



PARENT HANDBOOK

We believe that one of the most important decisions you have to make is finding the right school for your child. We believe that each child is a unique individual and should not be bound within limited academic perimeters. They should be given creative freedom and direction to develop as happy, self-reliant individuals in society. Our belief is that the emphasis on academic excellence should be brought about by conceptual learning rather than rote memorization.

The staff and administration of Oneonta Montessori School welcome you and your child to our school. This handbook presents the philosophy, policies, and procedures of our school. It was created to give you a better understanding of our expectations and goals as well as to ensure a smooth transition as your child adjusts to the school environment. The Directors, Administrator and teachers are available to answer any questions you may have.

The Montessori curriculum emphasizes the basics; educating students so that they may have a keen understanding and awareness of their total environment, thus enabling the student to act purposefully within it. As a child gradually moves from the concrete learning pathways of the preschool classroom to the more abstract concepts of the elementary classrooms, the Montessori materials enrich awareness and actions. Montessori Materials have structured sequences designed to lead to discovery and understanding so that children become precisely aware of their purpose. Our job is to assist and guide every child to reach their highest potential.

PHILOSOPHY

The philosophy of our school comes from the scientific observations and writings of Dr. Maria Montessori. She was born in Italy in 1870 and was the first woman granted a medical degree by a university. In her medical practice, her clinical observations led her to analyze how children learn, and how they build themselves from what they discover in their immediate environment.

Maria Montessori's life work began with a group of children in 1907 when she opened her famous CASA DEI BAMBINI, or "Children's House." Dr. Montessori experimented with a variety of materials she developed for a sensory-rich environment. She designed letters, beads, and puzzles that children could manipulate and create with. These materials gave children an opportunity to perform simple tasks, which prepared them for more challenging ones.

She noticed that the children would spend hours placing the wooden cylinders she created into perfectly fitting holes or arranging cubes from big to small to build a tower. She kept adding new activities, including gardening, physical exercise, preparing and serving lunch, grace and courtesy as well as opportunities to care for pets and plants. As they worked, she noticed the children became calmer and happier. She called it 'normalizing'.

Maria Montessori created classrooms with children of multi ages. She watched excitedly at how the little children observed the older children and wanted to be like them. The desire to achieve and master skills came from within. They worked hard to get to their level thereby learning to set and attain goals at a very early age. She watched as the older ones took on the role of 'teacher' as they taught the little ones. They gained self-confidence and a strong self-concept. Our multiage classrooms prove Maria Montessori's observations, and we take great pleasure and pride as we see this wonderful philosophy at work.

What ultimately became the Montessori Method of Education was developed based upon Dr. Montessori's scientific observations of the children's almost effortless ability to absorb knowledge from their surroundings and their tireless interest in manipulative materials. She observed that children develop naturally, unassisted by adults; "children teach themselves". This simple profound truth inspired Dr. Montessori's lifelong pursuit of educational reform. Curriculum development, methodology, psychology, teaching, and teacher training was based on her dedication to furthering the

self-creating process of the child. The result is independent, self-reliant children who are eager and joyful about life's intellectual and emotional challenges.

DAYS & HOURS OF OPERATION

The school is in operation year-round. Our academic school year begins in late August and ends mid June (please see school calendar for exact dates), with approximately 185+ days of school.

Summer school/camp follows immediately after the traditional school year is completed.

Our campus is open from 7:00 a.m. - 5:00 p.m. (for the present) every weekday of the year except on national holidays, teacher-in-service days, and other designated days (please see school calendar).

ACCEPTANCE POLICY

Our aim is to provide quality education and extended day care services to all typically developing children between the ages of 2 – 12 years of age, regardless of race, color, religion, national origin or ancestry within the context of mutual respect and joy. We believe in accepting students, who are able and willing to work and progress independently without any outside adult intervention (such as an aide/shadow), are respectful of others, abiding by the rules of the school, and whose parents are supportive of our school policies.

It is mandatory that all new students applying to our preschool and elementary program complete 6 to 8 weeks of summer school to determine which classroom will best suit the child for the school year. It helps new students get familiar with our campus, learn the school rules, get introduced to the Montessori materials and make new friends before starting the new school year at Oneonta.

Preschool Program (2 – 4 ½ years old)

We accept children between the ages of 2 & 4 ½ years of age into our preschool program throughout the school year when space becomes available. Children enrolled in our preschool program benefit from a nurturing and stimulating Montessori environment. Children are guided through an enriched Montessori curriculum by highly qualified Montessori certified, Early Childhood educators.

Elementary Program (Transition Kindergarten – 6th grade)

Entrance examinations are not used to decide placement of our future students. However, for entry into our Kindergarten program, students must be 5 years old before the 1st of September (in accordance with the new California School age limit). Students entering our elementary program must enroll in summer school to determine if the grade level is appropriate for the student.

We believe that students who meet our academic standards, equivalent or above the standing of our student body prove to be the best candidates. To determine this, we require report cards/progress reports, psychological testing, student evaluations, and teacher recommendations from previous schools before deciding.

PROBATIONARY PERIOD

After a two- to-four-week probationary period is completed, we will determine whether our school is able to fulfill the needs of your child. The school reserves the right to terminate the enrollment of any child whom they feel requires supervision beyond the scope of the program.

ENROLLMENT PROCEDURE

A tour of the facility by prospective parents and students is encouraged before applying. Any questions may be addressed at this time. To enroll a child in school, a completed registration form along with the registration fee is required. Prospective parents will be notified of the status of the application when necessary documentation has been submitted to the office, and the school deems that the child and the school are a good match.

Forms Due at time of enrollment

Preschool:

Enrollment Application
Parent Tuition Agreement
Emergency Information
Day Care Enrollment
Field Trip/Medical Authorization
Physician's Report
Copy of Immunization Record
Custodial Court orders (if any)
Care Giver Background check – need not return
Signed acknowledgment of receipt of Parent Handbook
Signed acknowledgment of receipt of Personal Rights
Signed acknowledgment of receipt of Parent's Rights

Elementary Program Forms:

Enrollment Application
Parent Tuition Agreement
Emergency Information
Day Care Enrollment
Field Trip/Medical Authorization
Physician's Report – Health Exam for School Entry - K
Copy of Immunization Record - K
Student Health Exam for 1st – 6th grade
Physical Education Release
Signed acknowledgment of receipt of Parent
Behavior Contract signed by student and parent
Previous school report cards, student evaluation & cumulative records
Custodial Court orders (if any)

Potty Training

We accept children who are two years old and who may not be potty trained. Children are changed at regular intervals throughout the day. If child has a bowel movement, child is changed immediately. A diaper changing schedule is posted in the classrooms for your review. Children enrolling at 3 years old must be potty trained at entry.

To encourage independence, these points will be emphasized:

- Pull training pants up/down
- Stand next to/sit correctly on toilet seat
- Clean self
- Flush toilet
- Wash hands

Parents are encouraged to follow the same procedure at home to facilitate the toilet training process. If the teacher believes that a child is ready to graduate from diapers to pull ups, or from pull ups to underwear, the parents will be notified. It is highly recommended that parents are consistent in following the points emphasized. Failing to do so will cause the potty-training process to be further delayed. **There is an additional charge for potty training.** Parents are responsible for providing diapers and wipes.

We do not accept three-year-olds who are not fully potty trained. If an enrolled child is not potty trained by 36 months of age (3 years old) and the school believes it is unable to meet the child's needs, the school has the right to terminate the enrollment of the child.

IMMUNIZATIONS

California law requires that all public and private schools with preschool and Kindergarten through 12th grade students be immunized before entering school. Parents must present their child's Immunization Record prior to enrollment. Guidelines to the California Immunization requirements will be furnished upon request from the office.

Exemptions to Immunizations

The law does not allow:

- Parents/guardians to decide that their children will not get vaccinated.
- Parents/guardians to elect an exemption simply because a record is lost or incomplete, or it is inconvenient to go to a physician or clinic to obtain records.
- Pediatricians to decide that their patients will not get vaccinated.
- Medical exemptions issued in 2021 must be issued using CAIR-ME, the California Immunization Registry-Medical Exemption website. <https://cair.cdph.ca.gov/exemptions>.
- Pediatricians of children who elect medical exemptions based on medical needs only must request exemptions from above website only.

COMMUNITY CARE LICENSING

Community Care Licensing falls under the Social Services Department of the State of California & licenses our preschool. The department or licensing agency has the authority to interview children and staff and to inspect and audit child/children or facility records without prior consent. We must make provisions for private interviews with any child/children, or any staff member, and for the examination of all records relating to the operation of the facility.

The Department or licensing agency has the authority to observe the physical condition of the child/children, including conditions, which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child/children.

FINANCIAL OBLIGATIONS OF PARENTS

Registration Fee:

- An annual non-refundable registration fee is paid together with the application for enrollment. This fee is non-refundable.

Deposit:

- A two-week refundable tuition deposit must be paid at enrollment. This two-week deposit will be deducted from the child's last month's tuition fee.
A two-week written notice is required before a child is withdrawn from school for the deposit to be refunded. (Deposit will not be refunded if request is made after the child has withdrawn from school).
If tuition payment was made prior to the two weeks' notice, the deposit, as well as part of the monthly tuition will be refunded.

Tuition Fees

Preschool & Elementary Program

Tuition fees can be paid by check, cash, cashiers check or by using the Procure system, sending funds electronically directly from your bank into the school account (ACH transfer). Information from Procure will be sent out in an email when students enroll.

Tuition fees are based on a 10-month traditional academic school year (approximately 185 + school days), August to June. Three payment options are available:

- Plan A - One payment paid in August (before school begins).
- Plan B - Two payments paid in August & February
- Plan C - Ten equal payments paid on the first of every month (Aug/Sept – June)

Tuition fees exclude all school holidays and breaks. Please see school calendar for dates. Sibling discounts are

available and apply to full-time students only.

Material Fee

- The annual material fee is due every August. This covers all classroom supplies including textbooks, writing books, paper, planners, pencils, pencil boxes, crayons, markers, pens, protractors & compasses, dissecting specimens and tools (4th – 6th graders), testing material, arts and crafts, special projects, ribbons, certificates etc.

Earthquake kit

- Earthquake kits are provided by the school and must be purchased at the time of registration. All kits are uniform and small, making them convenient for storage.

Blanket (Rolle Pollee)

- Preschoolers are required to purchase a Rollee Pollee mat cover for nap time. The Rollee Pollee has an under sheet, pillow and a cover sheet all rolled into one. This must be taken home every Friday for laundering and returned to school on Monday. The Rollee Pollee meets licensing standards for mat covers and must be purchased from the school office. All children have the same blanket in different colors to avoid any controversy.

School T Shirt

- Students leaving the school on any field trip must wear the green school T-shirt which is available for purchase from the office.

Day Care Hours and Fees

- | | |
|-----------------------------|-----------------------|
| • Preschool/TK/Kindergarten | Elementary |
| 7:00 a.m. - 9:00 a.m. | 7:00 a.m. - 8:30 am. |
| 3:00 p.m. - 5:30 p.m. | 3:00 p.m. - 5:30 p.m. |

There are two types of Day Care programs

Full time Day care:

- This is a set fee on a per month basis for children who require day care services every day between the hours of 7:00 a.m. and 5:30 p.m. Children must pay a registration fee to be enrolled in the extended day care program. The daycare fee remains the same every month and must be paid on the first of the month, together with the tuition fee. If a child ceases enrollment in the program and decides to start again during the same school year, re-registration fees must be paid again.

Occasional Day Care

- This is for children who do not need care daily. Parents may purchase a day care card from the office that allows a child 10 days of occasional day care. When card has been used up, another card can be purchased. Staff take rollcalls before school begins at 8:10 am (elementary students) at 8:40 am (preschool and kindergarten students) and again after school at 3:20 pm for all students. If students are present during rollcall, day care cards will be punched, evidence that students were present 15 minutes before or after school.

Siblings who are in occasional day care - fees will be assessed using older sibling's start time.

LATE PAYMENTS & RETURNED CHECKS

Tuition fees are due on the first of every month. Monthly tuition invoices will be sent out via Procure (on the first of each month). The school is supported solely by tuition fees; therefore, tuition checks must be paid on the first of every month.

There will be a \$15.00 late fee after the 5th day of each month and an additional \$10.00 charge if paid after the 10th day of the month, totaling \$25.00.

If check has not been turned into the office or we have not heard from parents after 20th of month, it will become necessary to exclude child from school. The child may return upon receipt of the full balance, only if received before last school day of that month. If school does not hear from the parent, school will consider last day of month as notice of withdrawal and deposit will be forfeited. Please contact the office if you are experiencing financial hardship, so that a plan can be worked out.

There is a \$25.00 charge for all returned checks. If a check is returned, the amount of that check plus the \$25.00 charge must be paid in cash, cashier's check or money order only. If a check is returned three times consecutively due to insufficient funds, future payments must be made by cash, money order or cashier's check only.

ABSENCES/VACATIONS DURING SCHOOL YEAR (August through June)

The tuition payments remain the same during the school year. Exemptions will not be made for children who are absent or take a vacation during the school year.

WAITING LIST

If classroom for which an application has been submitted is full, child will be placed on a waiting list. The application will remain on file until space becomes available at which time we will notify you. Registration fee will be returned if application is withdrawn before space becomes available.

PARKING LOTS (There are two parking lots on our campus)

Lower Parking lot: Is for preschool students drop off and pick up only. Vehicles are not permitted in this parking lot. Please park on the street and walk students into parking lot. Parents must use the Procure Sign in/out app by scanning the QR code on the gates in the morning and again in the evening at pick up.

Upper Parking lot: Is for elementary students only and is open daily from 7:00 a.m. to 5:00 p.m. Parents must exit their vehicles and walk students to the gate at drop off. At Pick up, parents must walk to the gate, students will be summoned using walkie talkies.

Due to limited parking spaces in the two parking lots, and for the safety of all our children we ask that parents please drive slowly, be very cautious, exercise patience until a space becomes available, please always use good judgment. Street parking is always available.

ACCESS INTO CAMPUS

Only staff members are allowed on campus. Parents are granted access for school events, birthday parties, parent teacher conferences and other school related activities.

Visitors must request access prior and use the intercom at the gate to announce arrival. Once cameras are checked visitors will be granted access.

SUMMER SCHOOL/CAMP

Summer school camp begins the last week of June and ends the third week of August. We invite all children to enjoy 8 weeks of fun-filled activities; Summer school is a daily individualized academic and action-packed activity program. Field trips to the beach, amusement parks, bowling, miniature golfing, museums, movies etc, as well as in-house activities such as water play, cookery, music, art etc. In house assemblies such as petting zoos, magicians, puppeteers, characters (Superman, Elsa etc), foam party, water slides, etc. are all part of the exciting summer program and is available to all enrolled students and visiting students during summer.

SUMMER TUTORIAL PROGRAM

This program is a six-week intensive Math and Language program designed to benefit students who may need extra tutoring before moving on to the next grade level. Teachers will either request or mandate that students attend the summer tutorial.

WINTER/THANKSGIVING/SPRING BREAKS

During winter break (2 weeks in December), Thanksgiving (1 week in November) and spring break (1 week in March/April), childcare services may be available at the school for your convenience at a nominal cost per day. Childcare service days are listed on the school calendar and are available to all students. A 25-student minimum is required to operate childcare service during school breaks.

CLASS TIMES:

- Preschool/TK/Kindergarten (ages 2 - 5 years) 9:00 a.m. - 3:00 p.m.
- Elementary: 1st – 6th grade (ages 6 - 12 years) 8:30 a.m. - 3:00 p.m.

To discourage chronic tardiness & disturbance to the classrooms, Oneonta has instituted a strict attendance policy for all students; all children must be inside their classrooms by 8:30/9:00 a.m., so that class can start on time daily, without interruptions of late comers.

ALL DOORS LOCKED (9:00 a.m. – 3:00 p.m.)

To ensure the safety of all our students, the Alhambra Police Department recommended that **all classroom doors** be locked during school hours from 9:00 a.m. to 3:00 p.m., so that there is limited movement on campus. We need 100% cooperation from all parents to make this safety feature work; therefore, we ask that everyone please adhere to this policy for the safety of all of us on campus.

TARDY POLICY

Elementary Classrooms

- Students who are late to school are unable to enter the elementary building, therefore, must visit the office and receive a tardy slip before going to class.

Three unexcused tardies are allowed per semester. A fine of \$5.00 after the third unexcused tardy will apply. This will increase in increments of \$5.00 for every late tardy after that. After six (6) tardies a \$15.00 fine will be added to student's account, and a parental conference will ensue. If the tardiness continues, students will be suspended from school for one day. Excused tardies will be granted only with a doctor's note.

Preschool Classrooms

- All 4 classrooms will also be locked at the same time. It is extremely important that all children are in school **before 9:00 a.m.**, before the doors are locked, and picked up **after 3:00 p.m.**, when the doors are opened.

Our goal is to have all our students in their classrooms at 9:00 a.m. so that our teachers can start off the school day with minimum disruption to their schedules. We would like to thank you in advance for your cooperation by abiding by this policy. You will receive a note after the third tardy reminding you of our policy.

LATE PICK UP

The school closes at 5:30 p.m. sharp. After 5:30 p.m. a late fee of \$ 1.00 per minute will be charged and must be paid to the staff member taking care of the child. (If parents are consistently late, the school has the right to terminate their child from the day care program).

ARRIVAL AND DEPARTURE – PRSCHOOL

State regulations require that all preschool parents sign their child in and out every day, (using full signature) to transfer responsibility from parent/adult to the school. The parent/adult is required to sign in using the Procure app (QR code is on gate) and hand over child to the care of a staff member on arrival, and to sign out using the Procure QR code again upon pick up.

Children will not be released to anyone other than a parent, or a person whose name appears on the emergency forms, unless prior specific arrangements have been made with the office. A written note by one of the parents must be submitted, or a phone call made to the office, (on date of pick up) by anyone other than those listed on the emergency card for children to be released. The authorized person picking up child should be able to identify himself/herself with

valid identification.

COURT ORDERS

In instances regarding custodial issues of children, parents/guardians are required to supply the school with the most current court documents. The school will strictly adhere to these orders. In cases where parents have separated/divorced and no court documents have been filed, if either biological parent provides valid picture identification as well as child's original birth certificate, the school has no other recourse than to allow the release of the child to the biological parent. This applies to all biological parents whether they are listed on child's application form on file or not.

DISASTER PROCEDURE

In the event of disaster (such as an earthquake or a lockdown) children will remain at school. Unless advised by authorities to evacuate, the children will not be taken to any other location. If they are moved, the location will be posted on all the entrance gates. Adults listed on the emergency card must present valid identification to pick up children in case of a disaster. All reasonable precautions for a child's safety and health will be taken.

An earthquake and fire drill are rehearsed every month and a lock down drill is rehearsed once every semester. You will be notified when the lockdown drill will be rehearsed.

PARENT INVOLVEMENT

Throughout the year we have a variety of celebrations and special days where parents visit and celebrate with us at school. In addition, when parents have special skills and talents, we encourage them to share these talents with us. Children enjoy having their mom or dad come to the school to demonstrate a special interest or skill, (for e.g. a dance, special craft) or a profession (for e.g. doctor, dentist, police officer, orchestra player etc). Each year we alternate celebrating Career Day or Cultural Day. We encourage parents to volunteer their time on these occasions to help make these days special. We are always appreciative of parents who do so.

PARENT/TEACHER COMMUNICATION

We believe that a strong communication link must be created between parents and teachers for every child's well-being. We have our own school app; Class DOJO, where teachers will invite parents to join. Parents can communicate with their child's teacher through this app; they will receive personal information and pictures of their child as well as Class and School information on Class Story and School Story. Teachers will send notifications, pictures, requests, Daily Reports (pre-school), Accident reports, Parent Communication forms etc. via the DOJO app. Parents may also contact teachers by email or a phone call with any questions or requests in order to maintain an effective line of communication.

SCHOOL WEBSITE

To avoid lost or misplaced information, the school website contains information that is pertinent to parents and students. Please visit our website at www.oneontamontessorischool.com to see the latest school activities. You will see pictures of your children at work in their classrooms as well as pictures of special events and activities at school. The website is constantly updated.

SCHOOL FACEBOOK PAGE

We have a Facebook page that also has school pictures and activities. We ask that you please "Like" our school Facebook page so our community will get to know more about our school. Thank You!

SCHOOL TIKTOK

This year, we decided to make a few fun TikTok videos to showcase our school. These are entertaining and enjoyable to watch and we do have a lot of fun making them. We ask that you please look out for us on the TikTok app, like and share with family and friends. This will help new parents in the neighborhood that are looking for a nice, happy and safe school for their children to find us. Thank You!

PARENT TEACHER CONFERENCES

The months of January and May of each year are reserved for formal parent teacher conferences.

Elementary students will receive a Progress Report at both conferences, and Preschoolers will receive an assessment and goals form in January and a Progress Report at the May conference. Elementary students will receive student standardized test scores together with their last Progress Report in the month of July.

SUBJECTS TAUGHT IN THE PRESCHOOL/TK/KINDERGARTEN PROGRAM:

Math, Language, Sensorial, Practical Life, Botany, Zoology, Science, & Social Studies, Cultural Arts (includes History & Geography), Spanish, Music, Art, PE, Laptop lessons.

SUBJECTS TAUGHT IN THE ELEMENTARY PROGRAM:

7 core graded subjects are included in the elementary student curriculum: Math, Language, Geometry, Zoology, Botany, History & Geography. Students will have regular tests, quizzes, orals, projects etc that will be graded. Students will receive an alphabetic grade (A, B, or C) as well as a numeric grade (1, 2, 3) for all 7 subjects.

Special Subjects are also included in the elementary curriculum: Social Studies, Science, Spanish, Physical Education, Music, Art, Technology Class, STEM & Elementary Biology (5th & 6th graders only). These subjects are graded; VG, G, A, N/I.

COMPUTER TECHNOLOGY

Computer literacy is part of our curriculum. Children in TK & Kindergarten will work with laptops/tablets/Ipads in the classroom twice a week. Children are introduced to a variety of computer skills along with typing and academic activities on an individual personal device that can be brought from home or given by the school.

Elementary students (1st to 6th grade) will work with individual Laptops in their classrooms; they will learn the basics of typing & graduating to more complex skills such as Power point/Google slides, Word/Google docs, Word press, coding, networking, cloud computing using Amazon Web Services and cyber security. Students will also be taught the dangers of social media. Students may bring their own devices from home or use one belonging to the school.

EXTRA CURRICULAR ACTIVITIES

A variety of extracurricular activities are offered after school during the school year and may change for an assortment every year. Hapkido, Dance, Basketball, Soccer & Tennis are some that are offered. Trained professionals will visit the school and conduct these classes on our premises. Children may participate in one or more of these activities.

BIRTHDAYS

We believe children's birthdays should be very special celebrations. Although we do our best to keep track, we would appreciate parents informing their child's teacher of proper dates so that none are overlooked. Children are invited to celebrate their birthday at school if they wish. Birthday Celebrations usually consist of either a snack or lunch party.

- Sharing a special treat at snack time with classmates is permitted on any day of the week. Please coordinate with the teacher on what day would be best.
- Lunch parties are allowed only on Fridays. To reinforce healthy eating habits, we kindly ask that the nutritious value of lunches be taken into consideration and the sweets be kept to a minimum. In addition, we ask if goody bags are given out, that they be filled with fruit treats & inexpensive trinkets rather than candy. We are a nut free campus; nuts are not allowed to be served or passed out in goody bags. We ask that the lunch provided is inclusive (dietary, religious, other) of all children in the classroom. After coordinating with the teacher, invitations may be passed out a few days' prior. Children's parents are welcome to attend the birthday party at school.

If you plan on inviting the **entire** class for a birthday party outside our school premises, you may do so; however, we ask that invitations be handed out to ALL children in the classroom, not to just a few. Please give the invitations to the

class teacher who will oversee distributing them to **all** the students.

LUNCHES/SNACKS

We suggest you send a nutritious lunch (for e.g. sandwich, fruit, vegetables, healthy cookies (oatmeal/raisin) and juice. If milk is sent, please make sure it is in a thermos or that there is an icepack inside the lunchbox as we are unable to refrigerate any items. Please do not send any type of candy or soda to your child's lunch box, as we do not encourage junk food at school.

We do not heat up lunches at school; children are welcome to bring warm lunches inside thermoses. Hot lunches are provided by an approved catering service. CHOICE LUNCHES, please visit their website at choicelunch.com if you would like to make an account and provide your child with this catered lunch service.

A nutritious snack may be sent in the mornings and afternoons for the preschoolers. The school also provides snacks. This may consist of crackers, fresh fruit, fresh vegetables, cereal, Jello and water. Children who remain after school and are a part of the daycare program may bring a snack from home to eat later in the day.

FUNDRAISERS

The school conducts two fundraisers annually. Participation is voluntary, but very much appreciated. One fundraiser involves selling See's Candy products at Christmas time. The school receives a percentage of the profits, enabling us to purchase new playground equipment, software, toys, laptops, PE equipment, new lockers, new games & activities, and other materials that can be used in the classrooms. The second fund raiser is a book fair held at the school. The school uses the profits to purchase new books for the school and classroom libraries. Children are encouraged to visit the book fair and purchase books.

FIELD TRIPS

Before children go on a field trip, information is sent home. Field trip authorization forms must be signed and returned at the beginning of each school year.

Transportation is provided by an insured bus transportation company. On most field trips, children will leave school at 9:00 am and return by 2:30 pm.

On some trips, parents may assist our staff by signing up to be chaperones. Please make request availability and coordinate with child's teacher.

Students in the upper elementary classroom, 4th, 5th & 6th grade, participate in an overnight field trip at the end of every school year. Parents are invited to chaperone on this trip.

HEALTH

If a child becomes ill or injured at school, parents are notified immediately via the DOJO app or by phone. In case of minor injury, staff will provide first aid.

In case of a more serious injury, parents will be notified immediately, and necessary steps will be taken to obtain medical attention at Alhambra Hospital in Alhambra.

ACCIDENTS AT SCHOOL

An accident report will be sent home informing parents how accident occurred and medical attention provided at school. As part of our awareness protocol, if child has a head injury (no matter how small) staff will call and inform parents immediately.

GUIDELINES FOR A CHILD TO BE KEPT AT HOME

A list of guidelines for different illnesses is given out to parents at the beginning of every school year. We ask that all parents cooperate and assist in keeping all our students and teachers healthy by keeping sick children at home.

COVID-19 GUIDELINES

We ask that parents administer a covid-19 test at home if children exhibit covid-19 symptoms and keep child at home until symptoms abate.

LICE

Lice are a very common childhood nuisance which is more prevalent among girls than boys. It is imperative that we all work together to eradicate this problem by taking some simple steps.

- If you notice any scratching of the scalp immediately check your child's hair.
- Notify school if lice are found so that we may check all students' hair.
- All students with shoulder length or longer hair must have it tied back away from face.

If a child has lice, he/she will be sent home for proper treatment. Upon child's return, hair will be checked thoroughly to be cleared to stay at school.

MEDICATIONS

Medication forms are available for downloading on the school website under the INFO tab.

If your child requires medication while in school, a medication form must be filled out. It must specify dosage and frequency medication must be administered. The completed form must be signed and given to your child's teacher. Do not send medication of any sort in your child's lunch box. If medication requires refrigeration, please inform teacher. *Medication will not be administered unless a form has been filled out.*

Antibiotic medication: If a doctor places child on antibiotic medication, child should not return to school for at least 24 hours after medication has been taken.

Students who are asthmatic or have many allergies may leave an inhaler/Epipen at school with the appropriate forms filled out. An Anaphylaxis and Nebulizer Action Plan must be filled out by the doctor and handed over to the office for students who need it. These forms are available for download on our website under the INFO tab.

DOCTORS RELEASE

A doctor's release is required for a child to be readmitted following a period of isolation for any type of contagious disease (for e.g. chicken pox, measles etc) or any type of skin rash (for e.g. impetigo, hand foot and mouth disease, etc). Guidelines for children to be kept at home will have more details and can be found on our website as well.

DRESS CODE FOR PRESCHOOLERS

The school does not prescribe a specific dress code in preschool. Comfortable clothing and closed shoes are appropriate. Children should be dressed appropriately for the weather, strenuous activity in play yard, and a classroom environment in which art mediums are used.

We ask that you keep an **extra set** of clothes in school. These clothes should be labeled and brought to school in a bag where they will be moved to an easy storage box with child's name on it.

All removable items of clothing (i.e. coats, sweaters and jackets) must be clearly marked with child's name. Children should not wear any item of clothing which has strings or hoods, as they may pose a hazard on playground.

DRESS CODE FOR ELEMENTARY CHILDREN

Elementary aged students (Transition Kindergarten - 6th grade) have a school and PE uniform (see uniform policy) that must be strictly adhered to from Monday through Thursday. Uniforms must be purchased only from the uniform company that has contracted with the school. Shoes must be rubber-soled athletic shoes in either black or white only. Any other color is unacceptable.

If students do not adhere to the school uniform, a uniform compliance notice will be sent home. After the third noncompliance notice, parents will be called and asked to pick up students from school.

Friday is free dress day, and students are allowed to wear clothing *that is appropriate for a school setting*. Strapless, transparent or overly constrictive clothing is not appropriate. Thongs, sandals, open backed shoes, and shoes with soles more than 2 inches can be very dangerous and should never be worn to school.

Hair must be tied in a pony tails and not allowed to be free flowing. Berets, ribbons, clips etc may be used to keep hair from falling on face.

TRENDS

In the interest of maintaining a dress code appropriate for an academic environment we have made a list of guidelines.

- Only natural hair colors are allowed at school.
- Hair styles which are distracting (Mohawks etc.) are not acceptable.
- Boys' hair must be above the shirt collar.
- Any Body piercings, Body art; tattoos, nail polish, make-up, distractions etc. are also unacceptable for school.

JEWELRY

Only small stud type earrings are permitted. Hoop or hanging earrings of any sort are not allowed as they could be dangerous.

Necklaces, if worn to school, must not be visible. Rings and bracelets are not allowed. Jewelry on any body part other than on ears is not allowed. It is recommended that children do not wear any jewelry to school as the school is not responsible for lost jewelry.

CELL PHONES

Children are not allowed to use cell phones in school at any time. It is highly recommended that children do not bring cell phones to school. If children wish to contact parents for a reason deemed valid by school, they will be permitted to use phones in school office. If, for any important reason, children bring cell phones to school, they must be kept inside backpacks inside their personal lockers and not use them while at school.

TOYS

Preschool/TK/Kindergarten may bring an educational toy to school on days that have been assigned for show and tell only. On these days, parents may send an educational toy to share with class. Guns or any other toys associated with violence are not allowed in school.

VALUABLES AT SCHOOL

We would like to remind parents not to send any valuables to school. Electronic devices of any kind are not allowed in school. The school is not responsible for any valuables lost at school.

SCHOOL LOCKERS

Lockers are the sole property of the school and school has authority to inspect lockers at any time. Lockers are for the sole purpose of storing backpacks, lunch boxes and any other personal materials.

- Students are responsible for their personal locker and contents within.
- Students may not under any circumstance open anyone else's locker at anytime.
- Embellishments, stickers, graffiti etc. are prohibited.

DAMAGING SCHOOL PROPERTY

If a child willfully damages or destroys school property, parents are responsible for replacing and/or purchasing the damaged property.

MONTESSORI APPARATUS

Montessori material is very expensive; at times children may mistakenly take small objects home. Please help us keep replacement costs down by checking washing machines, child's pockets, lunch boxes, etc and return items to school.

DISCIPLINE POLICY

The school strongly believes that teamwork between parents and teachers is the ideal approach to developing well-adjusted and self-disciplined children. The school does not use cruel or corporal punishment as a form of discipline. The school's responsibility is to maintain a high standard of conduct for the safety and well-being of all children. However, we also believe that the ultimate responsibility of educating and child rearing rests with parents.

Even though the school is in a position of having delegated authority, we believe that through the process of communication, it is far more efficient and effective for school and parents to work together to solve behavioral problems. If parents are unwilling to work together with the school and child's challenging behavior does not improve, the school reserves the right to terminate the child's enrollment.

No parent has the right to discipline, speak harsh words, or to threaten another child or another parent on our school premises.

Pre School Discipline Policy

- Step # 1:** If a child misbehaves, hurts another child, or constantly disrupts the classroom and well being of other children, child will be spoken to/counseled by a staff member.
- Step # 2:** If inappropriate behavior continues, child will be given a choice to either stop behavior or leave group.
- Step # 3:** If behavior persists, child will be removed from group and asked to sit by self. After a short period of time, staff members will counsel children about actions and be allowed to rejoin classmates. The time away from the group will depend on age of child.
- Step # 4:** If behavior persists after first three steps are implemented, child will be counseled in the office. Parents may be notified by phone by administration depending on severity of behavior.
- Step # 5:** If negative behaviors are persistent and child does not comply with school discipline policy, child may be dismissed by the school without prior notice. The safety and well-being of all students is imperative to a nurturing environment. For serious behaviors which pose a danger to other students such as biting, children will be sent to the office immediately. It will be at the discretion of the school to decide whether immediate suspension or expulsion will be necessary. If school determines that it is unable to meet the needs of a child, child will be dismissed from school without prior notice.

Elementary School Discipline Policy

A School Behavior Contract will be given in the first week of school. This contract lists conduct and rules which must be followed at school, as well as consequences for any infractions. This contract must be signed by students as well as parents and returned to school.

A Student Response Form and a Parent Communication Form will be sent home when an incident occurs at school. Parent Communication Form & Student Response Form must be signed and returned the very next day for child to return.

DISMISSAL FROM SCHOOL

A child may be dismissed by school without prior notice if, in the sole opinion of the school, it is determined that school is unable to meet the needs of child, or if it is in the best interest of the child or the school.

If a child is dismissed from school, prepaid tuition and two weeks' deposit will be refunded.

TERMINATION OF ENROLLMENT

We strongly believe that parents must take an active role in their child's education and support the policies and philosophies of school. If parents are not willing to accept responsibility for their child does not comply with school policies and philosophies, threatens the staff and administration in any way, school has the right to terminate enrollment of the child.

Parents are welcome to discuss any matter or concern with their child's teacher during the school year. Please make an

appointment with the teacher.

THERAPISTS, COUNSELORS, SPECIALISTS & OTHER PERSONNEL

Only personnel that are hired by, associated with, and authorized by our school are allowed to be on our premises at any time. No other individual is allowed to visit/assist/observe children on our premises unless authorized by the school administration.

REPORTING CHILD ABUSE

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse; to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Child Care Custodians include teachers, licensed day care workers, administrators of community care facilities licensed to care for children, foster parents, and group home personnel. As employees of this facility, our employment position falls within the definition of childcare custodian. Therefore, we are mandated to comply with the child abuse reporting requirements of P.C. Section 11166 as stated above.

RECOMMENDED READING - BY MARIA MONTESSORI

To Educate Human Potential
The Secret of Childhood
The Discovery of the Child
The Absorbent Mind
The Child in the Family
The Child, Society and the World
Education for a new World
Education and Peace
The Formation of Man
From Childhood to Adolescence
What You Should Know About Your Child
Basic Ideas of Montessori's Educational Theory
Advanced Montessori Method volume 1
Advanced Montessori Method volume 2

BY OTHER AUTHORS:

A PARENT'S GUIDE TO A MONTESSORI CLASSROOM - BY ALINE WOLF

This is an excellent resource booklet, explaining in detail the Montessori program for children between the ages of three and six. The Parent's Guide is designed to help parents understand the long-range purpose of Montessori education and gives a description of the equipment children use at our school.

WHAT IS MONTESSORI PRESCHOOL? - BY DAVID KAHN

This book explains the process of developing the preschoolers' mind, its work and development. The importance of the prepared environment and sensory education is also discussed in detail.

WHAT IS MONTESSORI ELEMENTARY? - BY DAVID KAHN

This book explains a child's transition from the gradual concrete learning pathways of the preschool classroom into the more abstract ones of the elementary.

THE PURPOSE OF MONTESSORI EDUCATION MONTESSORI OR TRADITIONAL KINDERGARTEN



CHILD'S NAME: _____

PARENT'S PLEDGE

I have read the Parent Handbook.

I understand the Montessori philosophy; the reasons for multi-level classroom settings, the importance of the prepared environment and the need for children to be responsible and take pride in themselves.

I promise to encourage my child to obey the rules of the school and foster an attitude of respect towards the staff, other parents, and their peers.

I promise to promote tolerance and respect towards others of diverse ethnicities, cultures and religions who attend Oneonta Montessori School.

I have read the above pledge and agree to support them fully while my child is enrolled at Oneonta Montessori School.

Parent's Signature

Date