Children should wear comfortable, weather appropriate clothing.
2. Please label all clothing and personal items with your child's name
3. Snacks and meals
4. Parents are required to provide a nutritious lunch and snack.

For any questions and further clarification on our policies and procedures please contact us at:

Email : saritha@milestonesmontessori.us

Phone : (732)200-7343



Thank you for your cooperation and support in making Milestones Montessori of Dayton a wonderful place for your child to learn and grow.