



# LePort Montessori Parent Handbook 2024-2025

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# Montessori Philosophy

The Montessori Method of education allows children to experience the joy of learning from an early age. LePort Montessori is committed to providing a loving, safe, and secure environment in which the unfolding of your child's potential can be nurtured. Each child's efforts are encouraged and appreciated so that intellectual, moral, creative, physical, and social growth flourishes.

Maria Montessori was an Italian physician and educator. She was the first woman to earn a medical degree at the University of Rome, Italy, in 1896. Born in 1870, she developed her method of educating children over a 40-year period of working with and directly observing children in many countries, across three continents. Dr. Montessori devoted her life to the education of children and was honored and respected throughout the world at the time of her death in 1952.

The Montessori Method is an approach to education that recognizes and attempts to develop the potential of the young child. This is accomplished by means of a carefully prepared environment, directed by Montessori teachers. Most of our teachers have undergone the demanding, year-long training courses offered by the Association Montessori Internationale (AMI), the original Montessori training organization founded by Dr. Maria Montessori; while a few come to us from other training backgrounds and with the experience that enables them to deliver a classroom experience that is up to our largely AMI-inspired LePort standards. The Montessori environment provides opportunities whereby the child may attain inner discipline and self-management. Children develop the capacity to take responsibility for themselves while exploring all areas of learning at their own pace and according to their own interests.

## Introduction to LePort Montessori

### Our Mission: A Joyous Child Today and a Successful Adult Tomorrow

At LePort Montessori, we help each child acquire the essential knowledge, thinking skills, and strength of character necessary to flourish as joyous children today, and as successful adults in the future. Our unique program emphasizes the relationship between the developmentally appropriate material presented in the classroom, each child's individuality, and the breadth of experiences children have in their lives outside of the classroom.

At LePort Montessori, our goal is to impart the knowledge, skills, and love of learning that will ensure our students' success throughout their education—and their adult lives. We strive to nurture:

- **Clear, independent thinkers and doers** who possess the knowledge and skills to succeed
- **Confident, articulate communicators** who write and speak with ease
- **Motivated, ambitious learners** who eagerly embrace new challenges
- **Benevolent, moral individuals** who respect themselves and others

## Our Guiding Ideas

LePort Montessori's pedagogy is designed to respond directly to how children learn and to address the whole child, beyond academics. Our pedagogy authentically follows the work of Maria Montessori from infancy through 8th grade. In particular, our authentic approach to Montessori includes:

- Mixed-age classrooms, such as primary with three- to six-year-olds in one room (including Kindergarten), and mixed-age elementary rooms with 1st - 3rd and 4th-6th, or even 1st - 6th in one room.
- Extended, unstructured time for children to explore activities deeply, without pull-out classes or other interruptions that disrupt a child's focus and flow
- An investment in a full complement of high-quality Montessori materials for each age group, with traditional toys offered primarily during aftercare hours, not during class time

Every LePort Montessori classroom focuses on inspiring children to learn, reinforcing intrinsic motivation, individualizing to identify the right level of challenge for each child, and emphasizing the wonder of the real world and the understanding and accomplishments of human beings. Everything that we do begins with a deep respect for the child.

Here are some other ideas that influence our pedagogy, some of which become more relevant in our elementary and middle school programs:

- The idea that the purpose of education is to enable a child to become a happy and well-rounded adult, achieving the full realization of his or her human potential in body, character, and mind.
- The importance of observation as the basis of knowledge, in the scientific naturalist tradition.
- The importance of a content-rich curriculum, including the learning of facts and their context, and the great works from civilizations around the world.
- The critical importance of a developmentally appropriate sequence of content, both for younger children (sensorial, motor, social, executive thinking, and creative development), and for older students as they develop the ability to think and reason abstractly.
- The importance of presenting information so as to allow students, when they are developmentally ready, to draw their own independent and diverse conclusions.

## Our Programs

LePort Montessori offers the following educational programs, along with optional after-school classes and activities, and in-house tutoring for older students. Please refer to the LePort Montessori website for detailed information regarding any of our programs.

### Preschool: Infant, Toddler, and Primary

Our Preschool program follows the Montessori approach, allowing children the freedom to experience the joy of learning while developing self-mastery in a carefully prepared environment. Our Montessori classrooms provide loving, safe, and beautiful environments in which the unfolding of your child's potential can be nurtured. Each child's efforts and interests are encouraged and appreciated so that physical, intellectual, creative, and social growth flourishes. Our Primary program includes your child's kindergarten year.

### Elementary and Middle School: Grades 1–8

Children ages six to fourteen continue their Montessori education in our upper school programs. Our carefully-prepared, engaging mixed-age Montessori environments—Lower Elementary (1st–3rd grade), Upper Elementary (4th–6th grade) and Middle School (7th and 8th grade) are tailored to older children, children who are able to engage their imagination, who think more abstractly, who are interested in the “why” of everything, and who thrive in an environment that supports learning not just from their passionate, knowledgeable teachers, but also from and with their peers. The individualized Montessori approach allows each child to progress through academic knowledge and skills at their own pace, building on their strong Montessori Primary foundation as they cover the core subjects of language arts and literature, math, science, history and geography, and as they explore other topics of their own choosing inside the classroom (e.g., art and music) or outside (such as through Montessori “Going Out” experiences). Our students have autonomy (we call it “freedom within limits”), can persist in their work to mastery, engage with other students, and learn to plan, organize and manage their time. Thus, they also acquire critical life skills, in addition to a solid academic foundation. Whether students move on to another school after 6th or after 8th grade, they are well prepared to flourish not just in school, but for life.

## Calendar

LePort Montessori preschool programs are open year-round with the exception of some national holidays, professional development days and school preparation days. For your convenience, we provide a printed calendar at the beginning of the school term. As the calendar is subject to change on occasion during the school year, please refer to the online calendar frequently, as it contains important event details, school closures, and other information and which may be updated. We will also alert you via our regular administrative emails to any changes. Should there be any discrepancy between the two calendars, we ask that you defer to the online calendar. We encourage you to add the calendar to your mobile device or personal calendar system.

LePort Montessori offers both academic and year-round options. Below are descriptions of these schedules as well as other items that are listed on the calendar:

- **Academic Year Program – Late August/early September through early to mid-June.** Students can begin the Academic Year Program any month throughout the academic year, space permitting. Holiday care is *not* included with this program.
- **Summer Program – Mid- to late June or early July through August.** Families enrolled in the academic year program may enroll for parts of the summer, on a space-available basis. If you know you need summer care, we recommend enrolling in the year-round program to ensure availability.
- **Year-round (Academic Year Program + Summer Program) –** Begins in late August or early September and runs through the following August. (Students can begin the Year-round Program any month throughout the year, space permitting.) This program includes all Holiday Care days.
- **Holiday Care Days –** Please refer to your calendar for Holiday Care days. Holiday Care is offered from 7:30 am - 5:30 pm for children enrolled in our extended day programs. All other students must follow their regular daily schedule. For families who are not enrolled in the year-round program, care may be available (space permitting) with advanced reservation and payment of a flat daily fee of \$100 per child, per day.
- **Closure Days –** There are days the school is fully closed for students. Please refer to the calendar for closure dates.

## Schedules

Program Hours: Infant, Toddler, and Primary	
*7:00 am – *6:00 pm	Infant Program
*7:00 am - 8:00 am	Morning Extended Day <i>(registration required)</i>
8:00 am - 8:30 am	Arrival time
8:00 am - 12:00 pm	*Half-Day Session
8:00 am - 3:00 pm	Academic Day Session
3:00 pm - *6:00 pm	Afternoon Extended Care & After-School Programs <i>(registration required)</i>
*6:00 pm	School Closed

*\*School operating hours may vary due to unforeseen circumstances including but not limited to government mandates, pandemics or any event that impacts the safety and health of the local community. Your campus administration will inform you of any changes to the school's operating hours. \*\*The half-day session option is not available for kindergarten year students*

**Children are required to be at school by 8:30 am.** Toddler and Primary classes run from 8:30 am to 3:00 pm.

Please note that the infant program is from \*7:00 am to \*6:00 pm, five days per week. Infants may be at school for no more than 9.5 hours each day within this period. **Please confirm your infant's 9.5-hour daily schedule with your child's teacher and/or school administration.** *\*School operating hours may vary due to unforeseen circumstances including but not limited to government mandates, pandemics or any event that impacts the safety and health of the local community. Your campus administration will inform you of any changes to the school's operating hours.*

## Optional Extended Care, After-School Programs, and Holiday Care

### Extended Care

Children may be enrolled in our daily Extended Care program. This program includes outside playtime and indoor activities.

### After-School Programs

Parents will have the option of enrolling their children in a variety of fun or educational after-school programs appropriate to various ages, such as dance, soccer or art. Program offerings vary by year and by school.

### Holiday Care

Our Holiday Care program is offered on several days that school is not in session, except on closure days listed on the school calendar. Holiday Care is included *for children enrolled in the Year-round* program and is offered for *Academic Year* students for an additional fee of \$100 per day, with advance sign up. Please notify us if your child will not be attending, so that staffing can be adjusted. Details about how to reserve care will be provided by your school in advance of each scheduled Holiday Care Day. Families must reserve Holiday Care in advance so that sufficient staff is scheduled. Please note that we will do our best to accommodate your child if a mix-up has occurred and you arrive at school on a Holiday Care Day without having reserved care; as long as staffing is available, families without a reservation may be allowed to leave their child (along with the \$100 fee to be paid at drop-off). **Holiday Care hours are 7:30 am- 5:30 pm. This full-day schedule is available only to children already enrolled in the extended day program. All other students must follow their regular (shorter) daily schedule during holiday care.**

## Drop-offs and Pick-ups

### Signing In and Signing Out

California state law requires that parents sign their child(ren) in and out each day. Procedures vary by school. If your school requires manual sign-in/out, please use your full, legible signature rather than initials or nickname (e.g. “Dad” or “Grandma”). If your school offers digital sign-in/out, you will use your pin to sign your child in and out. This policy is critical to our ability to monitor your child’s presence with us and to ensure his or her welfare at all times when he or she is in our care. In the rare event that you or your child’s alternative drop-off or pick-up person should forget to sign your child in or out, you have granted permission to a member of the LePort Montessori Administration team to act as your representative and do so on your behalf.

### Drop-offs

#### Infants

Please allow time in the morning to drop off your child in an unhurried manner, to bring in his or her daily supplies, and to talk with the teacher, as needed. In addition, we ask parents to complete a very brief Daily Report for the teacher regarding your child’s overnight sleep, early morning bowel movements and feeding time, etc.

#### Toddler and Primary

The uninterrupted work period begins at 8:30 am in our toddler and primary programs. Parents enrolled in extended care may drop off any time between 7:00 am and 8:30 am; parents not enrolled in extended care should drop off between 8:00 - 8:30 am. **In the interest of all the children (including your own), please ensure that you drop your child off at school on time each day.** *\*School operating hours may vary due to unforeseen circumstances including but not limited to government mandates, pandemics or any event that impacts the safety and health of the local community. Your campus administration will inform you of any changes to the school’s operating hours.*

**One of the cornerstones of a Montessori classroom is an uninterrupted three-hour morning work session.** Dr.

Maria Montessori observed that this uninterrupted work period encourages a child to choose more challenging work and to develop the ability to concentrate. For this reason, we work very hard to prevent any distractions that may disrupt the work period, including late arrivals to class. Late arrivals attract the attention of the other children, distracting them from their work and causing them to lose their concentration. Tardiness is also a problem for the child who arrives late. He or she will often feel left out and will miss out on the morning greeting and routine. The child who arrives late often takes longer to settle into meaningful work and may not progress to choosing more challenging work. For these reasons, **persistent lateness is a serious matter.**

In order to minimize the disruption caused by late arrivals, if you must arrive at school after the scheduled start of class time, after signing your child in, one of our office staff will take your child to his or her classroom.

If lateness is a minor issue, parents or guardians will be contacted by the child's teacher or Head of School. If lateness becomes an ongoing issue, the parents or guardians will meet with the child's teacher and/or Head of School to develop an action plan.

### Elementary and Middle School

Your child may be dropped off **in his or her classroom** at any time **between 8:00 – 8:15 am**. Children have time to settle in and prepare for their day until 8:25 am.

**Roll call is taken *promptly* at 8:25 am.**

**We cannot overemphasize the importance of punctual drop off to your child's experience and the classroom community.** Students need preparation time before class begins to organize themselves for their day, greet their peers and teacher, and turn in homework. Late arrival is uncomfortable for the child arriving late, and distracting for his or her peers, who are already engaged in purposeful activity. Lower elementary children use arrival time to establish work partners and may feel left out or have difficulty finding an appropriate partner when arriving late. Please do your very best to support your child to be on time each day.

If lateness is a minor issue, parents or guardians will be contacted by the child's teacher or head of school. The student may be required to make up missed instructional time and/or missed work during recess and/or lunchtime. If lateness becomes an ongoing issue, the student and parents or guardians will meet with the child's homeroom teacher and/or Head of School to develop an action plan. If lateness has affected the student's learning, the action plan may include paid tutoring to catch up on unclear concepts.

### Early Pick-up

#### Toddler and Primary

Please pick your child up from school at his or her scheduled dismissal time. Whenever possible, please ensure that extracurricular activities, doctor's appointments, etc. occur outside of the school day schedule. Early departures cause just as much disruption to the class as late arrivals, and for the same reasons described above. Each child's daily presence helps keep the community running smoothly, and late arrivals and early pick-ups disrupt the routine of the entire class. We ask your support and advance planning in minimizing these disruptions.

#### Elementary and Middle School

If you wish to pick up your child early (before 3:00 pm), kindly provide the front office staff with 24 hours' notice whenever possible. Your child will wait for you in the office. For your child's comfort, please let us know immediately of any changes to your early pick-up plans.

### Late Pick-up

Please remember that we organize staff supervision based on the schedule that you have pre-arranged for your child. **Please pick up your child promptly at the end of his or her scheduled program.** There is a **five-minute grace period** for pick-up after your child's scheduled program, after which it is considered a late pick-up.

**There is no grace period for \*6:00 pm pick-up as our school closes at \*6:00 pm sharp.** *\*School operating hours may vary due to unforeseen circumstances including but not limited to government mandates, pandemics or any event that impacts the safety and health of the local community. Your campus administration will inform you of any changes to the school's operating hours.*

### Infant Schedule Pick-up

Parents may choose a schedule for their infants totaling no more than 9.5 hours per day, between the hours of \*7:00 am and \*6:00 pm **You must pick up your child after no more than 9.5 hours on a given day.** An additional fee of \$24 per child will be added to your account for every 15 minutes or portion thereof that your child remains at school longer than 9.5 hours. If timely pick-up becomes an issue, the Head of School may request an appointment with you to discuss a proper resolution. **Please note that calling the school to inform our administration that you will arrive after \*6:00**



**pm does not release you from the responsibility to pay for the care provided after \*6:00 pm.** *\*School operating hours may vary due to unforeseen circumstances including but not limited to government mandates, pandemics or any event that impacts the safety and health of the local community. Your campus administration will inform you of any changes to the school's operating hours.*

### **Toddler and Primary Half-Day Schedule Pick-up**

Dismissal time for the half-day session is at 12:00 pm. Children need to be picked up promptly at 12:00 pm. We ask that parents depart the school building and grounds with their children at this time. Please do not allow your child to play on the playground or in the parking lot. Some parents enjoy having extended conversations with other parents at pick-up time. If you do, please park off of the school site to alleviate parking congestion, and please ensure that your children are with you and closely supervised by you at all times. An additional fee of \$24 per child will be added to your account for every 15 minutes or portion thereof that your child remains at school after **12:05 pm**.

Lunch will begin for all students staying in the afternoon at 12:00 pm. Half-Day Schedule students do not eat lunch at school.

### **Toddler and Primary School Day Schedule Pick-up**

Dismissal time for the regular day schedule is at 3:00 pm. Children not enrolled in extended care need to be picked up promptly at 3:00 pm. Some parents enjoy having extended conversations with other parents at pick-up time. If you do, please park away from the school site to alleviate parking congestion, and please ensure that your children are with you and that you closely supervise them at all times.

To ensure that adequate staffing is in place, you must provide at least 24 hours' notice to an administrative staff member if you wish to pick up your child after their normal dismissal time. If your child is not registered for extended care or in an after-school program, a flat fee of \$24 per child will be added to your account for every 15 minutes or portion thereof after **3:05 pm**.

### **Elementary and Middle School Pick-up/Late Pick-up**

Whenever possible, please ensure that extracurricular activities, doctor's appointments, etc., occur outside of the school day schedule. Each child's daily presence helps keep the community running smoothly, and late arrivals and early pick-ups disrupt the routine of the entire class. We ask your support and advance planning in minimizing these disruptions.

Please remember that we organize staff supervision based on the schedule that you have pre-arranged for your child. Please pick up your child promptly at the end of his or her scheduled day (either at 3:00 pm; at the end of after-school programs; or during after-care, which ends at \*6:00 pm). There is a **five-minute grace period** for the 3:00 pick-up and after-school program pick-up, after which it is considered a late pick-up. Please provide administration with at least 24 hours' notice if you wish to pick up your child after 3:00 pm and your child is not registered for extended care or an after-school program.

If your child is not registered for extended care or in an after-school program, a flat fee of \$24 per child will be added to your account for every 15 minutes or portion thereof after 3:05 pm. This may vary by school, please see your school Administration to see if this applies to your school.

### **Extended Care Pick-up**

Please note that **our school closes at \*6:00 pm**, and our staff members need to exit the building promptly at that time. Please arrive at the school with enough time to park, enter the facility, pick up your child, and exit the building **at or before \*6:00 pm**. An additional fee of \$24 per child will be added to your account for every 15 minutes or portion thereof that your child remains at school after \*6:00 pm. For example, if your child is signed up for extended care, and he/she is not picked up until **\*6:01 p.m.**, the fee is \$22.00. **Please note that calling the school to inform our administration that you will arrive after \*6:00 pm does not release you from the responsibility to pay for the care provided after \*6:00 pm.** *\*School operating hours may vary due to unforeseen circumstances including but not limited to government mandates, pandemics or any event that impacts the safety and health of the local community. Your campus administration will inform you of any changes to the school's operating hours.*



## Alternative Person Pick-Up

We require your authorization if your child is to be picked up by someone other than parents or guardians.

To authorize someone to pick up your child from school on a regular basis, please contact your administrative team to add that person to your child's authorized pick-up list in our files. To give consent for a person that is not on the authorized pick-up list to pick up your child on a specific day, please email or send a written note to the school. Adults authorized to pick up a student should be prepared to show identification. Children will not be released to any person under the age of 18 or individuals who are unable to provide photo identification.

In accordance with their age and accompanying a greater level of responsibility, children in 4th – 8th grade are dismissed from their classrooms and may locate their own parent or pick-up person outside the building.

## Leaving the School Premises

Students are prohibited from leaving the school premises unsupervised during school hours, including recess and lunchtime. To give permission for your upper elementary or middle school-aged child to leave the school alone or with a peer to catch a bus, walk, or bike home without an adult, please complete an Independent Dismissal Form. **This opportunity is only afforded to students in upper elementary and middle school (grades 4th - 8th).**

Students who wish to leave school unsupervised after school must have a completed Independent Dismissal Form on file.

## Connecting Home and School

### Separation Anxiety

Beginning school is an important milestone in your child's life, and separation anxiety is an extremely normal, to-be-expected reaction to a child's first weeks in the classroom. Be prepared for it! Positive parental feedback is *the* key to helping your child adjust to school. We recommend you smooth the transition into school for your child by making drop off quick, cheerful, and simple, and that you refrain from lingering on school grounds until your child has fully overcome his or her separation anxiety. We recommend a smile, a loving hug, a kiss goodbye, and encouragement to join the classroom. Positive, matter-of-fact farewells will reassure your child that school is a safe and loving environment and that you are confident in the process.

Sometimes it can take a child a few weeks or even months to get comfortable leaving his or her parents to go to school. During this initial stage, your child may cry when you drop him or her off at school. Even though this can be a difficult experience, it is important to keep in mind that this is normal and is not a cause for concern. Your child will develop trust in his or her additional caregivers, and, within a short time, school will become a very positive experience for him or her.

LePort Montessori has an open-door policy (see the Communication section on page 16). You are welcome at the school at any time. However, formal in-classroom observations in Toddler and Primary must be scheduled in advance. Teachers and administration will work with you to find a time after your child has settled in, which is best for the children in the classroom.

Infants must be well accustomed to drinking from a bottle on their first day of attendance. We require parents of infants to begin using a bottle several weeks before the child's first day of school. If you have any questions, please speak with your child's teacher prior to your child's first day at school.

New students (especially those joining in June – September) usually have staggered start dates over a one- to three-week period. This allows time for new students to acclimate to their new classroom and receive more one-on-one attention. For your convenience, your child's teacher or our administrative team will send your child's staggered start schedule via email at least three weeks in advance.

## Absences

If your child will be absent from school, please **call the school office number or email the administrative staff and/or your child's teacher** any time **before 8:00 am**, or as soon as possible. Please note that, for safety reasons, we cannot

accept verbal messages regarding absences from siblings.

If you find it necessary to remove your child from school for an extended length of time, please inform your child's teacher and administrative staff as much in advance as possible, so that your child's teacher may adjust lesson planning accordingly. Remember that regular tuition payments are due regardless of absences, including absences caused by illness, vacation, or any other extended length of time your child is absent.

## What to Bring and What Not to Bring to School: Infant, Toddler, and Primary

### Clothing and Diapers

Children should wear casual, comfortable clothes to school. Children are expected to be clean, well-groomed and dressed in a manner that allows for freedom of movement, active play, and independence. Please refrain from clothing with images of violence or any commercial characters. Children should wear sturdy shoes to school, preferably tennis shoes/sneakers. They may not wear thongs/flip-flops, slip-on/backless style sandals, Crocs style, or jellies because they are not safe for running and climbing.

Each child needs to bring an extra set of clothing to school for storage in case he or she needs to change his or her clothes. These should be sent to school in a plastic bag with the child's first and last name clearly marked on it. Please replace these clothes promptly when used.

Children in the Infant and Toddler program who are not toilet independent need a supply of diapers and wipes brought in from home in addition to the change of clothing. Cloth diapering is supported; "Pull-Up" diapers are not allowed as they prolong a child's dependency on diapers and hamper the toilet learning process. Children who are in the toilet learning process will need multiple sets of weather-appropriate clothing at all times. This includes pairs of underwear or toilet-learning pants, shirts, bottoms, and socks. The child should also have an extra pair of indoor shoes as well during this time.

Students in the Primary program must be toilet independent. This means they do not come to school with diapers, do not use diapers at nap time, they can use the toilet with no or limited help in undressing, wiping and dressing again and no longer utilizing diapers.

All clothing, including individual socks and underwear, should be labeled with the child's first and last name. While teachers will make their best effort to inform you when an item of clothing needs to be replenished, it is your responsibility to periodically check to make sure that your child has a full set of weather-appropriate clothing that is the correct size.

### Nappers

For safety reasons, all children who nap must keep their shoes on while napping. This is a precaution taken in case of an emergency situation, when children might not have time to put their shoes on and might be at risk from broken glass or other hazards. Infants are encouraged to wear soft shoes or leather slippers.

### Sharing Special Things at School

Children love sharing special things from their lives with their peers. Children are encouraged to bring in items of special interest, like shells, rocks, living creatures, items collected on a trip, special books, etc., **in coordination with their teacher**. Please make sure the item is clearly labeled with the child's full name. The school is not responsible for any lost or damaged items.

### To Be Left at Home

Money, candy, gum, toys, electronics for entertainment purposes, and other personal belongings are distracting at school, and loss or damage can cause distress. These items are to be left at home.

# What to Bring and What Not to Bring to School: Elementary and Middle School

For safety reasons, the following items are not allowed at school: toy weapons, skateboards, hard baseballs, rollerblades, water toys, laser pointers, Frisbees. All riding toys brought to school for use during recess must be approved by a LePort Montessori staff member, and helmets must be worn.

Money, candy, gum, toys, electronics for entertainment purposes, and other personal belongings are distracting, and loss or damage can cause distress. These items are to be left at home.

The use of electronic items (cellular phones, pagers, iPods, etc.) is not permitted during the school day, during after-school programs or on school property, except with pre-approval from a LePort Montessori teacher or administrative staff member.

Upper elementary and middle school students may bring personal laptops and e-readers to school, with usage limited to certain activities and times during the day, once a parent has signed and returned the applicable waiver, which will be sent home at the beginning of the school year.

## Elementary and Middle School Dress Code

LePort Montessori students are expected to be clean, well-groomed, and dressed in a manner that allows for focused work, freedom of movement, and active play. As members of a diverse community, students are expected to uphold community norms and standards that facilitate a positive learning environment. Our goal is for students to be able to make the primary decisions about their attire as part of their preparation for participation in adult life as they navigate societal norms about situationally appropriate attire.

Given these goals, some general guidance around attire that best facilitate learning includes the following:

- Clothing should be comfortable and seasonally appropriate. Because the primary aim of the school day is productive work, student attire should reflect that intent.
- Clothing should be appropriate for an academic community and should support and respect the learning environment, inclusive of all members of that community. Students wearing unsuitable clothing will be asked to change or wear a t-shirt provided by the school.
- Any hats, head coverings, or hoods must be worn in a manner that does not prevent a teacher from being able to make eye contact with a child.
- Students engage in activities at school both indoors and outdoors, so footwear should be supportive and not inhibit a child's freedom of movement. Because some school activities (physical education, recess, science experiments) specifically require sturdy, closed-toe shoes, students must either wear such shoes to school or bring them to put on for those activities if they choose to have less protective footwear at other times of the day. If a student does not have footwear that is safe and appropriate for the activity, they may not be allowed to participate in that activity.

## Montessori Materials/School Equipment

We are proud to have the finest quality Montessori materials available in every classroom for your child's use. Montessori materials and specialized classroom equipment are costly, and our expectation is that your child will use it with care and respect. From time to time, a child might break or damage the equipment, or may even become attached to a small piece of Montessori equipment and take it home—e.g. small cubes, cylinders, triangles, beads, pegs, etc. Each piece of material, no matter how small, is an important part of the classroom environment. We would appreciate it if you would check your child's pockets and belongings from time to time and send such items back to school. In addition, if your child loses, breaks, or damages Montessori equipment or other school property, you are responsible to pay for its replacement or repair.

## Infant, Toddler, and Primary Food

### Allergy Policy

**Our preschool programs are nut-free. Please do not send nut products, including peanut butter, to school.** Young children are less able to manage their own allergies. This policy helps to protect children with known allergies and is in place as a precaution due to both the prevalence of unidentified anaphylactic allergies to nuts and the open, shared nature of the Montessori classroom environment. Seeds, such as sunflower seeds and sesame seeds, and legumes, such as soy, are permitted. If a child in a class has a severe allergy to another allergen besides nuts, **other restrictions may apply in your child's class.** Please see our Anaphylactic Allergy Policy on page 22 and please keep this policy in mind if you choose to bring a healthy birthday snack to share with your child's classroom.

**Children are not permitted to share food** from their personal lunches at school.

### Infant Feeding

Baby bottles are permitted for the Infant room, but sippy-cups are discouraged. Parents of infants may leave a sealed supply of prepared foods in the infant's cubby and/or breast milk labeled with infant's first and last name and dated in our classroom refrigerator/freezer; powdered formula must be prepared at home for your child each day or pre-mixed liquid formula may be purchased and stored in your child's cubby. All bottles and bags of both breastmilk and prepared milk must be labeled with the child's first and last name and dated. Any unused milk and bottles will be sent home at the end of the day so that it can be refreshed before your child's next school day. We understand that infant feeding schedules may be such that your infant has his or her bottle or first meal of the day after arriving at school.

### Breakfast

Please note that breakfast is not provided by the school. Toddler and Primary children in the extended-care program should either eat breakfast before arriving at school or bring their breakfast to school already prepared, to be eaten **before 8:00 am.**

### Lunches

Academic and Extended-day children should bring a healthy lunch, bottled water, two napkins, and any necessary utensils to school in a lunch box with names clearly marked in the space near the handle. We do not provide juice or milk. Standard child-size lunch boxes are preferred to limit the need for storage space in our classrooms. Please note that, as with clothing, children may not bring lunch bags or other items that have depictions of commercial characters or violence.

Toddler and Primary children must be able to feed themselves. No baby bottles, sippy cups, or pacifiers are permitted past the infant stage.

Classroom lessons with the children introduce the basics of good nutrition, manners, and caring for the environment. We will not require your child to eat his or her entire lunch; however, we will encourage him or her to eat as much as possible (preferably protein items first). Food not eaten will be sent home with your child, when possible, so you will know how much has been eaten.

**Candy, chips, cake, cookies, doughnuts, twinkie-like desserts, non-100% fruit roll-ups/fruit snacks, gum, and soda are not allowed at school.** We will not allow any child to eat any sugary items; we will send these items home.

Except for our Infant Program, we are unable to microwave or refrigerate the children's lunches.

## Elementary and Middle School Food

### Allergy Policy

**Our Preschool and Lower Elementary programs are both nut-free. Please do not send nut products, including peanut butter, to school.** This is because young children are less able to manage their own allergies, and because of both the prevalence of unidentified anaphylactic allergies to nuts and the open, shared nature of the Montessori classroom environment. Seeds, such as sunflower seeds and sesame seeds, and legumes, such as soy, are permitted. If a child in a class has a severe allergy to another allergen, other restrictions may apply in your child's class. (Please see our Anaphylactic Allergy Policy on page 19).

**Nuts are allowed in upper elementary and middle school.** When nuts are included in your child's lunch or snack, please **remind your child to be particularly aware of keeping their food to themselves, and to clean their eating**

**space and hands afterward.** Teachers and administrative staff will work with families on an individual basis to help older children manage allergies. **Children are not permitted to share food** from their personal lunches or snacks at school.

## Breakfast

Please be sure that your child eats a hearty, nutritious breakfast every morning. Providing ample proteins and complex carbohydrates, while avoiding simple sugars, aids children's learning and concentration.

## Lunches and Snacks

Students must bring nutritious lunches and snacks to school. Please label lunch boxes and containers with your child's name. Labeled, refillable water bottles are strongly encouraged for all students. Information about the school hot lunch program will be sent home at the beginning of the year (please see your school administration regarding program availability at your school). If you order hot lunch for your child, please send snacks for morning and afternoon, as well as a water bottle. If you choose to include a dessert, please send a smaller-sized portion (a few bites) in order to support your child's ability to concentrate at school. **Do not send gum, candy, or soda to school;** these will be sent back home with your child. To ensure cleanliness, lunch bags must be taken home daily.

We are **unable to refrigerate** lunches; if necessary, please include an ice pack to keep your child's lunch cool. Due to **limited microwave access for students**, we strongly recommend that you send lunches that do NOT require heating. All snack foods should be ready-to-eat and not require microwaving or preparation time.

Lunch bags must be taken home daily to be cleaned. To prevent pests, lost lunch bags will be emptied of their contents (including containers) and kept for one week in the Lost and Found before being discarded.

## Forgotten and Late Delivery of Lunches

If your child arrives at school without his or her lunch, we will telephone you to request that you drop off an appropriate lunch for your child within 30 minutes. In the event that you are unable to provide a lunch, the school will provide a simple lunch and add a \$5 convenience fee to your account. Ideally, lunches are brought to school with your child in the morning. If, on occasion, you need to bring your child's lunch later in the morning, please leave the lunch with the administrative personnel so that you do not disrupt the class.

## Special Snacks

To celebrate your child's birthday, you may send a special snack for the class along with napkins, cups, and utensils (if necessary). **Candy, chips, cake, cookies, doughnuts, twinkie-like desserts, non-100% fruit roll-ups/fruit snacks, gum, and soda are not allowed at school.** Please coordinate with your child's teacher in advance to be sure that the day you wish to send the snack will work for the class, and to determine whether there are any children with severe allergies present. Please choose healthy treats such as cut fruits or berries with yogurt or muffins. **Special snacks must be labeled with all ingredients used to make them.** This is to ensure that children with food allergies do not consume the item if there is any potential risk of an allergic reaction. If your child has an allergy or other food restriction, please send non-perishable alternative treats for your child to store in the classroom for special occasions.

## Special Events

### Birthdays

Toddler and Primary children gradually become more aware of the meaning of their birthday. We invite Toddler and Primary parents to join in a special celebration for their child's birthday. This might include selecting a few pictures of your child from birth to the present to share, as well as (in Primary only) engaging in a "walk around the sun" celebration for each year of life. If you wish to use a video camera during the celebration, please be unobtrusive. Please coordinate with your child's teacher in advance to find a mutually convenient time for this special day.

### Parties and Invitations

Feel free to request the family contact list from your administrative team to facilitate playdates and invitations to out-of-

school events. Please remember that children can be very sensitive to social issues and that a strong social group is a vital element of our school. When organizing birthday parties or other events, we suggest that if a student is inviting many students in a class, they invite the entire group. When a child is excluded from his or her peer group, the impact can be devastating.

## Supporting Your Child At Home

### Preparing the Home Environment

Infants, Toddlers, and Primary children benefit from consistent routines and an orderly environment that includes opportunities to explore simple objects and master the tasks of daily life. It is ideal for children to be given the time to work on new skills at home, as they do at school, without interruptions or distractions.

### Learning about Montessori

Children thrive best when they experience consistency between school and home. That's why we regularly provide you with information about Montessori. You will receive 6-8 handouts (either electronically or printed) for the first few weeks you attend any given program. These handouts help you understand what happens in your child's classroom, and how you can support your child at home, on topics ranging from sleeping and eating to literacy, scientific exploration, and homework in the elementary years. We also regularly hold Parent Information Events for parents (typically 3-6 each year), and strongly encourage you to attend as many as you can. Some events are offered in the late afternoons; some are morning coffee chats; others are delivered online via platforms such as Facebook live so you can attend during lunch at home or in the office. Many Montessori ideas also apply at home, and our Heads of Schools and Montessori teachers are eager to help you incorporate as much Montessori into your parenting approaches as you find valuable.

### Homework

Homework at LePort Montessori helps support children in accepting full responsibility for their own learning—and provides a concrete understanding that their responsibility spans their time outside of school as well as in. Manageable amounts of homework for older students give children practice in fully independent time management skills.

Homework at LePort Montessori is designed to be minimal, meaningful, and in accordance with the grade level and ability of each child. It provides additional time for interesting and helpful independent practice for students so that class time can be focused on instruction, work with classroom materials, partner or group work, class discussion, or guidance from the teacher.

When your child is given homework, he or she should have all the information and supplies he or she needs and should understand all the concepts necessary to complete homework independently. If your child brings home homework that he or she is not prepared to do independently, please be sure to let your child's teacher know.

### Grades 1–3

Academic learning for lower elementary children happens largely through using and exploring through the scientifically designed Montessori materials in the classroom. Since children of this age have a strong drive to interact with others, a critical part of their learning includes participating in family life. Elementary children want and need to participate, actively, in all areas of family life and living. They are physically hardy, interested in the world around them, and capable of taking on responsibility. It is important that children have continued opportunities in the home to assume responsibility, manage time, and choose activities wisely. The child needs a "prepared environment", with interesting and inspiring tools, games, and activities at home as well as at school.

The Lower Elementary is a **low to no homework program**, so that you can spend the majority of your time at home connecting with your child through meal preparation, caring for the home, spending time outside, or engaging in activities such as crafts, games, or projects that spark your child's interest. Your child's teacher may occasionally suggest homework to support your child's learning. In that case, homework should be a pleasant way for you to share in your child's education as you help your child transfer skills from school to home. Please contact your child's teacher if you need help planning homework time with your child. Students may also choose to bring work home or do research at home when they are particularly enthusiastic about a project. You can support your child at home by providing a quiet, well-lit space where focused work is possible, as well as some basic stationery supplies.

Reading is the most important homework activity for lower elementary students. Please be sure to set aside time to read



to or with your child daily. Reading together and discussing books you've shared cultivates a love of reading in your elementary-aged child, and research has shown that these are critical factors in improving reading and comprehension skills. We encourage you to help your child obtain a library card and to take regular trips to the library. Choose books you both enjoy and allow the stories and characters to provide lead-ins for spontaneous conversations between you and your child.

The amount of time that children spend involved in cognitively passive and instant-gratification activities (e.g. video games, some forms of iPad use, and television viewing) has an impact on their ability to focus and engage in demanding mental tasks. We strongly recommend that such activities be limited to a few hours on the weekends. In contrast, such activities as playing with friends, conversing, playing board games, reading, building models, and participating in sports build skills in a variety of areas—social, intellectual, and physical.

## **Grades 4–8**

The productive nature of our school day results in less homework at night, but homework still plays an important role in the education of your older child. Homework gives students extra time to complete work that does not require teacher involvement (e.g. reading, practicing previously learned math skills, completing longer writing assignments, studying for tests or quizzes). Since students will be expected to complete homework in high school and college, homework in upper elementary and middle school at LePort Montessori ensures that our students have practice in doing so.

The amount of homework your child receives depends upon his or her grade level, learning style, and the speed with which he or she masters in-class work. At school, teachers prepare students with the concepts and skills to complete their homework independently. Parent involvement should be limited to such situations as quizzing your child to support their regular review process, working with him or her to schedule homework time during evenings and weekends, and occasional guidance. If your child is struggling to complete his or her homework due to quantity or level of difficulty, please contact your child's teacher, rather than becoming overly involved in your child's work process. Teachers will work with each student, re-teaching material and/or adjusting workload where necessary.

To facilitate homework completion, children need a quiet place to work, access to necessary supplies, and a consistent after-school routine with clear expectations as to homework completion and free time.

On a given night, if your child cannot complete his or her homework due to extenuating circumstances, please send a signed note to the teacher the next day.

Teachers will keep parents informed about incomplete or rushed homework. Please check in with your child to ensure that he or she now has a plan in place to complete and turn in the homework by the next school day.

If completing homework becomes an ongoing issue for your child, we may ask your child to complete homework during recess time, contact you to let you know of the situation, and then set a meeting with parents, child, teacher, and the head of school to develop a plan to support your child.

To encourage personal responsibility, we do not permit students to make phone calls home to request that forgotten homework be brought to the school.

The amount of time that children spend involved in cognitively passive and instant-gratification activities (e.g. video games, some forms of iPad use, and television viewing) has an impact on their ability to focus and engage in demanding mental tasks. We strongly recommend that such activities be limited to a few hours on the weekends. In contrast, such activities as playing with friends, conversing, playing board games, reading, building models, and participating in sports build skills in a variety of areas—social, intellectual, and physical. Unstructured time for play, relaxation, and pursuing activities of the child's own choosing is an important part of daily life.

To prepare our 7th and 8th grade students for high school expectations, tardy work that is not accompanied by a doctor's note could be penalized with a specific percentage deduction for each day it is late. This policy applies to late homework and assignments, as well as to missed tests, quizzes, and presentations. Please speak to the Head of School and/or your child's subject teacher for further details.



# Communication

Students thrive when there is solid communication between home and school. LePort Montessori highly values this communication and our open-door policies and frequent parent-teacher interactions help to create a strong partnership to support your child.

## Questions or Concerns

If you have any questions about your child's progress, or if you would like to discuss anything that has happened at school, please contact your child's teachers by email, or call the office and leave a message for a teacher at any time. Calls and emails will be returned by the end of the following school day.

## Open Door Policy & Parent Observations

LePort Montessori maintains an open-door policy for parents. You are always welcome at your child's school. We also encourage formal observations of your child's classroom, although you must contact the teacher and the office to schedule the observation if you wish to observe in a Toddler or Primary classroom. Also, for at least the first six weeks of school, or your child's first six weeks of attendance, it is important for the children to settle in and for the teachers to be able to use this time to establish routines. For this reason, we typically do not schedule observations until after the sixth week of attendance. In new classrooms, this time may be extended as all students in the classroom are learning the routine.

While we want to accommodate observation requests, we do understand that, often, it can be difficult for young children, especially toddlers, to have a parent in the classroom and then leave partway through the day. As we want children to enjoy their classroom experience, in-classroom observations will be at the discretion of the teacher and the administration. Should your child not be ready for in-classroom parent observation, the administration and teacher will work with you to find an alternative means of viewing your child's classroom day.

Although we always wish to accommodate parent visits to the school, as a school and childcare provider, we must comply with various legal requirements and school policies put in place to ensure the best practices. Per school policy, we are not a visitation site and we do not accommodate parents' unannounced visits to the student during the school session unless there is an emergency. As mentioned above, our school policy allows in-classroom observation of your child, if it is scheduled with the school in advance, to minimize disruption to your own child's daily routine as well as other students'.

## Monitoring Your Child's Progress Infant, Toddler, and Primary

You will receive communications from your child's teachers during each semester, sharing information about your child's experience or the class as a whole. To ensure that parents and teachers have a regular opportunity to discuss each child's needs, learning, and social development, parent-teacher conferences are held twice a year. You will be notified by the school regarding the exact dates of these conferences.

Should you have any questions or concerns, please feel free to schedule an additional meeting with your child's teacher after the academic day. During additional meetings, childcare will be provided on an as-available basis but is not guaranteed. In the event that LePort Montessori is not able to provide childcare during your meeting, please arrange alternative childcare. It is important during parent-teacher meetings that all parties are able to focus to address any needs and take advantage of the time together.

Written progress reports are distributed to parents of Toddler and Primary children twice a year. These will complement parent-teacher conferences twice a year.

## Monitoring Your Child's Progress Elementary and Middle School

The academic year is divided into two semesters of approximately 90 instructional days each. The first semester spans from the end of August through December, the second from January through the beginning of June. You will receive communications from your child's teachers during each semester, sharing information about your child's experience or the class as a whole. To ensure that parents and teachers have a regular opportunity to discuss each child's needs, academic progress, and social development, parent-teacher conferences are held in the Fall & Spring. Please review the school calendar and plan to attend on the scheduled conference date(s), if at all possible, as it can be difficult for teachers to schedule make-up conferences. Written progress reports are distributed to parents twice a year.

## Daily Communication

Infant families are welcome to enter the classroom in the morning to discuss the needs of the child (this may vary by school, please check with your campus administrative team to confirm). Families will also complete a daily report noting any pertinent feeding, sleeping or toileting information. This report will continue to be completed throughout the day by the teacher so that families have a full view of the child's day.

For those families with children in a Toddler or Primary classroom, it is important that teachers are able to focus on helping students transition in and out of the classroom during pick-up and drop off and thus, are not available for long conversations. For short messages, such as a difficult night sleeping, you are welcome to leave a note in the communication notebook outside the classroom door. Should your message require a longer conversation, or you wish for it to remain confidential, you are welcome to email teachers or set up a time for a phone conversation.

## Transparent Classroom

All of our classrooms utilize the cloud-based system, Transparent Classroom. This is an online tool designed specifically for Montessori schools for record-keeping and parent communication. Parents are able to receive email or text notifications with pictures and/or notes on what their child is working on. Parents also have access to a database of lesson descriptions and a classroom directory.

Please note that being with the children and ensuring their health, safety, and learning is our first priority. Your child's teacher will strive to provide you with photos and anecdotes via Transparent Classroom 2-4 times per month but may not always be able to do so.

## Special Circumstances

If a situation arises in your family that may place your son or daughter under stress, please advise the school at once. When teachers are aware of special circumstances, such as a family illness, birth of a sibling, a move, divorce, or bereavement, they will be especially sensitive to your child at school and can offer extra support where necessary.

## Calls for Students

Barring emergencies, we do not interrupt classes to deliver personal phone messages to students. Outgoing calls by students are limited to emergency situations and can only be made through the school office.

## Change of Contact Information

Parents should notify the school promptly, in writing, of any change in home address, email address, telephone number, or marital status, as well as any changes, to contact information for your child's emergency contact(s). Promptness and accuracy are necessary to maintain the school records and to work in partnership with you, the parents. LePort Montessori shall not be held responsible if you fail to update your personal information.

## Text Messaging

In the event of an emergency at your child's school, we will utilize our school-wide text messaging system to inform you of all relevant information. This system is periodically tested throughout the school year to ensure its functionality and to confirm accurate contact information for all of our parents.

# School Trips and Parent Volunteers

## School Trips Infant, Toddler, and Primary

Teachers sometimes take children on short nature walks; infants will ride in a "buggy" on a regular basis. In the event that a trip away from the school is planned, the information will be sent home in advance outlining the purpose, location, cost, means of transportation, and a request for parent participation. All parents are required to complete these forms for their child to attend scheduled school trips.

## School Trips Elementary and Middle School

We seek to enrich our students' education by taking them out to explore beyond the classroom. Our students attend field trips several times per year. All students are expected to attend field trips, since they are a component of the curriculum and provide an important learning experience.

A school bus is usually used to transport students on field trips. To facilitate ease of movement to and from a park, public library, museums, plays, etc., please be sure to sign the blanket Field Trip, Transportation & Medical Release Form enclosed in your Step Two Enrollment paperwork. You will be informed of scheduled trips by email or by forms included in your child's Tuesday folder. **Field trip fees are paid separately.** Information about overnight field trips is sent home in your child's Tuesday folder.

On occasion, there are opportunities for parents to accompany the school on field trips. In such cases, there may be a separate fee for parent participation, and there may or may not be room on the bus for the parent.

For some field trips, personal electronic items (e.g., cell-phones, iPod's, other electronics with gaming/music capabilities) may be allowed on the bus ride to a destination. You will be notified in advance if such items are allowed. To prevent students from becoming distracted, personal items will be left on the bus once the students have arrived at field trip destinations. Please note that LePort Montessori is not responsible for any lost, stolen, or damaged personal items brought to school or on field trips. Additionally, students are expected to be fully responsible for any money brought on field trips (e.g. for souvenirs); LePort Montessori is not responsible for lost/stolen money. Please discuss the care of personal items and reasonable spending with your child.

## Parent Volunteers

We welcome parent participation to support the teachers in preparing for and organizing special events. Please see your child's teacher for specific details.

# Discipline

## Encouraging Self-Discipline

LePort Montessori uses a non-punitive discipline style, focusing on increasing a child's sense of responsibility and building inner discipline. When a child is meaningfully engaged in his or her work, he or she tends toward self-discipline and respect for others. Therefore, when minor discipline issues arise, our first step is to re-evaluate a child's interest in his or her work and to ensure that the child is motivated and appropriately challenged.

Your child's teacher strives to create a classroom environment in which children are expected to treat themselves, their peers, and the adults around them with courtesy and respect. During the school day, your child's teacher will model and discuss appropriate behavior as needed. There are many opportunities to practice good manners, from learning to walk around another child's rug to using a quiet voice in the classroom, to waiting for one's turn to work with a one-person activity, to waiting patiently for a teacher's attention. These habits are taught as a normal part of our Montessori curriculum—they are called "Grace and Courtesy" lessons. We set behavioral expectations from the outset with classroom instruction, role modeling, and group time discussions. Wherever possible, we use positive language to support a child to know what to do, rather than what not to do (e.g. "When you can keep your hands in your own space, you will be able to sit next to your friend in the group.") Our goal is to create an environment where it is easy and natural for children to behave with self-respect and self-discipline.

If a conflict arises, and a gentle reminder is not sufficient, the teacher will intervene, respectfully but firmly, to stop any inappropriate behavior. Each conflict that arises is handled individually, based on the specific circumstances. We draw the child's attention to the natural consequences of inappropriate behavior (another child's sad expression, a damaged piece of material), rather than assigning penalties that are detached from the particular behavior. The teacher's response is to do what is necessary to resolve the issue and help the child shift the behavior, rather than punish the child. For instance, if a child is being rough with a classroom activity, the activity or exercise may be set aside for the day. The teacher may give the child another lesson with the material the next day, emphasizing how to treat it gently. An appropriate response would *not* be, for example, that the child has to sit in from recess, since this would not resolve the issue, nor help the child to practice alternatives to his or her behavior.

In the case of ongoing behavioral problems, the Head of School may request to set up a meeting with the parents and the child's teacher and work cooperatively to develop an action plan for how to address the issue.

The majority of disciplinary and behavioral situations can be resolved as described above. However, in extreme circumstances, if the school does not have the resources necessary to correct an ongoing issue, if sufficient cooperation cannot be guaranteed from the parents, if the safety of the child or other children is being put at risk, or if there are other circumstances that warrant it, we may suggest outside resources to assist parents with the issue, and/or we may

discontinue the child's enrollment in the school.

### LePort Biting Policy

At LePort, we recognize that biting is common and developmentally normal in children under five years of age. It can be a form of communication for young children and is typically a response to the child's needs not being met or is a way to cope with a challenge or a stressful situation. Our goal is to create warm relationships and safe, nurturing learning environments that respect the needs and characteristics of children as individuals. In this way, we can proactively minimize the incidents of biting.

If a persistent biting situation occurs, the following steps are taken:

- Documentation of every bite is sent to both sets of parents. In compliance with privacy guidelines, our staff must maintain complete confidentiality of all children involved when communicating with parents of both the biter and the bitten student.
- Parents meet with the teacher and school administration team after the second incident. It is communicated that *further incidents will require the child to be picked up from school immediately.*
- Staff will "shadow" children who have a tendency to bite to attempt to head off incidents, teach non-biting responses, and reinforce appropriate behavior.
- Staff will share resources with parents and encourage them to take action outside of school to discourage biting and encourage positive behavior.
- If biting continues, conversation with parents about the child taking a break from school, adjusting schedule, or disenrolling begins. The pace of this process is individualized based on the severity of the situation, the frequency of the biting, and the needs of all the children in the environment.

### Suspension

In cases where a student is repeatedly disruptive to the class or to other students, a suspension may be necessary. In an instance where a child's behavior poses a danger to him or herself or others, parents will be called and asked to immediately pick the child up from school. In both cases, before the child is able to return to school, the teacher, parents, and the Head of School will meet to create a plan that may include consultation or support from resources outside of the school. Depending on the student's age and the specific situation, this planning meeting may involve the student as well.

### Termination Policy

In all cases, our goal is to support all of the children in our programs. There may be times where our school is not equipped to deal with the range of behaviors or issues that a particular child presents. If, at any time, LePort Montessori's administration judges that a child may not be a good fit for our school (whether the issue is social, emotional, or academic), the Head of School will request a conference with the parents and the classroom teacher to discuss concerns. Should we be unable to reach a mutually agreeable solution to the issues raised, LePort Montessori reserves the right to discontinue the enrollment of the student. Reasons may include but are not limited to, verbal or physical aggression towards peers or adults, chronic lateness, failure to meet classroom standards, disruptive or disrespectful behavior, or other.

**LePort Montessori reserves the right, in its sole discretion, to discontinue the enrollment of any student, for any reason and at any time, with or without notice. Similarly, LePort Montessori reserves the right, in its sole discretion, to discontinue the enrollment of any student at any time, with or without notice, whose parent(s) fail to abide by the policies and procedures outlined in this handbook and on the Application for Admission form, or who behave(s) inappropriately or disrespectfully to any member of our staff. This may include but is not limited to threatening or defamatory language directed to or about our staff members (in any context) videotaping or recording our staff without their consent or any other actions that are deemed threatening to the safety or wellbeing of our school community.**

# Health

## Bumps, Bruises, and Scrapes

Bumps, bruises, and scrapes are a normal and expected part of childhood, as children learn new forms of movement and control over their bodies. For this reason, it is not uncommon for children to have minor injuries in the course of their school days. For instance, your child will run, jump, pick things up from the ground, climb on playground equipment, slide down the slide, go on the swings, play with balls or other equipment, etc. These forms of play are an important part of your child’s development even though they include some inherent risk of injury. These types of injuries can also occur in the classroom environment. Depending upon the severity of the injury, you may receive a call from the school advising you of anything potentially serious and the action taken by our staff. By enrolling your child in LePort Montessori, you acknowledge your awareness of all of these risks and other risks to your child connected with attending school, and you consent to them.

## Illnesses – When to Stay Home and When It’s Okay to Return to School With or Without a Physician’s Note

The LePort Montessori staff will conduct a daily inspection of each child for symptoms of 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 or her home** when he or she exhibits one or more of the following symptoms:

<ul style="list-style-type: none"><li>▪ A temperature of 100.4 or higher*</li><li>▪ Seems nauseated</li><li>▪ An undetermined rash</li><li>▪ Excessive runny nose and/or accompanied with other symptoms (other than allergies)</li><li>▪ A cough</li><li>▪ Possible infection</li></ul>	<ul style="list-style-type: none"><li>▪ Head lice **</li><li>▪ Sore throat</li><li>▪ Vomiting*</li><li>▪ Diarrhea*</li><li>▪ Red or watery eyes</li><li>▪ Earache</li></ul>
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**You will be called to pick up your child within 1 hour if any of these symptoms are present while your child is at school. Please have a plan in place to guarantee that your child can be promptly picked-up in the event that you receive such a call.** In accordance with local regulatory guidelines, to help prevent the spread of disease, your child will be removed from the classroom and kept comfortable (e.g. at the front office) while he or she is waiting to be picked up.

\*After an illness, your child must remain at home with no fever, vomiting, or diarrhea (without the aid of any medication) for **at least one full school day** before he or she may return to school.

\*\*In the case of head lice, your child must have received a full head lice removal treatment and be free of head lice and eggs before returning to school. Precautions will be taken to ensure that lice do not spread among the students.

**You must notify the school immediately if your child has a communicable disease.** While protecting your confidentiality, we are required to inform the parents of your child’s classmates about the presence of the disease in order to control its spread. Students who have been absent from school with a communicable disease must have a written note from their physician in order to return to school.

If your child **misses more than a week (5 consecutive days) of school for an infection or illness**, you will be required to submit a note from your child’s pediatrician before he or she may return to school. This note should verify that a medical assessment was performed by a physician or another medical professional working under the supervision of a physician and should clearly state that the child’s symptoms or illness do not pose a risk to the child or others at the school.

The following list may help inform you about other contagious illnesses (please check with your school’s administration if you have any questions as to whether your child’s condition or illness is considered to be communicable and must, therefore, be reported):

Illness	Period of Exclusion from School	Incubation Period
Chicken Pox	7 days from onset of rash	Approximately 14-21 days
German Measles	7 days from appearance of a rash	Approximately 14-21 days
Mumps	9 days from onset of swelling	Approximately 14-21 days
Impetigo	Until sores dry	Approximately 4-10 days
Hand Foot & Mouth	On doctor's advice	
Scarlet Fever	On doctor's advice	
Infectious Hepatitis	On doctor's advice	
Mononucleosis	On doctor's advice	
Conjunctivitis	On doctor's advice	

### Vaccination Policy

Updated immunization records must be kept on file throughout the school year, in accordance with applicable state requirements. All students must be up to date with their vaccinations at the time of and throughout their enrollment at LePort Montessori.

In the state of California, schools are not legally permitted to enroll students who are not vaccinated according to the state vaccination schedule, unless the child has a medical exemption on file with the governing state authority. Medical exemptions are only valid when it is documented by the child's physician that receiving immunizations would pose a serious health risk to the child.

All families seeking a medical exemption must submit all required documentation to the campus administration prior to the child attending school and must acknowledge and agree to this vaccination policy. All exemption documentation must then be kept on-site as part of the student's file.

### Non-Immunized Student Policy

Should a non-vaccinated child display symptoms consistent with a communicable illness typically considered preventable by vaccination, the child's parents will be notified as soon as possible and will be required to pick up the child within one hour. We will also make every effort to inform all parents as soon as possible. If your child does not have immunizations to protect him/her, you will be required to pick up your child within one hour of notification and your child will need to remain home from school during an outbreak of, or exposure to any communicable disease that they have not been immunized for.

Where we conclude there is a risk of exposure to a communicable disease in the community at large, we will require a child who is not up-to-date on vaccinations for that disease to remain home from school for an extended period, even if he or she is not showing any signs of illness, based upon recommendations from the Centers for Disease Control.

Families are responsible to pay the child's full tuition in the case of absences due to exemptions or incomplete vaccination schedules, including cases in which LePort Montessori requires a child to remain at home.



## Medication Policy

Your child must be kept home for one full school day from the time of the first dose of an antibiotic. We discourage the administration of medication during school hours and we request that whenever possible, medication doses be scheduled during non-school hours. However, we realize that this may not always be possible or practical. In the event that your child needs to have a medication administered at school, we ask that you please adhere to the following guidelines:

All medication brought to school to be administered to a child, whether by prescription or over-the-counter, must be checked in at the office, the proper form completed and signed by the parent, and the medication clearly labeled with the child's first and last name. All medications must be brought to school in the original packaging. If the medication is prescribed by a physician, the label must contain the following information: pharmacy name, child's full name, dosage instructions, physician's name, and physician's telephone number. Each time a new medicine is brought to school, a parent must fill out a new form. Expired medicine will be sent home (given to the parent/guardian at drop off or pick up) and it is the parent's responsibility to supply new medication. **Never send medicine, vitamins or any type of lotions or chapstick to school in your child's lunch, backpack or pocket.**

## Topical Products

Your enrollment paperwork includes a form allowing the application of diaper cream, lotions, ointments, and/or lip balm. Please clearly label these items with the date and your child's first and last name and be sure your form is updated each time you bring an additional type of topical product. All topical products must be in the original packaging.

LePort will only apply sunscreen at 3:00 pm for children enrolled in afternoon childcare. LePort does not apply sunscreen in the morning as parents are expected to send their child to school with sunscreen already applied.

## Anaphylactic Allergy Policy

We accommodate students with anaphylactic allergies to the extent reasonably possible given the nature of the allergy, the nature of our program, and our expertise. We work cooperatively with the parents, whom we expect and require to play an active role in keeping us informed about the child's needs and the most effective strategies for managing the allergies. **It is your responsibility as a parent to inform us if your child has an anaphylactic allergy and to instruct us in the appropriate actions to take to protect your child.** If your child has an anaphylactic allergy, we will work with your family individually to develop a plan that will protect the safety of your child. (See section on "Prevention, Treatment, and Emergency Response Plans".) In general, LePort Montessori maintains the following policies that are relevant to anaphylactic allergies:

## Food Served at Special Events and Other Food

From time to time, there are special events, such as birthdays, holiday potlucks, field trips, etc., when food is provided by parents or other outside parties. In these cases, LePort Montessori does not guarantee that the food served is allergen-free. We recommend that a parent be present at the event to supervise his/her child or send appropriate food for the child.

## Outside Vendor Hot Lunch Program and Student Lunches

LePort Montessori contracts with an outside vendor to provide hot lunch for families who wish to purchase it (not all schools offer a hot lunch program, please check with your school administration for more information). Neither LePort Montessori nor the outside vendor can guarantee that food items served are nut- or allergen-free.

LePort Montessori is not responsible for the contents of student lunches (neither those provided in the hot lunch program nor those provided by individual families), or for any food provided by parents, outside vendors, or other outside parties.

## Request to Our Parents and Families

It is possible that you may be asked to avoid certain allergens that are dangerous to a student enrolled in our program. If so, please do not bring to your child's class or allow your child to bring to his or her class, any products containing these allergens. **Please note that we request parents not bring any peanuts or tree nuts into our preschool classrooms in an effort to prevent potentially life-threatening allergic reactions. Items containing peanuts and/or tree nuts will be sent home.**



## Medications and Epinephrine

In accordance with its normal policy regarding medications, LePort Montessori administers prescription medications only if we have a copy of the prescription on file, and a completed Nutrition and Food Allergy Information form. **Parents must supply the school with epinephrine and/or an antihistamine for their child if there is any chance it might be necessary. It is the parent's responsibility to check that these medicines are not expired.** We ask parents to sign the Nutrition and Food Allergy Information form giving written permission and instructions for how and when LePort Montessori staff should use the antihistamine or epinephrine injector.

The state of California also requires parents to sign the Nebulizer Care Consent/Verification form (LIC 9166) for any child that has been prescribed inhaled medication (i.e. a nebulizer or inhaler). This form will be provided by the school at the time of enrollment or when the child is prescribed the inhaled medication.

## Prevention, Treatment, and Emergency Response Plans

Many allergy doctors provide or consult on treatment and emergency response plans for allergic children. We encourage parents to ask their child's doctor if he or she will provide or consult on such a plan for their child, tailored for use in a school setting. We will post these plans in conspicuous and easily accessible locations inside the school to facilitate the fastest possible response to any emergency. In addition to treatment and emergency response, we also work with parents and doctors on an individual basis to create prevention plans tailored to the individual child and classroom.

## COVID-19 Health Information

LePort Montessori has implemented safety protocols and training in accordance with relevant regulations to mitigate the risk of the spread of Coronavirus SARS-CoV-2 ("COVID-19"). These safety protocols and training do not indicate that there is no risk of transmission, and there is still much to learn about COVID-19, especially its effects on the younger population.

Parents are also responsible for mitigating the risks that the student may present to his or her own health or the health of others at the school. Parents and legal guardians should consider the risks and their concerns with their pediatrician or other health care providers. More information on COVID-19 is available here: [www.cdc.gov/coronavirus/2019-ncov/](https://www.cdc.gov/coronavirus/2019-ncov/)

All students and their families must comply with the safety protocols and decisions made by the school. Should there be any need for accommodations to participate in the school programs with the safety protocols in place, please let the school leaders know as soon as possible.

The safety protocols implemented at the school may include, but are not limited to:

- If a student is sent home, he or she cannot return to school until he or she is symptom-free and fever-free without medication for 24 hours.
- Class sizes are limited for all programs and indoor seating is spaced according to applicable distancing guidelines.
- Frequent handwashing and/or hand sanitizer application are required throughout the day.

The School reserves the right to modify safety protocols in its sole discretion in accordance with applicable regulations or current guidelines.

Parents/legal guardians are also required to monitor the student's health each day and keep him or her at home when experiencing a fever at or above 100.4 degrees, a cough, fatigue, and/or any other physical symptoms that require observation, health isolation, or medical treatment.

If a student or a family member residing in the same home has tested positive for COVID-19, come in contact with someone who tested positive for COVID-19, or recently returned from air travel or a cruise trip, parents/legal guardians should communicate this to the school leaders before the student returns to campus and comply with any school directives regarding returning to campus.

All financial and tuition policies remain in place while the school provides educational services to the students. If the school's on-site classrooms close due to orders from the federal, state, or local government, the students will enroll in distance learning and tuition will continue at standard rates.

## Safety and Security

Until you drop your child off and after you pick him or her up (once you are on school premises and your child sees you), you are responsible for his or her safety.

### Safety During Drop-off and Pick-Up

Please drive carefully near the school and in nearby neighborhoods. Our school serves very young children, who are small and difficult to see, and who may not be aware of traffic safety guidelines. Please use extra caution in areas where children may be present, and please do not use cellphones while driving or waiting for your child in a drop-off or pick-up area. Additionally, please respect the speed limit and be considerate when driving through neighborhoods near your child's school. Nearby neighborhoods often have quite a lot of school traffic; thank you for helping us ensure that LePort Montessori is a good neighbor!

### Parking Safety

Please observe the following rules and guidelines:

1. Do not allow your child to run ahead of you (or to run around unsupervised) at any time inside or outside the school building.
2. You must hold your child's hand when exiting the school grounds.
3. Close all doors and gates behind you.
4. Please park only in the designated parking spots and observe the strict time limit. Never park in any area prohibited by law (e.g. along the red curb or in front of driveways).
5. **The law prohibits you from leaving any child in your car unattended for any amount of time.**

### Emergency Preparedness

In California, the possibility of a major earthquake or other disaster is continually present. At LePort Montessori, we take the following precautions and approach in the event of a major earthquake or other natural disasters:

- LePort Montessori is prepared to house and care for enrolled children for a period of up to two days. Each school is equipped with first aid, water, food, and other emergency supplies.
- Any school that includes infants maintains an emergency supply of powdered infant formula and other emergency supplies specific to infants. Parents of infants may provide alternative powdered formula if there is a preference for brand or formula type. If a different powdered formula is brought to school for emergency use, please clearly label the *unopened* container with your child's first and last name and give the container to your child's teacher on the first day of school.
- We hold regular fire, earthquake, and lockdown drills, where applicable, so that children and staff know how to respond to a disaster correctly, quickly, and safely. We follow Red Cross recommendations for disaster response.
- Our employees who open and close the school are trained and certified in CPR and first aid, as are several other key personnel.
- Where applicable, all appliances and large bookshelves are secured for earthquake safety.
- We maintain emergency contact information for each student. In the event of an emergency, LePort Montessori will contact you, **via text message**, to provide you with the necessary information including where to pick up your child in the event of an evacuation. ***We need your help to ensure all emergency contact information is accurate and up to date. Please notify us immediately if there are any changes in your contact information!***
- Teachers are trained to expect that they will need to care for students emotionally as well as physically, in the event of a disaster. Their goal is to keep the children calm and constructively occupied.

If a natural disaster occurs in the immediate area or if a natural disaster in any way directly impacts the school and it

poses a hazard or danger to the students and staff, LePort Montessori may need to close the school either before or during operational hours to secure the safety of our students and staff. If a natural disaster occurs during operational hours, we require parents to respond immediately to emergency communication and to pick their children up as soon as possible (within 1 hour). In the event that there is an immediate evacuation ordered, students and staff will evacuate to the school's designated evacuation location. Please check with your campus administration for the specific location designated for your child's school. Natural disasters include, but are not limited to earthquakes, wildfires and or severe smoke from wildfires.

### School Lockdown

A school lockdown is a protective action employed to safeguard students, staff, and visitors when there is a potential threat on or near school property. Such a threat may include, for example, a hazardous chemical outside the building, a weather-related emergency, or possible criminal activity in the area.

LePort Montessori staff are prepared and trained in the implementation of a school lockdown, and lockdowns are practiced regularly with the students. During a lockdown, all exterior and interior doors are locked to prevent unauthorized entry and to safeguard the students. When a lockdown is called, no one is allowed to enter or exit the building until an "all clear" is given by the Head of School or local authorities. In order to minimize activity in the building and secure all entrances to the school, this restriction includes parents, regardless of circumstance.

In the event of a lockdown, when possible and practical, the Head of School will send an email message and or a text message informing parents of the situation and providing any available information. In addition to periodic updates whenever possible and practical, parents will receive a final "all clear" notification once the lockdown has concluded. If you are a parent and receive a lockdown message, please stay calm! Because the safety of our students is our highest priority, it is likely that we are simply exercising caution. We will let you know as soon as any potential threat has passed.

### What You Can Do

In addition to maintaining up-to-date emergency contact information for your child, we recommend that you provide the school with a letter to your child that he or she can open in the event that you are separated for some period of time. Tell your child not to be frightened, and that you will be with him or her as soon as you can be. Place the letter in a Ziploc bag along with a photograph of your family. These items will be kept in a safe place so that they can be accessed in the event of an emergency or disaster.

## Financial Policies

### Tuition and Tuition Deposit

Tuition is calculated on an annual basis and split into monthly payments for your convenience, either for the Academic year (late August-early/mid-June, 9 payments due September - May) or the Year-round program (late August - mid-August, 12 payments due September - August). The monthly payments are lower for the Year-Round program, which also includes holiday care days as we count on year-round families to attend school during the summer when our enrollment is typically lower.

A \$2,000 deposit is required for the first child and \$1,000 for each additional child attending concurrently. Deposits are due at the time of application and will be held on account for the duration of your child's enrollment at LePort. When you re-enroll for another year (typically in February-March), your deposit is used to secure your spot for the next school year. No additional deposit is needed; however, upon re-enrollment, if you withdraw your child, the first billing period a deposit can be applied to is September of the following school year.

The minimum deposit of \$2,000 shall remain on the family's account at all times while a child is enrolled and will be applied toward tuition when the final child is withdrawn. **The deposit is non-refundable.**

### What is Covered by Tuition

Our goal is to make parents' lives easier: our tuition covers many items other schools charge for separately - such as daily snacks, school materials (such as binders, books, arts & crafts supplies for elementary and sheets and blankets for infants), and registration fees. Not covered are lunches (some schools offer an optional lunch program provided by an outside vendor billed separately) and field trips. LePort Montessori engages staff, purchases supplies, and equipment, and plans its operational budget on the assumption that children are enrolled for a complete program, so there is no reduction in fees for absences, vacations, or shorter academic months.

## Change of Program

Any request to change your child's program must be made in writing and approved by an administrative staff member. No program changes are allowed in December, or in the months of April through June. No more than one program change is permitted per academic year (i.e. September through June). To make a change, please complete and sign the appropriate form provided by our administrative staff. You will be advised within 2 business days if we are able to accommodate your request.

## Tuition Payment Options and Late Fees

Tuition must be paid automatically on the 1<sup>st</sup> of each month using our ACH (automatic payment) system. There is a \$25 charge per month for payments made with any method other than ACH. If you choose to pay tuition with a personal check, cashier's check, money order, or through your bank's automatic payment system, please add an additional \$25 to each tuition installment.

Tuition is due on or before the 1<sup>st</sup> day of each month, beginning on September 1<sup>st</sup>, whether or not the first day of the month falls on a Saturday, Sunday, or holiday. No bills or statements are sent. If the payment is received after the 1<sup>st</sup> and before the 7<sup>th</sup> day of the month, a late fee of \$25 will be assessed. Payments received on or after the 7<sup>th</sup> of the month are charged an additional late fee of \$50, for a total of \$75 in late fees. Additional late fees may be assessed if the account is not paid in full by the 8<sup>th</sup> of the month. A fee of \$45 will be charged on all checks returned by the bank. ***We do not accept tuition payments by credit card.***

If your tuition payment is consistently late, your child's enrollment may be discontinued, or we may require that you pay the balance of the school term tuition in full (at LePort Montessori's discretion).

## Absences, Illnesses, and Vacations

LePort Montessori engages staff, purchases supplies, and equipment, and plans its operational budget on the assumption that children are enrolled for a complete Academic Year or Full Year program. We commit to reserving a space for your child for the entire term of your child's registration, and we continue to reserve this space during the time your child is away. **Because of this, tuition rates reserve your child's space and are not related to your child's actual attendance.** There is no reduction in fees for absences, illnesses, vacations or shorter academic months due to holidays. **Regular tuition is, therefore, due regardless of any absences.**

## Kindergarten and Elementary Discount

LePort offers a credit toward kindergarten and elementary tuition for continuing families: we value the benefit of a consistent Montessori experience and want to make it easier for you to decide to continue your child's Montessori education into the elementary years. LePort Montessori created this program because of the tremendous value to students of remaining in the Montessori environment beyond preschool and into the elementary years.

The final year of the Montessori Primary program is the "Kindergarten" year. The year he/she would be eligible for public school kindergarten, typically, the year he/she turns five by September 1<sup>st</sup> is your child's leadership year, the culmination of the learning they have experienced during the first two years in Primary. As such, LePort Montessori offers a special credit to make this and subsequent years more affordable. If your child has been with us consecutively for two or more years prior to the start of a given school year, you will receive \$250 off, per month for Kindergarten (the year your child turns 5 by September 1st) through Elementary.

## Sibling Discounts

When two or more siblings are enrolled concurrently at LePort Montessori, a fixed discount of \$100 is applied monthly to each child's tuition.

## Tuition Changes

Tuition typically increases every year, to allow us to invest in program quality and give pay raises to our staff. Enrolled families will receive written notice of tuition increases at least thirty days prior to such increases taking effect. Families receive current pricing when touring and adding their child to the waitlist. Enrollment offers will be made at the tuition rate then in effect.

## Financial Aid

Our financial aid program helps qualifying LePort Montessori families bridge the gap between what they can afford and

our regular tuition. If you qualify, your monthly installment is reduced by the financial aid amount. It is not a loan you need to pay back. LePort Montessori's financial aid program application process is administered by an external, third-party evaluation system called the Independent School Management Financial Aid for School Tuition Program (or FAST). We use FAST because it's a simple, objective method to determine qualification for financial aid. FAST adheres to nationally established standards and has safeguards to ensure that applicant information is kept confidential. Our financial aid program is not government assistance or a government-sponsored/funded program.

In addition to the analysis we receive from FAST, LePort Montessori also takes into consideration various other factors, including the capacity of the school the family is applying to and overall financial aid dollars available. For information about financial aid and to find out how to apply for financial aid please visit [www.leportschools.com/enroll/financial-aid/](http://www.leportschools.com/enroll/financial-aid/). We encourage all interested families to apply.

### **Enrollment After August 1<sup>st</sup>**

When enrolling after August 1<sup>st</sup>, the tuition deposit and all enrollment paperwork is due upon registration.

### **Enrollment Beginning Part Way Through the Month**

Your tuition, whether annual payments or installment payments for the first month of attendance is due the 1<sup>st</sup> day of the month in which your child's enrollment commences. For children who enroll after the 1<sup>st</sup> day of the month, the annual payment or first installment is prorated

### **Probationary Period**

The first four weeks of enrollment at LePort Montessori are a probationary period. During this period, LePort Montessori may, at its own discretion, decide to discontinue the enrollment of a child, in which case the tuition will be prorated, and an appropriate refund issued.

### **Withdrawal**

Children benefit from consistency, especially in Montessori. We encourage families to make a commitment to the Montessori program for its full cycle—through age six/kindergarten for Montessori Primary, through 6th grade for Montessori Elementary, and through 8th grade for Middle School. Mid-year withdrawals at all program levels are disruptive and sad for the children leaving, as well as for their peers and teachers.

*If you do need to leave, the more notice you can provide us, the better we can work with you to ensure a smooth transition for your child, their classmates, and the teachers.*

When you withdraw your child with proper notice, the deposit will be applied toward tuition for the final billing period. If the deposit is insufficient to cover tuition for the final billing period, payment for the balance will be required. You must provide notice by the 20th of the month, for the deposit to be applied to the next month's tuition. If you give notice after the 20th of the month, your deposit will be applied to the second following month. For example (1) Notice is provided on January 20th. Your deposit is applied toward the February tuition. (2) Notice is given on January 21st, your deposit is applied to March tuition, and you still owe February tuition.

**Tuition deposits can only be applied toward tuition due by giving proper notice as outlined above. All tuition deposits are non-refundable and non-transferrable.**

### **Year-round Enrollment**

The lower monthly payment for year-round enrollment includes holiday care days. We count on year-round families to attend school during the summer when our enrollment is typically lower. If enrolling year-round, you may not switch to the academic year. Also, your deposit cannot be applied to the April, May or June billing periods.

If you are on the Year-Round contract and withdraw prior to the Summer Program start but plan to return in the Fall, you would lose all of your discounts upon re-enrolling in the Fall. You would be enrolled as a new family on the current tuition rates.

# General Operational Policies

## Administrative Requirements

All registration, medical forms (including immunizations), and payments must be completed before your child enters school, as a condition of enrollment.

## Non-Discrimination Policy

LePort Montessori ("LePort") does not discriminate on the basis of race, sex, national origin, disability, religion, or any other protected status. We make our best effort to accommodate the needs of every child who wishes to attend a LePort Montessori school. To properly meet the needs of your child, LePort Montessori requires written documentation if the student has any medical issue or special needs (for instance, an allergy, a diagnosed or suspected psychological or developmental difference, learning difficulties, etc.). **Disclosure of this information is a required condition of your child's enrollment in our program.** If your child does have a known or suspected medical issue or special need or disability, we will do a fully individualized assessment of your child in order to determine whether (a) LePort Montessori possesses the necessary expertise and resources to provide for the best interests of your child, (b) the child may pose a health or safety threat to him/herself or others in our environment, or (c) admitting the child requires a fundamental alteration of our program.

## Licensing/Regulatory Body Visits Policy

State licensing/regulatory bodies have the authority to inspect our facility at any time. This may include conducting interviews with the children and staff, as well as auditing children's files and our records without prior consent. Upon enrollment (for preschool only), you completed the following licensing documents: LIC 700 ID and Emergency Form, LIC 702 Pre-Admission Health History, LIC 701 Physician's Report, LIC 995 Notification of Parent's Rights, LIC613A Personal Rights, LIC 627 Medical and Emergency Consent Form. These documents are maintained in each student's file and may be reviewed by state licensing/regulatory bodies.

## Personal Relationships with Staff Members

In order to ensure the professionalism of our staff and avoid any conflicts of interest, staff members are prohibited from babysitting or working for parents of children enrolled in our school and from any form of social interaction (including via social media) with children or parents of children previously or presently enrolled in our schools, outside of the official LePort Montessori Facebook pages or social events. Please approach your Head of School to discuss if there are exceptional circumstances.

## Advertising

Families are not permitted to advertise any company or cause on or around the school premises unless prior written approval has been given by Administration.

## Photos, Videos, and Work Samples Release

Spring Education Group (parent company) may use pictures of your child and/or samples of his/her classroom work for marketing and operational uses, including but not limited to online and offline newsletters, classroom displays and materials, advertising, brochures, websites, social media, & newspaper or magazine articles. By enrolling your child at LePort Montessori, you give consent for your child to be photographed and/or filmed and waive any right to approve the finished product or accompanying copy.

We understand that in rare circumstances, a child may not be photographed (e.g., for children whose parents are in witness protection programs, or who work undercover, or child actors contractually prohibited from being photographed). If such circumstances apply to you, please contact your school's administrative team to discuss our photo opt-out policy.

## Transportation

Daily transportation of children to and from school is the responsibility of parents or guardians.



## Suggested Reading

For more insight into the Montessori method, we recommend the following reading materials:

- ***The Joyful Child*** by Michael Olaf
- ***Your Self-Confident Baby: How to Encourage Your Child's Natural Abilities: From the Very Start*** by Magda Gerber
- ***Dear Parent: Caring for Infants With Respect*** by Magda Gerber
- ***The Discovery of the Child*** by Maria Montessori
- ***The Absorbent Mind*** by Maria Montessori and John Chattin-McNichols
- ***A Parent's Guide to the Montessori Classroom*** by Aline D. Wolf
- ***Montessori Today: A Comprehensive Approach to Education from Birth to Adulthood*** by Paula Polk Lillard
- ***Montessori: The Science Behind the Genius*** by Angeline Stoll Lillard

We also encourage parents to review the content on our website: [www.leport.com](http://www.leport.com).

Let us know if we can help you answer any questions about Montessori or any other aspect of our program.