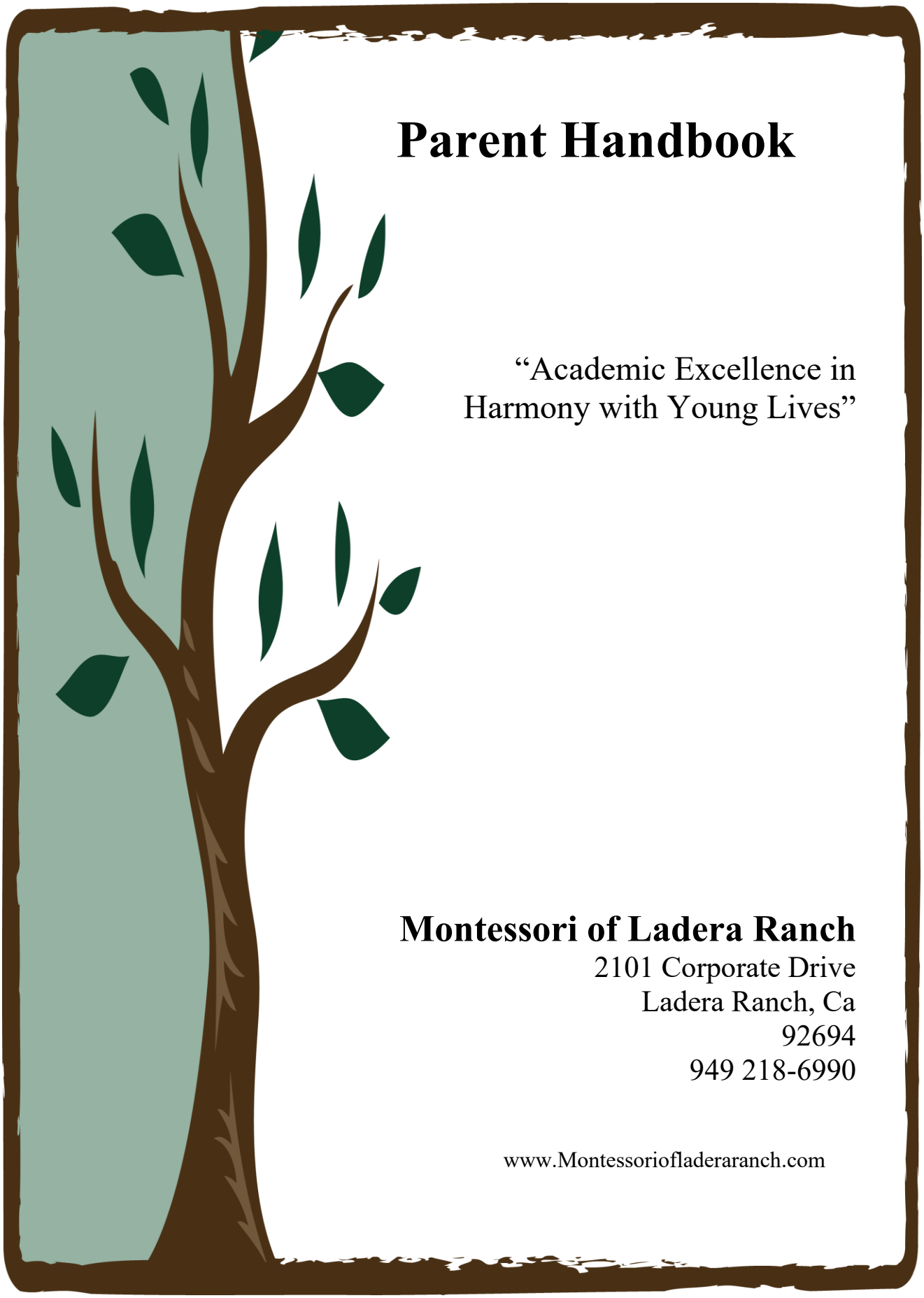
Parent Handbook

"Academic Excellence in
Harmony with Young Lives"



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THE MONTESSORI CURRICULUM

PHILOSOPHY

The main tenant of the Montessori philosophy of education is that all children carry within themselves the person they will become. In order to develop physical, intellectual and spiritual potential to the fullest, the child must have freedom – a freedom which is achieved through order and self discipline. Montessori educators understand the world of the child is full of sights and sounds which at first appear chaotic. From this chaos, children must gradually create order, learn to distinguish among the impressions that assail their senses, and slowly but surely gain mastery of themselves and their environment.

Dr. Maria Montessori developed what she called the Prepared Environment. The Prepared Environment possesses a certain order which allows children to learn at their own pace according to their individual capabilities in a noncompetitive atmosphere. The years between two and six are the years in which children learn the rules of human behavior most easily. These years can be constructively devoted to "civilizing" children, freeing them through the acquisition of good manners and habits to take their places in their culture.

Dr. Montessori recognized that the only valid impulse to learning is the self-motivation of the child. Children move themselves toward learning. The teacher prepares the environment, directs the activity, and offers the child stimulation. It is the child who learns and who is motivated through work itself, not solely by the teacher's personality to persist in a given task. Montessori children are free to learn because they have acquired an "inner discipline" from their exposure to both physical and mental order. This is the core of Maria Montessori's philosophy. Social adjustments, though a necessary condition for learning in a classroom, are not the purpose of early education. Patterns of concentration, perseverance, and thoroughness, established in early childhood, produce a confident, competent learner in later years. Montessori teaches children to observe, to think, and to judge. It introduces children to the joy of learning at an early age and provides a framework in which intellectual and social development goes hand in hand.

MISSION STATEMENT

Our mission at **Fountain Valley Montessori** is to create an environment where academic excellence is in harmony with young lives. We strive each day to guide children to reach their full potential: academically; socially, and emotionally. The self-sufficient child rewards their community and mentors by becoming positive and active role models in their community. Our goal is to not only educate our children, but to educate our children's children in the future.

GOALS AND OBJECTIVES

The main objective of our school is to provide a carefully planned, stimulating environment within which children will develop the necessary habits, attitudes, skills and ideas which are essential for a lifetime of creative thinking and learning. All concepts will be presented in a safe, secure, loving, and respectful environment. The specific goals for the children who attend the school are:

- Develop a positive attitude toward school and learning.
- Develop a sense of healthy self-esteem.
- Build the basic skills necessary for a lifetime of learning.
- Grow and foster an abiding curiosity.
- Develop habits of initiative and persistence.
- Increase sensory-motor skills to sharpen the abilities to discriminate and judge.
- Develop socially acceptable behavior.
- Increase each child's innate, ultimate potential through high self-expectations.
- Enlarge a child's love of learning through a process which is FUN and ENJOYABLE

ADMISSION

Our academic year is from September to June. However, we will enroll a child mid-year if we have availability. Children 2 to 9 years of age may be considered for admission into one of our programs. A personal interview is required of prospective students so that proper placement may be determined. All students are subject to a four-week adjustment period. If after this adjustment period, the child has not settled in, a conference will be scheduled to determine if our program is meeting the needs of your child. Parents are also required to tour the facility and meet with the Director prior to admission. In the case of Joint Custody, the parents will be required to provide the school with a "Court Order" signed and sealed by a Judge. The Student will not be allowed to attend school unless the legal document has been submitted.

TODDLER PROGRAM

Children ages 2 to 3 years old will be considered for enrollment into the Toddler Program. This program is a training program designed to help prepare the children for the Montessori environment and is not designed to be daycare. Children need not be toilet trained but must show a social maturity to adapt to the group interactions and activities. As the children master language, toilet skills, and respect and knowledge of the work, they may be considered to "graduate" into a Montessori preschool room.

PRESCHOOL PROGRAM

Children ages 3 to 5 years old will be considered for enrollment into the Preschool Program. This program is a training program designed to help prepare the children for the Montessori Elementary environment and is not designed to be daycare. Children need to be toilet trained and must show a social maturity to adapt to the group interactions and activities. As the children master the academic environment, gain respect and knowledge of the work, and have been recommended by their Preschool teacher, they may be considered to "graduate" into a Montessori Elementary Program.

ELEMENTARY PROGRAM

Children ages 4 to 9 years old will be considered for enrollment into one of our Elementary Programs. Our Elementary Programs do not group children by "grade level". We group children according to their social and emotional needs. Traditionally, we have a lower elementary class with children ages 4 to 5 years old, and an upper elementary class with children ages 5 to 9 years old.

The Elementary Program is based on a ten (10) month academic year which runs from September through June. Tuition is due for the entire year notwithstanding any early withdrawal regardless of reason.

REGISTRATION

The registration process includes submitting a **non-refundable registration fee, a non-refundable tuition deposit and a non-refundable material fee (elementary students only)** along with completion of the registration form. The registration package will be provided at this time and must be completed before the child's first day. Children will not be admitted until all the required registration forms have been submitted to the school and an Admission Agreement has been signed by both parent and the school.

TUITION

The Admission Agreement is for the entire academic school year which is a 10-month program which begins in September and ends in June. Tuition is based on a yearly sum.

Ten payment option, 10% due by August 15th, 10% due on the 15th of each month thereafter

All families are required to pay tuition through Tuition Express

The payment(s) are the same regardless of the number of days a child attends. If a child is enrolled mid-year, tuition is prorated. There are no reductions in tuition for illness, family vacations, and school closures or for any other reason.

A payment schedule will be issued to the parent during the enrollment process. The first payment is due on August 15th, or at the time of enrollment. If it is not received by the **25th**, it is past due and a late fee of $50 will be assessed on all accounts that are past due. If the tuition payment is not received by the 1st day of the month, the student will be dropped from the program and the School reserves the right to fill the vacancy with another student. All tuition and late fees will continue to be accrued until a 30-day written notice of withdrawal for toddler or preschool students only is received and back payments are brought current.

There will be a returned check fee of $25 assessed for all returned checks.

****There is a sibling discount of 10% off the monthly tuition amount for the second child and 10% for every child enrolled thereafter**

TUITION DEPOSIT

All parents are required to pay a non-refundable tuition deposit which will be applied towards the first month of tuition upon registration of the student.

ELEMENTARY MATERIAL FEE

There is an annual $250.00 non-refundable material fee due on August 15, or at the time of registration. This fee covers additional materials required only for the elementary program.

MORNING AND AFTERNOON DAYCARE

Extended childcare programs are available for children year-round. The toddler program is offered from 7:00 a.m. -9:00 a.m. and from 3:00 p.m. to 6:00 p.m. The preschool program is offered from 7:00a.m to 9:00 a.m. and from 3:00 p.m. to 6:00 p.m. and the elementary program is offered from 7:00 a.m. to 8:30 a.m. and from 2:30 p.m. to 6:00 p.m. These programs offer the children a chance to socialize and engage in informal play and rest periods, if needed. Many of our extracurricular programs are offered during these hours.

Occasional daycare is available for an hourly fee but should be scheduled in advance to ensure proper teacher/child ratios. Payment for occasional childcare is due immediately unless other arrangements have been made with the office.

LATE PICK-UP POLICY

The school closes promptly at 6:00 p.m. and all children must be picked up by that time. If there is an unforeseen emergency which prevents the parent from arriving by 6:00, the child will be attended to and a fee of **$1.00 per minute per child will be charged**. This fee is payable at the time the child is picked up and must be paid directly to the person who assumed responsibility for the child. Continued lateness will be addressed first with a written warning, second with a meeting with the parent and teacher, and if the lateness continues, the child will be removed from the program.

SUMMER ENROLLMENT POLICY

Our summer program is conducted during the months of June, July, and August. In order to secure enrollment for the following academic year, the student must be enrolled in at least one of the summer months. Failing to pay tuition for at least one of the summer months will require re-enrolling your child and placing them on our waiting list, as we cannot hold his or her current position. You may reduce the days per week and/or the hours per day. We can only apply this "ONE" month of tuition credit during the summer months of July and August. No vacation credits are given during September through June.

ATTENDANCE

The school offers full-day and half-day programs either 3 or 5 days a week for our toddler and preschool programs. The full day begins at 9:00 a.m. and ends at 3:00 p.m. The half day begins at 9:00 a.m. and ends at 12:00 p.m. Our elementary program offers a five full-day program only, which begins at 8:30 a.m. and ends at 2:30 p.m. If your child is enrolled part-time and absent on their scheduled day, substitutions are not permitted on non-scheduled days due to teacher/child ratio. If a child is absent, the School must be notified of the reason for the absence as well as the probable return date. Tardiness is very disruptive to the teachers and classes in session; therefore, we ask your cooperation in being punctual when dropping off your child. Habitual tardiness will be addressed first with a written warning, second with a meeting with the parent and teacher, and if the tardiness continues, the child will be removed from the program.

HOLIDAY DAYCARE

The School may choose to stay open for daycare during a holiday break. If the School chooses to offer daycare during a holiday break, the Parents will be notified and given an opportunity to sign their child up for the holiday daycare. There will be a per day ***non-refundable*** charge due at least two weeks prior to the scheduled daycare so that we can ensure proper student/teacher ratio.

EARLY WITHDRAWAL TODDLER, PRESCHOOL, AND ELEMENTARY PROGRAMS

If you wish to withdraw your child from the school's toddler or preschool program, you are required to give 30 days' written notice or further tuition charges will accrue.

If you wish to withdraw your child from the school's elementary program, there are no refunds for remaining tuition months. The elementary program is a school year (Sept-June) commitment. Should you choose to withdraw your child early all remaining months of tuition will be due in full.

SCHOOL CALENDAR

The School is open every weekday of the year except holidays, other closures, and early dismissals as specified in our school calendar. Please refer to the current school calendar.

IMMUNIZATIONS

Prior to admission, it is required that the parents submit a physician's report which covers the child's general health, physical and emotional maturity, special needs, and immunizations. A child may be exempt from immunization requirements when his/her physician recommends against immunization on medical grounds and a letter is received by the school. A child may not begin school unless requirements have been met.

AFTER SCHOOL EXTRACURRICULAR CLASSES

Each year various elective subjects are offered. Please refer to the current list and fee schedule. A child may attend these classes only after enrolling with the authorization of his/her parents. If the parent wishes to enroll the child, the application form and appropriate fees are to be submitted to the teacher who leads the class.

PREPARING FOR SCHOOL

Children attending school for the first time are bound to be apprehensive the first couple of weeks. This is normal. There are things you can do to prepare your child for school and few suggestions are:

- Take your child to visit the school prior to his/her first day.
- Talk often about school and what a positive experience it will be.

- Do not let your child see any apprehension you might be feeling about leaving your child for what might be the first time. This will only reinforce and validate his/her feelings of distress.
- At home, emphasize the positive aspects of the day.
- Have your child help label and organize clothing and bedding for the first day.

ARRIVAL AND DEPARTURE

A brief loving good-bye is the beginning step towards independence. Drop off should be brief with a specific statement of when you will be returning, such as, after lunch, after nap, after snack. This gives them a mental time frame and something to look forward to for the first two weeks. Prolonging it only enhances frustration to both parent and child. A positive parental attitude is vital to your child's successful adjustment.

DRESS CODE

All children must come to school with a clean, neat appearance and be dressed appropriately for the day's activities. Comfortable clothes which allow children to run, jump, and engage in various activities are encouraged. Clothes should be able to be taken off and replaced independently by the child. Overalls, for example, are difficult to maneuver for a child who has just recently been toilet trained. Additionally, art projects may result in clothes becoming soiled. A daily bath, clean hair, clipped fingernails, and brushed teeth are expected. Additionally, costume type clothing (i.e., Batman shirts or princess clothes) which may be disruptive, is better left at home. Shoes with no backing such as flip flops are not allowed to be worn at school. We highly recommend that children come to school in properly fitted shoes that provide support and safety such as laced tennis shoes.

CHANGE OF CLOTHING

Each child must bring a complete change of clothing that is clearly labeled, in a plastic zip lock bag. If the child uses them, they will be sent home and must be replaced on the following school day. It is the parent's responsibility to replace them as the child grows into a new size.

DISCIPLINE

The staff does not use corporal punishment or other intimidating means of discipline. Our approach to discipline is that of communication with mutual respect. Problem behavior is redirected into positive action. Occasionally a child may need time to collect his or her thoughts and feelings. The teacher may invite the child to choose participating in an activity or taking a break with an open invitation to return when the child feels ready. If there is a persistent problem and it becomes necessary to involve the parent, it is done with a spirit of cooperation. If further professional help is required, it is done with all parties equally contributing their efforts to help the child. If such a program is entered, the child's enrollment automatically becomes probationary, contingent upon the meeting of predetermined goals within a specific time. This approach of school-parent-professional communication applies to academic and emotional concerns as well as to discipline situations.

DISMISSAL FROM SCHOOL

A child may be dismissed by the school without prior notice if, in the opinion of the school, it is in the best interest of the child or the school to do so.

BITING POLICY

We understand that from time-to-time children will bite. This is most prevalent in two-year olds. Young children have difficulty expressing their feelings into words therefore occasionally they will bite. We will work with you as much as possible, to help alleviate the problem. However, if your child continues to bite, we must follow our biting policy which is as follows:

The first time your child bites, we will notify you and together we will devise a plan to rectify the behavior. If the biting continues, we will call you immediately to have the child picked up from school and they cannot return to school for 24 hours. If the biting cannot be controlled, we will have to terminate your child's enrollment. You are welcome to re-enroll when the biting has subsided.

STUDENT RECORDS

Montessori of Ladera Ranch stresses the importance of protecting the rights and privacy of children, their families, and our teachers. The practice of maintaining the confidentiality of verbal information and written records is a policy of our school. This practice is in accordance with one of the primary principles of professional behavior in an early childhood setting. For this reason, parent volunteers working in the office are not permitted access to any records pertaining to a child or children other than their own. Parents and legal guardians who desire to review these records are requested to call the office and request access to the student's file. A **Montessori of Ladera Ranch** staff member must be present whenever records are reviewed.

If a school is requesting academic records from **Montessori of Ladera Ranch,** they must send a request form with a parent signature to our facility. We will not release academic documentation without a parent signature.

FIELD TRIPS

Elementary age children will participate in off campus learning opportunities an average of four times per school year. You will be notified in advance of each field trip. If you choose to not have your child participate, your child must stay home on the day of the field trip. We will not have

childcare at the school for children who do not attend the field trip. All elementary teachers will be off campus supervising the students on these days. Toddlers and Preschool age students will not leave campus for a field trip.

BIRTHDAYS

Children may celebrate their birthday at school if the teacher is notified in advance. We ask that the low sugar policy be followed as much as possible during this time. Birthdays at school are not intended to be the child's primary celebration. Please do not bring balloons or other favors on the day. Birthday invitations for children's birthday parties will not be passed out at school unless all children in the class are included. This policy is intended to keep any child from feeling left out. You may use the School Directory to acquire names and addresses of the children you wish to invite.

NUTRITION

The school observes a "low sugar" (sugar listed as fifth ingredient or lower) policy in the interest of the children's health and behavior. Please make sure that enough food is included in your child's lunch to provide a healthy balance of the food groups. The children who do not sign up for school lunches, must bring their own lunch to school. Standard size lunch pails should be used. We suggest that the children participate in the preparation of their lunches as an extension of their cooking and nutrition lessons at school.

Although proper nutrition is an important part of our day, we will not force a child to eat. We will encourage them to take bites and monitor their consumption; however, we will not take recess away or punish a child for not completing their lunch. Any uneaten food will be sent home, to help parents determine appropriate amounts for their children.

GUIDELINES FOR LUNCHES

Include foods from the four basic food groups:

Fruits and vegetables
Meat, chicken, fish, nuts
Dairy products
Grains and cereals

Sandwich Ideas (preferably on whole grain bread)

Beef (without nitrates) Chicken, Turkey, Cheese, Egg salad, Tuna Salad

Raw Vegetables

Carrot, celery, cucumber, green pepper, jicama, zucchini strips

Dried Fruits

Apples, Figs, Dates, Raisins

Fresh Fruits

Apples, Bananas, Pears, Oranges, Strawberries

Nutritious Treats

Granola
Crackers with natural ingredients
Homemade breads, such as banana, zucchini, carrot, etc.
Pretzels (unsalted)
Graham crackers (without sugared tops)
Yogurt

Drinks

School provides filtered water

Food which requires refrigeration or heating may be brought in a large mouth thermos found in most supermarkets or drugstores. The school does not have the capability of heating individual lunches. If an unacceptable item (i.e. high sugar) is mistakenly included in your child's lunch, it will not be thrown away, but put in a labeled lunch bag to be taken home.

SNACKS

Morning Snack: Lessons in Grace and Courtesy are an integral part of the Montessori philosophy. Each classroom has a monthly snack host/hostess sign-up calendar. We highly encourage parents to sign up to bring snacks once a month for the class. This will allow the children to experience the full process of creating a meal: shopping, preparing, and serving. Being a snack host is an activity all children look forward to! Please see the snack sign-up sheets located outside each classroom door. Feel free to pick snacks your child would like to eat and serve them to their friends. Please plan on serving 24 children and adhere to our "low sugar" policy. Remember when signing up for a classroom snack to bring at least two food groups. If a child doesn't care for the snack provided by the host/hostess, the school will provide an alternative option.

Afternoon Snack: Will be provided by the School

Please continue to send snacks from home if your child has food allergies or specific dietary restrictions.

SPECIAL EVENTS & HOLIDAYS

Holidays are celebrated in each classroom according to the discretion of the teachers. A few of our favorite holidays will be celebrated school wide. We appreciate parent help and support for these events.

To expose all children to different cultures we will celebrate various holidays in our classrooms. Although we introduce these holidays to the children, we do not go into depth about the religious holidays. We, as a school, remain neutral on all political and religious views. If your family celebrates a specific holiday and you would like to share with your child's class, please let the teacher know in advance and we will arrange a time for you to come and share your beliefs. If you wish to view our holiday curriculum, please ask in the front office.

TOYS/SMART DEVICES

Toys, games, and smart devices are discouraged from being brought to school. They can become lost or broken and can be very distressing and distracting to a child during school hours. Personal items that have educational merit may be brought to share with the class. Parents are asked to monitor carefully what the child brings to school.

RELEASE AUTHORIZATION

Children will not be released to any person other than a parent, legal guardian or someone duly authorized in writing by the parent or guardian. At the time of enrollment, parents are asked to list those people authorized to pick up their child(ren). If it becomes necessary to have someone not on your list to pick up a child, **a written release must be provided by the parent**. This person must be able to identify themselves with picture identification and sign the School's visitor log. It is against the law for the school to prohibit a parent from picking up their child unless the school is provided with documentation stating otherwise. Please contact the office in these circumstances. Should a parent request that a therapist or other professional observe their child at school, a written authorization must be provided by the parent and submitted to the office.

STRANGERS ON CAMPUS

No visitors will be allowed to enter the building. Please ring the doorbell and wait for a staff member to assist you.

SUNSCREEN POLICY

For us to apply sunscreen to a child, a sunscreen permission must be completed by the parent and submitted to the office. Sunscreen application will be noted on the classroom log daily.

ILLNESSES AND MEDICATION

An ill child will not be allowed to enter the classroom. If a child becomes ill at school, the parent will be contacted to arrange for the child's care. The child may be kept in the school office until the parent arrives. This child must be picked up by the parent or authorized person within 30 minutes of notification.

Children who are taking prescription medication must have a written authorization from their doctor detailing the exact dosages to be given and complete the school required paperwork. **Nonprescription drugs will not be administered at the school**. The medication must be presented to the school in the original container and it must state the child's name and dosage required. The prescription must be current. The parent must give the school written authorization to dispense any medication to the child. All medication must be handed to the director or administrator by the parent or legal guardian. **There is great danger in sending any type of medication to school in a child's lunch pail**. Any medication sent to school without following the proper procedures will be returned home and will not be administered to the child.

Children may not attend school if:

1. They have had a fever 100 degrees or over in the last 24 hours
2. They have had diarrhea or have been vomiting within the last 24 hours
3. They have a persistent cough and/or nasal drainage that is anything other than clear
4. They have an infectious or communicable disease without a doctor's release.

For your reference, a list of COMMON CHILDHOOD ILLNESSES is included below:

***Chicken Pox**:* Incubation period is 13-17 days. First symptoms: slight fever and rash. Period of communicability: not more than one day before, or 6 days after the appearance of the rash.

Conjunctivitis: An infection (viral or bacterial) in the eye. Symptoms include profuse discolored mucus from the eye, redness and irritation. Period of communicability: Treated with antibiotics, can be 48 hours. Viral conjunctivitis does not react to antibiotics and is contagious with the continued production of mucus or weeping tears.

***Fifth Disease**:* First stage symptoms include headache, body ache, sore throat, fever, and chills, followed by a bright red rash in the cheeks that look like slap marks and sometimes a lacy rash on the arms and legs. Children are communicable while presenting these symptoms.

Impetigo: Highly contagious skin infection caused by streptococcus bacteria or staphylococcus bacteria. Symptoms include small red bumps that form clear or pus-filled blisters, which break and ooze. After a few days of blisters, the skin appears with honey-colored, encrusted sores or dry erosions. Children must remain out of school until the sores are no longer blistering, oozing or crusting.

Lice: A common parasite that may infest in the hair of children and adults. Children may contract this from contact with an infested person or contact with furniture, clothing, bedding, or brushes that are infested. Children with lice may first begin to itch behind the ears and at the nape. Lice appear as grayish tan in color and are cylindrical in shape. The nits are tiny, oval-shaped, and silvery in color, about the size of the eye of a needle. Children with lice are in need of medication to 'delouse'; all clothing, bedding, plush animals, etc. must also be treated. Children may not attend school if believed to be carrying nits or lice.

Lyme Disease: An infectious disease caused by bacteria that are spread by infected ticks. First symptom is an unusual rash appearing three to thirty days after and at the site of the bite. Other signs may include burning, itching, hives, redness, and swollen eye lids. Further symptoms include: fever, stiff neck, aching muscles and fatigue, sore throat and/or swollen glands. Treated with antibiotics, the child may return to school once well enough to participate in all activities.

Measles: Incubation period 10 to 14 days. First symptoms: fever, runny nose, cough, rash. Period of communicability: from cough, runny nose- 9 days; after rash appears-5 days.

Scarlet Fever: This is a common, acute communicable, localized, hemolytic streptococcal infection. Symptoms include sore throat, headache, malaise, vomiting and fever. The child's face will appear flushed, but the mouth area pale; the child may also present fever with a rash. Fever may persist for up to 14 days with a sore throat lasting from 4 to 14 days. Treated with antibiotics, the child may return to school after period of communicability has passed, after 48 hours of treatment, and when well enough to participate in all activities.

***Strep Throat**:* An infection and inflammation of the throat tissues caused by the streptococcus bacterium usually characterized by a severe sore throat and fever. Treated with antibiotics, the child may return to school after 48 hours and when well enough to participate in all activities.

SAFETY PROCEDURES

The school takes various measures in protecting the health and safety of the children. The safety of the children is our primary concern. All staff members are required to take CPR and First Aid training every two years. All staff members are familiar with our emergency disaster plan and their assigned duties. First aid kits are available in all classrooms and on the playgrounds, to care for minor injuries, cuts, or scrapes. Fire and earthquake drills are conducted monthly. Fire extinguishers are available in the hallways and classrooms. Our school's fire alarm system is linked directly to the Fire Department and there is an extensive overhead sprinkler system throughout the school. Evacuation signs are posted in each classroom and in the hallways. The emergency exit signs in the hallways are illuminated in case of a power outage. Each classroom is equipped with an outside emergency exit. Our playground equipment meets the highest safety standards for quality and design. We are aware that most accidents happen on the playground. **Our staff is alert and aware when on the playgrounds. Please do not approach a teacher while she/he is on the playground. To provide proper supervision, all staff members need to be supervising while stationed on the playgrounds.**

EMERGENCY CARE/ACCIDENT PROCEDURES

In the case of illness, accident or injury to a child, the parent will be notified and instructions for the course of action will be obtained from the school or designated hospital.

If a child is involved in a minor incident at school, the teacher will complete an Ouch Report. This form is used to report accidents such as playground injuries (bumps, scrapes, bruises) and minor injuries resulting from rough play (scratches, scrapes, and hurt feelings). The report is our means of informing parents of an out of the ordinary incident involving their child that may have occurred during the school day. If a laceration or a

head injury occurs, the parent is notified immediately by phone, and a recommendation will be made whether the student should receive medical attention.

EMERGENCY/DISASTER PREPAREDNESS

In the case of a national emergency, the children will be supervised at the school until their parents arrive or for a maximum of 72 hours following a major disaster. We are equipped to provide food, water, and shelter for up to three days, for all students and staff members. After this time, the children will be taken to the nearest central disaster site where additional assistance and counseling will be available. We have an emergency disaster plan in place that outlines what to do in an emergency. The outline indicates tasks for each staff member and the proper chain of command. We also have an emergency book that contains contact information for each child and a photo of the child. The contact information indicates who is authorized to pick up the child. Photo identification will be required to release a child.

EMERGENCY KITS

All families must purchase an "econo-kit" from the school upon enrollment. These kits supply food and water for three days, a solar blanket and first aid for one child. The kits have a shelf life of five years. These kits are yours to keep. If you should leave our program, you can take your child's econo-kit with you. If you wish to purchase more kits for your family, we will make them available to you.

PARENT EDUCATION

It is the school's intention to provide parent support and education throughout the year. There will be information emailed to introduce you to the different curriculum areas of the classroom. The school has a resource library covering a wide range of topics. Should you like information on an issue, please let us know and we will attempt to provide resources for you. It is the school's intention to provide parent support and education throughout the year.

There are several books about Montessori education at the local library. Parents are encouraged to read at least one such book each year to enhance their understanding of the Montessori Method. The school will be happy to assist in any way.

NAP POLICY

Montessori of Ladera Ranch offers a nap time for children between 12:30pm-2:30pm daily. The children will be taking a nap in their respective classrooms on individual cots. The school will provide the cot and the parent will provide all required bedding. Please include the following in a zippered, **labeled** pillowcase:

- Labeled crib sheet (used to cover cot)
- Small blanket
- Very small pillow (optional)

Every Friday these pillowcases, sheets, and blankets will be sent home with the child to be washed. Please return them on Monday morning.

PARENT CONFERENCES

Parent conferences are scheduled twice annually, in the fall and again in the spring, and will be held via Zoom or phone. Written evaluations will be issued in the winter and the last day of school. Special meetings may be scheduled at times that are mutually convenient for the parent and teacher.

NONDISCRIMINATION

The School does not discriminate based on race, color, national or ethnic origin, religion, or sexual orientation.

POLICY CHANGES

We reserve the right to change school policies at anytime throughout the year.

Parent Handbook

Signature Page

Student Name: _____ School Year: 2026-2027

I/we, the parents and/or guardians, have read the entire Parent Handbook and agree to the terms and policies set forth by the School.

I/we understand that updates and/or changes to the Parent Handbook are subject to change at any time.

_____ _____

Mother/Guardian **Date**

_____ _____

Father/Guardian **Date**