



Parent Handbook

2020-2021

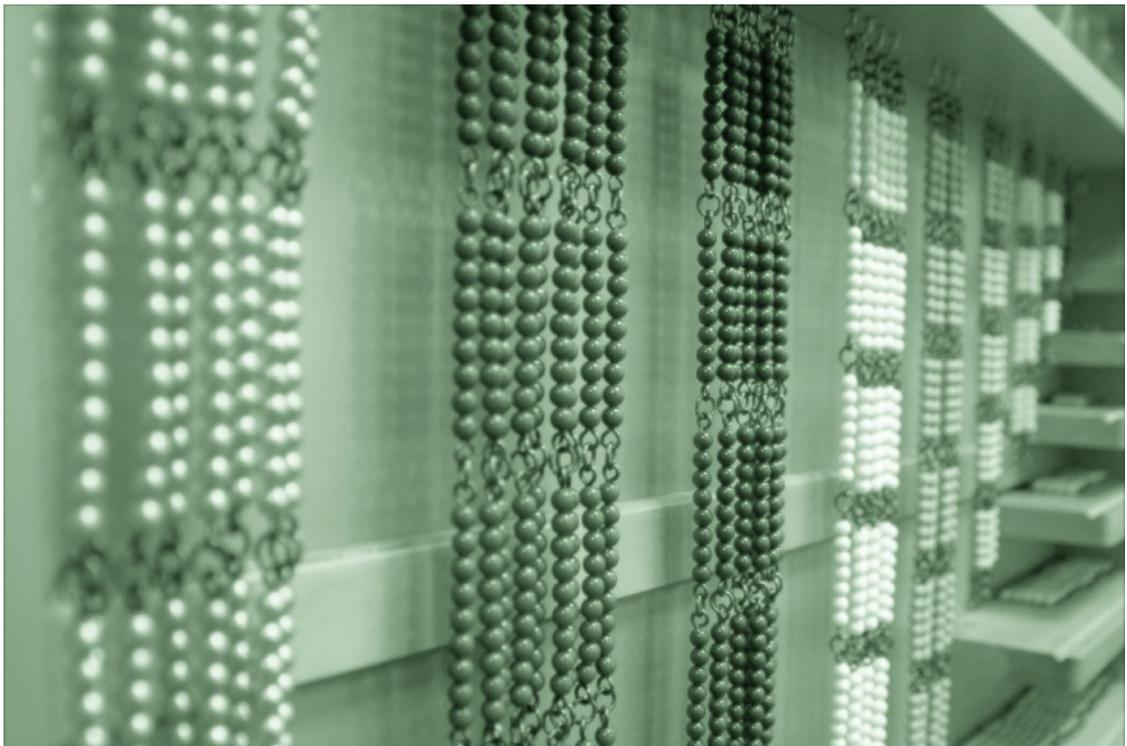


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Shining Light on Life Building Experiences

In a world of rapid change and new discoveries, we can only guess at the skills our students will need to succeed in the 21st century. Now, more than ever, the essential lesson is learning how to learn. The most important years of our children's education are not high school and college, but actually the first twelve years of life. This is the time when their character and values, self-image, basic skills and knowledge, and appreciation for culture and the arts are formed.

Abner Montessori School offers children a world-class education through the Montessori approach that nurtures self-confidence, personal creativity, and independence. We provide a challenging academic program in which students develop a love of learning and begin to discover their God given potential.

Our goal is to nurture your child's intelligence and creativity. The basis of our approach is the Montessori Method which emphasizes direct experiences and the process of discovery through investigation. Dr. Maria Montessori noted that children learn most effectively through concrete experience and direct interaction with the environment. This led to the development of the Montessori Method which uses hands on Montessori materials in the areas of mathematics, sensory development, language, science, history, geography, and practical life skills. These materials are tools we use to stimulate a child's logical thought and discovery.

We believe Abner Montessori School provides the best method of education for your child to develop socially, emotionally, and intellectually. We create an environment which encourages independence, gives the opportunity to work with others, and allows for academic progress at an individual pace.

Thank you for choosing Abner Montessori School for your child.

Sincerely,

Abner Staff

School Hours

The Montessori School classrooms will be open to students at 8:30 a.m. Early morning care is available from 6:30 a.m. to 8:30 a.m. Please have students in class by 8:30 a.m. Late arrival can be disruptive to the rest of the class. Consistency and routine will help your child adjust to our environment and allow them to get the most out of their time at Abner. Students who arrive after 8:30 a.m. should enter the class quietly so it is not a disruption to the other children. Half-Day students are released between 12:00-12:15. Full day students are released at 3:15 p.m.

Attendance

All primary students are expected to attend school on a daily basis, arriving by the start of the school day and staying until the class is dismissed. Even though Abner is less formal and more flexible than many schools, consistent attendance and prompt arrival are essential. Students are expected to be in class by 8:30 a.m. and to be present in class until the release time.

Tracking: Children must be signed in at the front desk at drop-off and again at dismissal for tracking purposes. Children enrolled in the Sky After School program can also be signed out at the front door of the gym. These attendance sheets are used by staff to track children in and around the facility.

Picking your child up early:

There will be occasions where you will need to take your child out of school early for a doctor's appointment or similar obligation. To ensure that your child will be ready, please send in a note to the teachers letting them know the time you will be picking him/her up.

Absence Due to Illness

Whenever your child is ill and will not be coming to school, please call or email the office between 8:30 a.m. and 9:00 a.m. to let us know that he or she will be absent so we know how to plan for lunch and other activities. Abner Montessori follows the DHEC exclusion list for illnesses.

Students with infectious diseases must stay out of school until the contagious stage has passed. A child with fever, vomiting or diarrhea must be symptom free for 24 hours without any fever reducing medicines before returning to school. Keep your child home for a fever of 101 degrees or higher by mouth or 100 degrees or higher if taken under the arm. If your child has an undiagnosed skin rash, they should remain at home.

Illness detected at school:

If your child gets sick while at school, we will contact you to arrange for him/her to be picked up. We understand how difficult it can be for working parents to break free during the day, yet all of our children get ill from time to time, so please make arrangements with a friend or relative in advance.

Morning Arrival

Parents should park in the spaces provided and bring the children inside to class.

1. The school driveway can accommodate only one-way traffic.
2. Students may be brought to school between 6:30 a.m. and 8:30 a.m. and must be signed in at the front desk.
3. For safety reasons, always keep your children by your side. Never allow them to run ahead, especially into the parking lot.

***COVID STATEMENT: Currently we ask parents to drop-off curbside if possible, and if you must enter, please do not go past the lobby until the spread of COVID-19 has significantly slowed or stopped.**

Saying Good-bye - Tips For Montessori Parents On Separation:

Initially, it can be difficult for parents and young children to separate at the beginning of the school year. We have found that a short and positive good-bye is easiest for the child. The prolonged good-bye often makes the separation more difficult. Feel free to call the school for reassurance that your child has settled in and is adjusting well. Some children will handle the initial separation well, but experience separation anxiety several days later. This is very common and may happen.

Dismissal

Children must be picked up inside the facility and signed out at the front desk. 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 the release form that every family completes annually.

Authorized Pick-Up:

We must receive a note, or in an emergency, a phone call from you in order to release your child to someone not on your list. This rule also applies to students going home with school friends. We may require and photocopy identification of anyone whom you have given permission to pick up your child if he or she is not familiar to our staff. Please make sure all of your car-pool

drivers are on your release list.

The normal school day will end at 3:15 p.m. for all students. Students who have not been picked up by 3:30 p.m. may have an additional fee added to their account.

Sky After School Program is available for any student who needs care after 3:30. Sky After School registration is waived and the after school fee is reduced for Abner Montessori students. Fee schedule is attached at the end of this Parent Handbook.

Child Release Policy:

If a parent/guardian or other authorized pick-up individual arrives and appears to be in any way impaired, intoxicated or under the influence of drugs, the child will not be released. A staff member will consult with the director and we will: (1) contact another parent or approved authorized person on your child's release form or (2) call law enforcement.

Storm Closings

If severe weather conditions make travel hazardous, school may be postponed, close early, or cancelled. Abner makes this decision independently of the Lexington County Public School system. The decision will be announced on one or all of the following: Abner web site and email.

The First Day

We have found that a short and positive good-bye is easiest for the child and the parent on the first day of school. It is very important to reassure your child about where you will be during the day, and that you will pick him/her up in the afternoon. Some children may be sad for a little while during the first few days, but kind words and reassurance usually alleviates their fears. The teachers are wonderful in helping children through these situations.

Please, do not compare one child's behavior to another. Each child may react differently to the same situation. Children may cope by changing their eating and sleeping schedule. Please be flexible with your child's schedule. It would be beneficial the week before school starts to begin a routine of going to bed and waking up that will fit your child's school schedule.

School Dress Code

Students are expected to dress in outfits that are neat, clean, comfortable, and appropriate for school. Younger children should dress in clothing that they can put on and fasten for themselves:

pullover shirts, elastic waistbands, Velcro sneakers, etc. Young children usually cannot manage the shoulder fasteners found on overalls. Sneakers are required for the jungle gym.

Please do not allow your child to wear to school:

- Cut-off shorts
- Clothing with holes or tears
- Outfits with bare midriffs
- Oversized pants or shorts
- Over-sized shirts hanging down over their shorts, pants, or skirts
- Shorts and skirts should come no higher than mid-thigh
- Shoes with cleats

School Supplies

Your child will need to bring the following items to school:

- An extra set of clothing, including socks, to be kept at school during the year, placed in a gallon size zip-lock bag labeled with your child's name (please make sure clothing is weather appropriate)
- A light blanket and small pillow for children who nap (these will be sent home on Fridays to be washed)

The first day of school will go much smoother if these items are brought to Open House or on the Friday before school begins.

Lost and Found

A lost and found area is maintained. We will post lost and found items on our website. If you are missing something, please check the website or notify us as soon as you can. Items left unclaimed will be donated at the end of each semester.

Lunch

Lunch is a very important part of your child's school day. Abner recognizes the importance of good nutrition as the first step to lifelong wellness. We offer a well-balanced lunch to all students. Menus are posted on the website, and will be sent out in the weekly newsletter.

If your child will not eat the lunch provided, we ask that you send a packed lunch from home. Please clearly label your child's lunch box with his/her name and include any instructions for heating, if necessary. Please do not send sugary desserts or drinks. We will be happy to provide milk or water for your child. With younger children, it is a good idea to prepare food in small,

easy-to-handle servings, such as cutting sandwiches into quarters, slicing up fresh fruit, and preparing bite sized slices of cheese.

Snacks

Montessori students and toddlers are offered nutritional snacks in the mornings and afternoons. We serve milk, fruit juice, and water. We also have many food preparation lessons that include fruit, veggies, cheese, etc. If you would like to send in a snack for a special occasion please keep it healthy.

Special Dietary Restrictions

If your child is allergic to any food or beverage, it is very important that you inform your child's teacher and fill out an allergy form during registration.

Some students may follow a special diet for religious or personal reasons. Please be sure to notify the teacher if your child should avoid certain foods. This will be taken into account in planning snacks or on days when the class prepares its own lunch.

Show and Tell

Each class schedules a time for Show and Tell. Your child's teacher will inform you of the particulars for their class. Children enjoy bringing in an item from nature, a special souvenir from a trip, something they have made, or their favorite books.

Field trips

Classes will periodically take field trips to local points of interest during the school year. They are usually planned to coordinate with subjects being studied by a class or to take advantage of special community events. Notices of upcoming field trips will be sent home in advance. Parents are welcome to join the class in these activities. If you are interested in participating, please speak with your child's teachers.

Birthday Celebrations

Children love to celebrate their birthdays with their friends. At Abner we have a special birthday ceremony, the "Celebration of Life", in which a mini history lesson of your child's life is shared with the class. Specific dates for this event can be obtained from your child's teacher.

General Celebration of Life instructions:

The CELEBRATION OF LIFE is a wonderful way to celebrate a birthday by honoring a child's life and accomplishments. A few days before your child's birthday you will be given a set of picture frames with instructions on choosing photos to place in the frames. Parents are encouraged to come in and read the story of your child's life during the celebration. The following is a sample story. Please let your child participate in selecting pictures and writing his or her life story.

THE STORY OF _____

_____ was born on _____ in _____ (city and state). He/she had to be held and taken care of all the time, could not talk to tell mom or dad what was needed, had to wear diapers, drank lots of milk and slept most of the time. By 6 months _____ could sit up all by his/herself and

(pause for the song)

When _____ was 1 year old, he/she learned to walk with help, play with toys,etc..... and could use two or three words to ask for what he/she needed.

(pause for the song)

At 2 years old, _____ learned to use the potty! etc. His/her favorite things were.....

(pause for the song)

When _____ was 3 years old, he/she came to our Montessori school. He/she could talk in whole sentences, run, ride a tricycle, and loved doing _____ work. At home, he/she helped by (Continue to child's present age).

And now, _____ is _____ years old! He/she can all by his/herself! His/her favorite color is _____, favorite food is _____, favorite thing to do is etc.

The celebration is performed with all students sitting in a circle in the classroom. A candle is lit to represent the moment of birth. The child walks once around the circle to represent each year of his or her life. The children sing "The earth goes round the sun" and a candle is lit each time he or she walks around the sun while the story is read. The children give one clap of each year of the child's life. This is followed by making a silent wish, blowing out the candles, and singing Happy Birthday.

At the end of the celebration the child may serve a special treat. Please bring a treat that is easy to pass and eat because it is served on the circle. Some suggestions for healthy treats are: pretzels, corn chips, goldfish crackers, oatmeal or chocolate chip cookies, fruit, rice crispy treats,

crackers and cheese. Please avoid cakes and cupcakes because they are very messy and this snack is served on the carpet.

The Celebration of Life is a very special occasion to honor your child's life. You are welcome to join the celebration by reading your child's story. If you are not able to attend, the teacher will read it. In either case, thank you for your help in making your child's celebration a meaningful and memorable event.

To view a celebration of life <http://www.abnermontessori.com/information/celebration/> .

Other Celebrations

Celebrations are emphasized by all classes during the course of the year, however, each class may add its own special touch on each celebration. Some of the annual traditions we celebrate will include:

- Cultural festivals: culminating our on-going international studies unit, giving the children a chance to pull together everything they have learned.
- Thanksgiving: A time for reflection, giving thanks, and community service. Classes will enjoy a Thanksgiving luncheon with one another.
- Christmas: The story of this holiday is retold, with the focus on the birth of Jesus Christ.
- President's Day: We celebrate a bit of American history through the lives of George Washington and Abraham Lincoln.
- Grandparents' Day: A traditional family event that occurs in spring. Grandparents and special friends are invited to share a morning with students in the classroom.
- Passover and Easter: The stories of these two holidays are retold, with the focus on the death and resurrection of Jesus Christ.
- Earth Day: Celebrating the coming of spring and the importance of stewardship for the Earth. Students become involved in meaningful environmental studies and projects.
- Celebration of Learning: Abner celebrates the graduation of each class with a beautiful end-of-year commencement ceremony.

Emergency Care

Most of our faculty and staff are trained in first aid and certified in CPR and can handle most scrapes and bruises. In the event of any medical situation that requires immediate medical attention, we will want your child to see a doctor. Please remember to keep your emergency and contact information form up-to-date in the office. We must be able to reach you at any time during the school day. If your child needs immediate medical attention, and you cannot be reached, your enrollment agreement authorizes us to seek medical care in your name.

Medication

Any medication brought to school must be given directly to a staff member. A copy of the form authorizing us to dispense medication may be obtained from the school office. When it is necessary for medication (prescription or over the counter) to be administered during school hours, we use the following procedures:

1. All medications sent from home must be accompanied by the “Authorization to Administer Medication” or a “Physician’s Statement” to administer the medication at school.
2. If a medication is to be administered on an on-going basis, the Authorization to Administer Medication should indicate the duration of treatment.
3. In cases involving long-term medication for chronic conditions, a new authorization form must be filed with the school each year in August. Any medication changes during the school year must be accompanied by a new medication form.
4. We can only administer oral or topical medications.
5. We ask that a parent administer the first day’s dosage of any new medication.
6. The original bottle containing the medication must be clearly labeled with the student’s name, medication contained, and the time(s) and amount(s) of dosage. This policy applies to prescription and over-the-counter medications. Tip: If you know your child will need the medicine administered at school, request the medicine to be split into two bottles when the prescription is filled.
7. Please notify the school on the first morning a new medication is being administered. This is to help us monitor your child for any abnormal reactions. This is very important if your child has no history with the prescribed medicine.
8. Whenever possible, medication schedules should be arranged to cause minimal interruption in the student’s school day. For example, if your child needs a twice daily dose, please take care of that at home in the morning and evening.
9. Over the counter medications, including aspirin, Tylenol, and cough remedies, are given in accordance with the above policy.

Volunteering The Gift of Time and Talent

We encourage all Abner families to participate in the broader life of the school through annual social and educational activities. One of the most valuable contributions that families make to Abner is the gift of their time and expertise. Teachers will have opportunities throughout the year for parents to get involved. Abner benefits from our combined talents.

Here are a few ways in which you can help out at Abner:

- Volunteer to be a part of the Friends of Abner - Parent Teacher Organization.

- Help the teachers organize field trips or special lessons
- Be a reading team member to read with children
- Help organize special events
- Share your talents and special interests, such as a musical instrument that you play, a second language that you speak, a craft that you enjoy, or a field that you have studied.

Class and Community Meetings

One evening of each semester during the school year, Abner's parents, teachers, administrators, and other interested families are invited to meet together for class and community meetings. This tradition gives us the opportunity to explore issues of common interest in an open community forum. Parents and teachers who participate tend to gain a much deeper understanding of the school's mission, strengths, and challenges. Many of us treasure the opportunity to have a direct voice in the life of the school. Class meetings are normally held in either the classroom or the gym, typically starting at 6:30 p.m. Prior notification of these meetings will be given. Discussions will vary from focus on the classroom to what is new in Montessori. At times, we will have guest speakers come and share their knowledge with us.

Communication between Home and School

During the year Abner Montessori School will send emails, letters, notes, newsletters, announcements, and children's work to parents. Physical items for Primary and Elementary will be placed in the child's mailbox. Pre-Primary students' will have their items placed in their cubbies which can be found in their classroom. Mailboxes are in the front hallway. Parents are asked to check their students mailboxes every few days. We will also be using our website and emails to keep parents up-to-date. We now have a calendar page for upcoming events.

Communication with Second Families

Whenever parents are separated, divorced, or for some other reason not living at the same address, we want to keep both parents informed of their child's progress and school matters.

- Copies of progress reports and announcements mailed out or sent home with students will be received by both parents at their respective addresses.
- Both parents are equally welcomed at all school events, and invitations to school functions will be sent to both parents.

- When parent-teacher conferences are scheduled, the teachers would prefer to communicate the same thing to both parents at the same time, as this experience can never be exactly duplicated. If either parent is uncomfortable with scheduling a joint conference, please contact the office to discuss the situation.
- Free and open communication among all parties is encouraged so that everyone is fully informed.

An exception may be issued by a court order prior to the child's entering school by either one or both parents. If granted, this exception (documented by a signed court order) would be noted in the child's permanent file and honored as indicated.

Observing the Classes at Work

Parents are invited and even encouraged to observe the children at work. Contact your child's teachers to arrange a visit. You will want to see the class in its normal routine and not responding to the novelty of your presence; therefore, when you visit, please sit in the designated visitor's chair in the classroom or in the observation room. A great deal can be learned by patient and quiet observation of your child and his or her classmates at work.

During the first three weeks of the school year, students (especially the younger children) are familiarizing themselves with a new routine and new environment. For this reason, we do not schedule class observations during this period.

All visitors and volunteers need to sign in and get a visitor's badge from the school office upon their arrival.

Evaluation of Student Progress

The Montessori curriculum is carefully structured and sequenced. The teachers maintain careful tracking sheets of each student's academic progress.

Montessori Schools do not compare students against an arbitrary standard or the performance of their classmates, we do not use letter grades. We will have a scheduled parent/teacher conference around the middle of the school year to review and discuss your child's development and progress. As parents, you are welcomed to schedule a conference with your child's teacher anytime throughout the year.

Expectations of Conduct

As a school founded on the Montessori ideals, we assume that every person deserves respect. Abner expects students to demonstrate kindness, courtesy, and respect toward the school, classroom environment, fellow students, parents, teachers, visitors, and staff.

The goal of all Montessori education is to establish safe, warm, and caring environments within which we:

1. Teach students positive and appropriate ways to handle life situations
2. To develop a strong sense of self-discipline, responsibility and courtesy
3. To develop an atmosphere conducive to peaceful studies

We follow an approach based on mutual respect and trust. Neither corporal punishment, nor physical or emotional intimidation, is allowed at Abner. When anyone at Abner finds it difficult to follow the school's expectations of respect toward others, themselves or the environment, we will bring the student, family, and staff together to work toward a solution. If a solution is not reached, the child may be asked to leave the school by the administration.

Rules for Safety on the School Bus

Safety is our primary concern so we ask that every student follow certain rules while riding our school bus.

- Stay in your seat at all times while the bus is moving.
- No shouting, engaging in horseplay, or switching seats during the trip.
- Never stick your hand or anything else out of the bus window.
- Never throw anything out of the bus.
- Do not play with sharp objects, such as pens or pencils, on the bus.
- Do not eat or drink on the bus.
- Remember to be kind, courteous, and respectful.

Bringing a Guest to School

Students are welcome to bring a friend to school for a visit. Please notify the teacher and make arrangements with the office at least one day in advance. Sometimes we may not be able to accommodate a guest on a given day, such as a field trip.

Before the visiting day, the visiting student's parents will need to complete an emergency information form to be submitted to the office along with a note giving permission for their child to visit Abner.

Tuition Policies

Abner is a private school completely dependent on tuition as its principal source of income. Student accounts must be kept up-to-date. The school will withhold any and all services to students whose accounts have fallen behind unless written arrangements have been made for deferred payment. Abner reserves the right to charge late fees or returned check fees. Your cooperation is essential and very much appreciated. See attached tuition and fee schedule for detailed information.

Re-Enrollment

Invitations to continue at Abner are normally automatic, but are not guaranteed. Decisions are made by the administration and faculty, based on an annual review of each student's academic progress, social and emotional development, and the attitudes and values expressed by the child and parents. As always, our goal is to help each child and family find the perfect match between the student, home, and school.

Re-Enrollment information will be emailed in February. If the school has not received a student's re-enrollment materials by the date designated in the information his/her space will be made available to new students who have applied for admission to the school. No student may re-enroll if there is an outstanding balance remaining on his/her account.

Information Specific to Montessori Method

Class Size

A typical Montessori class is made up of twenty-five to thirty children, representing a three-year age span, taught by a certified Montessori teacher and assistant. There is a great deal of research, thought, and successful experience behind this particular model. We create classes of twenty-five to thirty to ensure that each child will have enough classmates of the same sex and age group, as well as the stimulation of the older children. In a Montessori classroom, the teacher is neither the center of attention nor the sole source of instruction. The children are learning on their own by independent discovery and from each other, as well as from lessons presented by the teacher.

Montessori Classes Encompass a Three-Year Age Span

Montessori classes are organized to encompass a three-year age span, which allows younger students to experience the daily stimulation of older role models, who in turn blossom in the

responsibilities of leadership. Students learn with each other and from each other. We find that most often the best tutor is a fellow student who is just a bit older.

Working in one class for three years allows students to develop a strong sense of community with their classmates and teachers. The age range also allows especially gifted children the stimulation of intellectual peers, without requiring that they skip a grade thus feeling emotionally out of place. At each level within a Montessori school, the curriculum and methods are logical and consistent extensions of what has come before.

Teachers Role as Facilitator

The Montessori teacher's role is to be a facilitator and guide for the child. The teacher will focus on individual or small group instruction. In the classroom, a teacher will provide lessons and prepare the environment with the appropriate learning materials to meet the needs and interests of each child in the class.

The Montessori teacher has four primary goals:

1. To awaken the children's spirit and imagination.
2. To encourage their normal desire for independence and high sense of self-esteem.
3. To help them develop the kindness and self-discipline that will allow them to become full members of society.
4. To help them learn how to observe, question, and explore ideas independently.

The sum of all four will help your child maximize their potential.

The teachers may present a lesson to one child at a time. The objective is to intrigue the children so they will come back and explore the lesson on their own. Lessons center around clear and simple information that is necessary for the child to gain a conceptual understanding of the information presented and make more discoveries on their own.

To facilitate the prepared order of the environment, the teacher arranges the materials on the shelf following their sequence in the curriculum flowchart. The materials are displayed on low open shelves that are easily accessible to even the youngest children. They are arranged to provide maximum eye appeal without clutter. Each has a specific place on the shelves, arranged from the upper-left-hand corner in sequence to the lower right. Materials are arranged from the most simple to the most complex, and from the most concrete to those that are the most abstract.

Sky After School

The Sky After School Program is a separate program from Abner Montessori. Please do not make Sky After School payments to Abner. Hours of operation are from 3:15 p.m. to 6:15 p.m. A separate enrollment form is required for students attending the Sky After School Program, however, the Sky registration fee is waived for all Abner Students. All students who stay after 3:30 must be enrolled in the Sky After School Program.

The Sky After School Program closes at 6:15 p.m. for the day. It is essential that all children be picked up by this time. A late fee will be charged for any child not be picked up by 6:15 p.m.

Sky After School will only release your child people listed on your dismissal form and those you give permission to pick up your child.

Students enrolled in Abner Montessori School receive a discount for Sky After School. Sky After School is \$25.00 a week for students enrolled in Abner full day program.

Abner Tuition

Abner Montessori School charges a yearly tuition. Your tuition is used to pay the financial obligations of the school. Abner does not receive any government funding. We are completely dependent on the tuition parents pay. Tuition payments can be broken up into 10 payments or 20 payments. Tuition is not adjusted for sickness or time taken off. Abner tuition covers meals and most field trips. We do not charge materials fees or any other hidden fees.

Discounts on tuition are available for those who choose automatic drafting as their payment method. A sibling discount of \$35 per month will be applied to the Abner tuition of any additional children within the same immediate family. The sibling discount is not available for parents who elect to pay annual tuition in full for the \$500.00 discount.

MONTHLY tuition payments are due by the 5th of each month; **TWICE-MONTHLY** tuition payments are due by the 5th and 20th of each month. A late fee of \$30.00 will be added for payments received after the close of business on the third day after the date your payment is due. Returned checks will be surcharged a \$30.00 bank processing fee.

To reserve a place for your child a non-refundable \$300.00 deposit is due with the enrollment application.

Tuition Pricing 2020-21				
Full Day Rates				
	Weekly Rate	Twice Monthly	Monthly (4 weeks)	Annual (40 weeks)
Pre-Primary (Includes After School)	\$224.00	\$448.00	\$896.00	\$8,960.00
Primary	\$187.00	\$374.00	\$748.00	\$7,480.00
Primary-Kindergarten	\$93.50	\$187.00	\$374.00	\$3,740.00
Pre-Primary 1/2	\$129.00	\$258.00	\$516.00	\$5,160.00
Primary 1/2 Day	\$125.00	\$250.00	\$500.00	\$5,000.00

Enroll for your payment to be drafted from your bank and save \$200 off regular tuition. Tuition discount is for bank draft only. Discount is applied each month at a rate of \$20.00 in savings.

Drafting Schedule

Student tuition can be automatically drafted by Abner Montessori. This process requires authorization. Please see our website or ask one of our office personnel for an authorization form. Monthly payments will be drafted on the 3rd of each month or the next available business day. Bi-Monthly payments will be drafted on the 3rd and 17th of each month or the next available business days.