

THE **PARKSIDE MONTESSORI SCHOOL**
53 norwood avenue, upper montclair, nj 07043 (973) 509-7379

SCHEDULE CHANGE POLICY

During the course of the school year, our families sometimes need to make adjustments in schedules, e.g., adding a regular lunch or lunches, adding a day or a session, moving from one day to another, etc. While we like to be as flexible as possible, we want to avoid any confusion regarding such changes and so we have listed below some guidelines.

1. If space is available, time may be added to a student's schedule as school sessions, lunches (11:30 - 12:30), and extended time (8-9 or 3-3:30). Sometimes space is not available, but we will do our best to accommodate your needs.
2. Because of expense and payroll considerations, we need to be able to project school tuition income on a long-term basis. All students have a regular schedule of their parents' choice. ***Please note: Days may not be switched or made up because of vacation, illness, or snow days.*** If you are planning a vacation during the school year, the tuition **cannot** be pro-rated to reflect your absence.
3. An occasional session, lunch, or extended hour may be added on an irregular basis **as long as space is available** and it has been **approved** by Gingi or Annie. We would like to have **at least** one-day's notice, and ***payment for the extra service is due on the day it is used.***

If you have any questions or special circumstances regarding the schedule change guidelines, feel free to ask Gingi Donohue or Annie McMahon.