

# Parent Handbook

# Montessori

## Of The Village

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“The education of the very young child does not prepare him for school, but life. Free the child’s potential, and you will transform him into the world” ~ Maria Montessori

At Montessori of the Village we provide a nurturing environment in which children can experience the excitement of learning. We use hands on materials and activities created to encourage the natural curiosity of every child. Each classroom has been designed to promote learning, to encourage respect for the environment, to promote positive self-esteem and to strengthen the development of the "whole child." We strive for every child to succeed by developing cognitively, physically, socially, emotionally, and creatively.

## Philosophy

Our philosophy at Montessori of the Village is to follow the teachings and principals of Maria Montessori through prepared environments that meet the needs and challenges of every child. We strive for academic excellence throughout all of our classrooms. We do so through various exercises in the areas of Practical Life, Sensorial work, Mathematics, Language and Cultural Awareness. We are committed to encouraging every child's natural curiosity for learning, as well as providing a safe and nurturing environment.

## Non- Discrimination Policy

It is the policy of Montessori of the Village to NOT discriminate based on a person's race, color, sex, or national origin.

## Discipline

Please see *Montessori of the Village's Disciplinary Procedures and Policies* located on page 6 of this packet for more details. We strive for a calm and satisfying environment where students are expected to treat each other, the staff, and the materials with respect. Students are also expected to use a soft voice during the work period and to not disturb or interrupt classmates while they are working.

Disrespect of the rules of conduct or of the school will result in disciplinary action. Usually, this consists of an action that is immediately connected to the misconduct. For example, a student disturbing others may be moved to another table, or mistreatment of others will result in a discussion of proper behavior and a substitute behavior will be offered.

Should a behavior problem continue, the student may be asked to finish their work in another classroom.

Continuing problems and serious occurrences, such as biting another child, or harming others repeatedly, will result in an intervention of the administration. Parents might be called in for a conference concerning the problem. After two more conferences, if the problem continues without any resolve, the administration has the right to disenrollment the child from the school.

## Littering

Students are expected to clean up their work and food areas, to throw away all trash, and to put all material and containers back where they belong. We encourage parents to continue this practice at home as helping out with small household chores builds Montessori "life skills."

## Dress Code

School clothes should be comfortable for both indoor and outdoor activities. Hats and hoods are not worn in class. Shoes need to be suitable for climbing and running. Please wear closed-toed shoes, avoid cowboy boots, thongs, sandals without straps, crocs and shoes with slippery soles. Our program is active. Please do not dress in clothing that will upset you or your child if it should become stained or soiled.

## Extra clothes & Bedding

Please make sure you have 2 changes of extra clothes and underwear in your child's cubby. These items should be placed in 2 large Ziploc bags with your child's name clearly written. Each bag should include: Socks, underwear, pants/shorts and a t-shirt and one extra pair of shoes in one bag. Please make sure your child(ren) has a warm sweater or coat in their cubby for cold weather. Always write your child's name on all of their clothes with a black marker, to ensure it will not get lost. In case you are missing any clothes, please go to the office and ask for the Lost and Found Box. Children in Room 1,2 and 3 will need a fitted crib sheet and a crib size blanket. The bedding is to go home every Friday for laundering and returned the following Monday. The school is NOT responsible for any lost or stolen articles.

## Montessori Birthday Celebration

Children are welcome to share their birthdays with their friends at school. Parents are invited to send a "special treat," and to join in the celebration! Please inform your teacher in advance of any plans so they can arrange their class schedule. We use a special Montessori curriculum procedure to celebrate birthdays. Your child's teacher will supply you with a form outlining what we do and what you need to send to school on that special day.

## Food

Due to a multitude of students with allergies, **Montessori of the Village is a nut-free school.** We must ask for all foods containing nuts to please remain at home. This includes Nutella, peanut butter, almond butter, coconut, etc. Some granola bars include nuts in the ingredients, please check the labels. We strive to keep every child at Montessori of the Village safe. You can help us with this. Thank you. Sunflower butter is a great alternative to peanut butter.

## Lunches

If you need to keep your child's lunch cold, we recommend an ice pack inside of the lunch box. **We cannot put your child's lunch in the school refrigerators.** If you would like to keep your child's lunch warm, please send it inside of a thermos. **We do not heat up children's lunches in the microwave.** Montessori of the Village has a Hot Lunch Program. Lunches can be purchased for \$4.00 a day. You can order daily (by 9:00am), weekly or monthly.

## Snack Menu

The school provides two snacks a day, one in the morning and one in the afternoon.

### **Breakfast Policy**

Breakfast hours are from 7:00-8:00 am. If your child needs to eat breakfast and arrives after 8:00am, please make arrangements to stay with them until their breakfast is done. Montessori of the Village does not provide breakfast or have breakfast items for sale.

### **School Hours**

Our hours of operation are from 7:00am to 6:00pm. Our half day program is from 8:45am-12:15pm. Our school day begins at 9:00am, we ask for all students to please arrive before 9:00am so they can get settled in and say their goodbyes. If you arrive after 9:00am, please be respectful of the class in session.

### **Arrival and Departure Procedures**

Upon arrival at the school please sign in your child in the sheet by the entry door in their classroom. Please check your child's folder which is next to the sign in/out sheets, daily for their work and important messages. Releasing a child to someone other than a parent requires prior written notice. The person picking up your child must present a picture ID and follow the sign-out procedure.

### **Signing IN and OUT**

The State of California requires that all children be signed in and out by an **ADULT**, daily. **Legible signatures** are required for documentation purposes and should be signed with a **full legal signature**. The government mandates a \$50 fee for all unsigned students.

### **Late Pick up Policy**

Please contact the school if you will be late. Children become worried if they are not picked up at their usual time. Your call will help us to reassure them that you are on your way. Montessori of the Village closes at 6:00pm. Overtime rates are charged to cover unscheduled staff costs. Late pick up fees are \$1 per minute. Late pick up fees apply to both half and full day children. After a late pick up an invoice is issued the next day and payment is due upon receipt.

### **Open Door Policy**

Montessori of the Village has an Open Door Policy; any enrolled child's parent/guardian may drop in to "visit" their child at any time without an appointment or prior notification.

### **Withdrawals**

A 30 day written notice prior to the withdrawal date of every child is required to avoid an extra month's charge. Tuition will be charged through the end of the month of withdrawal regardless of the date of withdrawal. Registration fees are non-refundable.

### **Registration Fee**

When enrolling your child, there will be a \$150.00 non-refundable registration fee payable at the time of enrollment. An annual re-registration fee of \$100.00 is due at the beginning of each school year.

### **Tuition Payment**

The parent/guardian of every child is liable for the entire amount of the annual tuition, unless a 30 day written notice of withdrawal has been submitted. Should it become necessary to pursue payment through a collection agency or court action, the parent or guardian agrees to be heard and have judgment rendered in the Los Angeles Judicial District and to pay all attorney's fees, court fees and collection fees incurred by the school in pursuit of collection.

### **Monthly Payment Option:**

Tuition is due on the first of every month. A late charge of 10% of the total tuition due is assessed if payment is not received by 6:00pm on the 5th of each month. Students may lose their place in the program if tuition is more than 10 days late.

### **Returned Checks**

A \$25.00 charge will be added to your account for checks returned unpaid. After a second returned check from the same party, only cash, money orders, or cashier's checks will be accepted as payment for tuition.

### **Probation Period**

Every enrolled child is initially placed on a 3-month probation period to insure that they are ready for a Montessori environment. The director or an administrator will council the parent or guardian and liability will cease upon withdrawal of the child from the school.

### **Refund Policy**

If in the opinion of the Director, a child is not able to adjust to the school environment, the Director will council the parents or guardian. In this case **ONLY** will liability cease upon withdrawal of the child and a refund of the tuition paid in advance be made.

### **Absence and Vacations**

Your full tuition amount is due monthly. **Credit is NOT given for absences due to sickness, holidays or vacations.** However, a leave of absence for more than 4 weeks may be arranged with the school Director during the summer program. To qualify for this leave, all accounts must be completely paid in full and up to date.

### **Changes / Updates**

Please inform the office of any changes in your or your child's information i.e. phone numbers, emergency contacts, address, removal of authorized persons to pick up your child(ren), allergies. In the event of an emergency, we need our records up to date and must be able to contact you regarding the health and welfare of your child.

### **Child Abuse and Neglect**

The staff here at Montessori of the Village is obligated to report any cases of suspected child abuse or neglect under the Mandatory Child Abuse Reporting Law. Failure to do so could result in a fine or imprisonment. California State Penal Code Section 11161.5 considers discipline resulting in bruises and injuries a form of child abuse.

### **Emergency Procedures**

We practice regular fire and earthquake drills in compliance with school regulations. During such an emergency, students will first relocate to the parking lot and all parents will be notified. If for any reason, we need to evacuate the premises, students will travel to; FIRST: Russell Ranch Park (behind school) if this location is not safe to evacuate to, we will travel to SECOND: Costco parking lot located at 5700 Lindero Canyon Road. Please see the map posted in your student's classroom for more information.

### **Toddler Program**

Our Toddler program is for children 18 months to 36 months. With Montessori materials and a full academic program, our toddlers are encouraged to be independent and to learn important skills such as socializing, sharing, communicating and potty training. As toddler development progresses rapidly and changes day to day, our teachers use a daily communication form to exchange information with parents and to chart the needs of these children until they transition into our Preschool Rooms #2 and #3. Montessori of the Village is a bottle and pacifier free school.

### **Preschool Program**

Our preschoolers will have the opportunity to develop their skills in Language, Mathematics, Sensorial work, Geography and Practical Life experiences. Following the Montessori philosophy throughout their surroundings, we will encourage a daily respect for their teachers, friends and environment.

### **PrePrimary/Kindergarten Program**

Our Preprimary program offers our students a vast array of experiences. Through a Montessori curriculum, these students delve into more advanced and detailed Science, Mathematics, Geography, Social Science, Language, and Practical Life experiences. They will study how to become independent learners and to strengthen their social-emotional development. This program fulfills the Kindergarten public school requirement in most districts.

### **Admission Policies:**

Admission to Montessori of the Village is open to any child from 18 months of age to 6 years old whose parents satisfy the policies listed below:

We require all parents or guardians to tour our facility. They must meet with the director or an administrator to review our school program and policies and to obtain a registration packet which includes the following:

#### *State requirements*

- \* Enrollment application
- \* Immunization Records (copy of all vaccinations)
- \* Consent for medical treatment
- \* Child's Pre admission Physicians report
- \* Child's Pre-admission health history form (to be completed by parent)
- \* Parent's Rights
- \*Personal Rights
- \* Receipt of school policies and procedures
- \* ID Emergency form

#### *School requirements*

- \* Tuition Agreement
- \* All About Me
- \* Photo Release Form
- \* Admissions Agreement
- \* Allergy information from

**All forms must be completed and submitted to the administration on or before their first day of school**

### **Health**

The Department of Social Services requires that the staff do a daily inspection of each child for illness. To ensure that the health of other children is protected and additional infection does not develop in your child, we ask you to keep him/her home when he/she exhibits one or more of the following:

- \*A temperature of 99.5 or higher
- \*An undetermined rash
- \*A runny nose (if the mucus is yellowish or green)
- \*Irritated eyes with mucus, green or yellow discharge, redness, or water (other than allergies)
- \*A cough
- \*Head Lice
- \*Vomiting

- \*Diarrhea
- \*Ear ache (infection)

### **Policy on Child Illness**

Montessori of the Village's policy on child illness is based on the model Health Care Policies developed by the American Academy of Pediatrics.

Montessori of the Village understands that it is difficult for a parent/guardian to leave or miss work; therefore we suggest that alternative arrangements be made for occasions when children must remain at home or need to be picked up due to illness. Exclusion from the center is sometimes necessary to reduce the transmission of illness.

To ensure that the health of other children is protected and additional infection does not develop in your child, we ask that you keep her/him home when he/she exhibits one or more of the following symptoms:

- Fever of 99.5 or higher
- Diarrhea
- Vomiting
- Mouth Sores
- Rash with fever and behavioral changes
- Purulent Conjunctivitis
- Impetigo
- Strep Throat
- Head Lice
- Scabies
- Chicken Pox
- Pertussis (Whooping Cough)

For children's safety and comfort and to reduce the risk of contagion, children should be picked up within 1 hour of notification. Children should remain home for 24 hours without symptoms before returning to the center. In the case of suspected contagious or continuing symptoms, a doctor's note may be required before returning.

A child who is excluded due to illness from the center may return:

- When he /she is free of fever, vomiting and diarrhea for a full 24 hours without the use of any medications.
- When he/she has been treated with an antibiotic for a full 24 hours
- When he/she is able to participate comfortably in usual program activities, including outside.
- Child should be free of open, oozing skin conditions and drooling (not related to teething)
- The involved areas can be covered by a bandage without seepage or drainage through the bandage.

### **Medications**

School personnel can only administer medication that is prescribed by a doctor for a specific condition, dosage and time period. Medication must be in the prescribed container with the child's name clearly written.

When it is necessary for a child to continue taking a prescription medication while at school, please fill out and sign a medicine request form specifying the exact dosage and dates that the medicine is to be given. State Law requires us to keep these forms in your child's file. This law applies to over the counter medications, such as Tylenol and Benadryl as well.

Medications for chronic illness such as asthma or allergies also require a special form be filled out and kept in the child's file and takes the place of the daily medication form. Please ask the office or your teacher for a form. **NEVER SEND MEDICINE OR VITAMINS TO SCHOOL in your child's lunch box!**

### **Allergies**

Please inform the Teacher and the office staff of any food allergies that your child may have.

### **Injury Reports**

Incidents such as bloody knees and elbows are recorded on "Injury Reports." Please sign these injury reports and leave them with your teacher. The school is required by State Law to keep these reports in your child's file. In case of a head bump or a severe injury, a parent/guardian will be contacted immediately.

### **Classroom Schedule**

Classroom updates will be given to you and posted in each of our classrooms.

### **School Holidays**

A yearly calendar will be passed out with holidays and special events.

### **Parent Teacher Conferences**

Formal parent teacher conferences are scheduled in October and May. Parents are encouraged to request additional meetings whenever one is desired.

### **Baby-Sitting**

Montessori of the village does not allow their employees to baby-sit students. At no time may an employee sign out and/or remove a student from the school. Neither can an employee bring and/or sign in a student.

### **Incidental Medical Services Plan**

In accordance with Title 22, Sections 101126 and 101173, Montessori of the Village agrees to provide Incidental Medical Services (IMS) to its students for the following conditions;

- Blood-Glucose Monitoring
- Administering inhaled medications
- EpiPen Jr. and EpiPen
- Glucagon Administration
- Gastrostomy tube: G-Tube
- Prescribed and over the counter medications

All medications (i.e. prescription medications, over the counter medications, etc.) will be stored in the ARS First Aid box in the kitchen. Parents will complete an Authorization and Emergency Treatment Form prior to the first service given. All medications must be administered in accordance with the pharmacy or manufactures label. Staff administering approved IMS will be trained either by the student's parent or professional medical personnel prior to administering any IMS. Safety precautions will be taken (i.e. using gloves, a sharps container, etc.). All necessary disposal equipment will be provided by the student's parent. Final disposal of biologic materials will be the responsibility of the student's parent. An IMS log will be used to record any services given to a student and will include the date, time, and administering staff's signature.

- All prescription medications must be in original containers from the pharmacy.
- All over the counter medications must be in original containers.
- Homeopathic ointments must be in sealed containers and a list of ingredients must be kept with the ointment.

**We at Montessori of the Village will strive to provide a loving, nurturing environment for your child(ren) to learn and grow.**

# Montessori of the Village

## Disciplinary Procedures & Policies

A very important part of the Montessori experience is helping children learn how to get along in the world, enjoy being with other children and follow the direction of an adult other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The staff will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal at Montessori of the Village is to help the children develop self-control and responsibility for their actions.

Our discipline procedures consist of the following strategies:

- Encourage children to use their words when having a disagreement with another child.
- Assisting the children with their attempts to settle their own disputes.
- Redirecting behavior when this seems potentially effective.
- Separating a child from the group for some quiet time to reflect on their actions.
- Talking to the child individually about their behavior.
- Making parents aware of disciplinary concerns via a phone call.

Disruptive behavior distracts from the full benefit of the Montessori program and will result in consequences. The following behavior is considered disruptive:

- Requires constant attention from staff (shadowing)
- Inflicts physical or emotional harm on other children, adults or self, such as deliberate biting, hitting, pushing, kicking, screaming or verbal abuse.
- Disrespects people and/or material provided in the program
- Consistently disobeys the rules of the classroom.
- Verbally threatens other students and/or staff.

Excessive disruptive behavior will be addressed by phone a phone call or in an Incident Report depending on the severity of the incident. This Report will be shared with the parent upon pick-up. The parent is required to sign it and it will be kept in the child's folder.

If a child has difficulty managing his/her behavior and inflicts physical/emotional harm on other children adults or self, such as deliberate biting, hitting, pushing, kicking on a recurring basis, parents will be asked to meet with the child's teacher, Director and/or Administrator. Montessori of the Village requires the parents to play an active role in joining administration and staff to correct their child's disruptive behavior. They are required to regularly discuss the progress or lack of progress with the child's teacher and administration.

If the child's behavior continues to be inappropriate, consistently disruptive and/or dangerous, it may be necessary that the child be removed from Montessori of the Village's program.

We have read and understood all the Terms and Conditions of the Admission Agreement and the Parent Handbook. We agree to abide by the said terms and conditions on the admission of our child to Montessori of the Village.

Please sign and give this page to the administrative staff at Montessori of the Village Inc.

Name of Parent \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date\_\_\_\_\_

Administration Signature \_\_\_\_\_

Date\_\_\_\_\_

## **Discipline Policy Agreement**

I have read Montessori of the Village's Disciplinary Policies and Procedures. I agree to comply with these discipline policies and procedures.

Please sign and give this page to the administrative staff at Montessori of the Village Inc.

Name of Parent \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date\_\_\_\_\_

Administration Signature \_\_\_\_\_

Date\_\_\_\_\_