



# PARENT HANDBOOK

AT SOMOS, WE PRIORITIZE A STRONG PARTNERSHIP BETWEEN THE SCHOOL AND PARENTS TO FOSTER A POSITIVE, RESPECTFUL, AND PRODUCTIVE ENVIRONMENT FOR ALL. THIS HANDBOOK OUTLINES THE GUIDELINES AND EXPECTATIONS FOR PARENTS TO ENSURE THE WELL-BEING AND SUCCESS OF OUR STUDENTS.

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## **Supporting School Rules and Guidelines**

Parental Role: Parents play a crucial role in helping children understand and follow school rules. By enrolling your child at Somos, you agree to support and uphold the school's policies. Open communication and mutual respect between parents and the school are essential for a successful partnership.

## **School Hours and Punctuality**

Arrival: Children should arrive between 8:00 and 8:15 AM.

The second entry to join the classes is at 9 am.

Pickup: School ends at 2:45 PM. Parents have a 10-minute grace period until 2:55 PM to pick up their children.

After 2:55 PM, a 600 pesos late pickup fee will be charged per kid.

## **Communication and Announcements**

Parent Chat Group: The school shares important updates, schedules, and announcements through the parent chat group. Parents are responsible for reading all messages and staying informed about school activities. If a parent has any questions or concerns, they should reach out to the school directly.



## **Preparing Your Child for School**

Materials: Parents must ensure their children bring the necessary books, device, ukelele/flute and materials for each subject. Encourage your child to be prepared, respectful, and punctual.

## **Health and Hygiene**

Illness: Do not send your child to school if they are feeling sick, with lice or showing symptoms of any contagious disease. Children who come to school while sick or with a contagious illness will be sent home immediately. Inform the school if your child will be absent due to illness or other reasons.

## **Behavior Support**

Parental Involvement: If a child has behavioral challenges that disrupt the learning environment, they are strongly encouraged to support the school's efforts in addressing these challenges, ensuring that the child receives consistent guidance both at home and at school. Consistent behavior expectations from both school and home help the child thrive in a structured environment.

## **School Events and Participation**

Engagement: Somos hosts events and activities throughout the year. Parents are encouraged to participate and support these initiatives to foster a strong school community.

## **Timely Payment of Tuition**

We would like to inform you that the annual tuition fee is \$5,000. To provide flexibility and ensure the financial sustainability of our school, we are offering two payment options for the academic year:



### **Option 1: Termly Payments (with a 5% discount)**

You may choose to pay in three termly installments, each covering a set of four months as outlined below:

- 1st Payment – Due in September: Covers September, October, November, and June
- 2nd Payment – Due in December: Covers December, January, and February
- 3rd Payment – Due in March: Covers March, April, and May

By choosing this option, you will receive a 5% discount on the total annual tuition.

### **Option 2: 8 Monthly Payments**

Alternatively, you may choose to pay tuition in eight monthly installments, aligned with the academic calendar as follows:

- First payment in September payment: Covers September and June
- Monthly payments in October, November, December
- Fifth payment in January: Covers January and May
- Monthly payments in February, March, April

These adjustments have been made in response to families departing before the school year concludes without settling the full tuition. By aligning payments to include June and May earlier in the year, we aim to maintain fairness and continuity for all students and families.

**Payment Schedule:** Tuition payments are due within the first five days of each month.

**Late Payment Fee:** In any case if payment is not received by the 5th day, a late payment fee 10% will be applied to the total amount.

### **End-of-Term Teacher Meetings**

Optional Meetings: Optional teacher-parent meetings will be held at the end of every term to discuss your child's progress.



## **End-of-Year Assessments and Grade Advancement**

**Assessments:** All students will participate in end-of-year assessments to evaluate their readiness for the next grade level.

**Advancement:** If a child does not meet the required academic level, they will not be able to advance to the next grade.

## **Additional Policies**

**Dress Code:** Ensure your child wears comfortable and appropriate clothing suitable for school activities.

**Behavior Expectations:** Children are expected to follow school rules as outlined in the Student Handbook. (Parents as well as students are responsible to read it.)

**Library Books:** Parents are responsible for any books their children borrow from the school library. If a book is lost or returned in poor condition, a 1200 pesos replacement fee will be charged.

## **Right of Admission**

Somos School reserves the right of admission. Admission decisions are based on the school's policies and the best interests of the school community. Continuous disregard for school guidelines or disrespectful behavior toward staff will not be tolerated, and families who fail to uphold these standards may be asked to leave the school.

By enrolling your child at Somos School, you agree to abide by the guidelines outlined in this handbook. Together, we can ensure that Somos remains a positive and nurturing environment for all students.

Thank you for your cooperation and support!