



Parent Handbook 2025–2026

Welcome 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.

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

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.

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About this Handbook

The purpose of this Parent/Student Handbook ("Handbook") is to serve as a general guide for the policies, procedures, and operations of our school ("School"). The Handbook highlights policies and guidelines necessary for the academic achievement, safety, welfare, and well-being of our students. Information specific to your School location or state may be separately communicated in the Addendum to this Handbook, School policy documents, or guidelines, which are extensions of this Handbook ("School Policies"). Please follow those School Policies, in addition to generally complying with the policies and procedures described in this Handbook.

It is important that parents understand the School's expectations and policies, and that parents know where they can direct their questions or concerns. For purposes of this Handbook, the term "Parents" or "you" means a student's parents, legal guardians, and/or caregivers identified in the student's registration documents. Parents should take the time to carefully review this Handbook, including with their child(ren). Where a "School Leader" is referenced, this could be a Head of School, Principal, Assistant Principal, or another similar title at the School.

Please understand that this Handbook is intended only to highlight the general policies, practices, and procedures, as of the date of this Handbook. The policies and procedures are intended as general guidelines. The School has sole discretion to implement a different or additional process to respond to specific situations, depending on the facts and circumstances. While it would be nearly impossible to review every element of every policy, or every possible scenario and outcome, this Handbook serves as a series of policy summaries to keep Parents and students better informed. This Handbook supersedes all prior policies (whether written or oral, expressed or implied) if there is a conflict. The policies in this Handbook set forth the general expectations regarding a student's enrollment at the School, but they do not form a contract between the School and the Parents or student.

From time to time, the School may need to update our policies. As such, we expressly reserve the right to revise or update any portions of our Handbook at any time, with or without notice, unless otherwise required by applicable law.

We have also made every reasonable effort to ensure the policies in this Handbook comply with all applicable state, federal, or local laws and regulations. In case of any ambiguities or conflicts, we will interpret and administer the policies in this Handbook in accordance with all applicable federal, state, and local laws and regulations.

Finally, this Handbook is a property of the School, shared with you to support you and your student this school year. To protect the privacy, safety, and business interests of the School community, we do not permit anyone within the School community to use this Handbook for any other purposes, nor do we distribute it to anyone for commercial purposes.

I. Welcome

Mission & Goals

Our mission is to support the development of lifelong learners by balancing learning and play in a safe, healthy, nurturing, and stimulating environment for children. We develop productive parent-teacher partnerships, communicating and collaborating with Parents to share what their students are learning and discovering and, together with the Parents, foster each student's development.

Based on the shared belief that childhood is an important stage of life, and that each student, family member, and colleague should be respected for their unique qualities, our School and staff members hold themselves to high standards of ethical behavior. We base our work on knowledge of children's learning and development, and we recognize that children are best understood and supported in a context of family, culture, community, and society. To meet the diverse needs of individual parents, we cooperate with agencies responsible for child welfare and we support parents in connecting with allied professionals.

The School has curricular standards of excellence for instruction and for the arranged learning environment which helps children develop confidence in their ability to learn, self-understanding, self-worth, and self-discipline. They also begin to gain an understanding and appreciation of the world around them, including individuals different from themselves. With the implemented curriculum, evidence of learning is found throughout the school.

Non-Discrimination Statement

Our School does not discriminate on the basis of race, national or ethnic origin, sex, gender, color, disability, religion, or any other characteristic protected by applicable law in the administration of its educational programs and admissions policies.

We are committed to providing an excellent education to all of our students and are proud to serve a diverse community of individuals, including those with disabilities. As part of that commitment, our programs and services are available on a non-discriminatory basis, including to students with disabilities as defined under Title III of the Americans with Disabilities Act ("ADA"). In accordance with the ADA and as set forth in our Non-Discrimination policy, we will make reasonable modifications necessary to afford students access to our programs and services. Please contact your School Leader for more information on our Non-Discrimination policy.

II. School Communications

Communication Resources

Our School uses a web-based application (“Application”) that helps us meet a parent’s increasing expectations for electronic & mobile communications, and that helps make teacher’s daily communication and record-keeping tasks easier. Parents typically receive communication about their student engaged in learning through the Application. You have access to information about the student’s daily routine as well as photos and brief description of a learning highlight from that day. Our teachers may also include additional notes that might be helpful to Parents. You may use the Application to send notes to the teachers. More information about the Application is available through the School.

We strive to keep Parents informed of upcoming events, activities, and key dates, which can be found on our School website, as well as School Policies.

Publication Rights to Images and Recording

We are very proud of our students and their many academic and co-curricular accomplishments. Over the course of the school year, students and their schoolwork may be included in pictures, videos, or articles promoting the School. Parents grant the School permission to use photographic images (video or still), audiovisual recordings, verbal statements, and School-related work (e.g., art, written work) of students and parents in School publications (whether in print or online), the School website, social media, other marketing collateral, or other School-related materials. Parents wishing to opt out of this should contact the School’s administration. Please see the enrollment agreement for more details.

Also, while we do our best to monitor media coverage of the School, please be aware that from time-to-time media companies and other individuals over whom we have no control may take photos or videos of the School, students, faculty, and parents while engaged in School-related activities, both on and off campus. Please be aware that should students participate in any School or public event in which other parents, the community, or media are present, the School has no control over photographs or videos taken.

Members of the School community (e.g., students, parents, related individuals) may not create and/or run social media accounts, websites and/or email addresses that refer to their enrollment in the School or any School activities, or that have the School’s name in the title of the account, without the advance written consent of the School. Any member of the School community who is found to be operating an unauthorized social media account, website, and/or email address must immediately delete the account, website, and/or email address, and such actions may be considered a violation of the Handbook.

To respect the privacy of minor students and our staff, please do not post any recordings you take at the School or at School-related events.

III. Parent Involvement & Responsibilities

Parent Responsibilities & Expectations

The School recognizes that effective parent partnerships are essential in building a collaborative and shared School community. Our School and Parents share a joint responsibility to commit ourselves to open lines of communication, mutual respect, and a common vision. We encourage Parents to bring concerns or questions about their student's performance to the teacher and other staff members daily during our School's normal hours of operation, subject to any applicable security of classroom management procedures

We expect that Parents will treat all teachers and staff respectfully and professionally. In the event that Parent or other adult involved with the student fails to comply with policies or procedures of the School, engages in conduct that could undermine the authority of the School's administration, engages in behavior that disrupts the learning environment or school operations, or otherwise behaves in a manner that is unbecoming of a member of the School community, whether the conduct occurs on the School premises or at a School event, the School may exclude the Parent or other adult involved with the student from further access to the School. Furthermore, the School may immediately disenroll or refuse re-enrollment of a student if the School determines the actions of a Parent make a positive, constructive relationship impossible, or otherwise may interfere with the School's ability to accomplish its mission and/or educational goals.

Cooperation

In addition to using various Communication Resources (see II. School Communication), the School hopes to keep the dialogue open about any developmental strengths and progress, as well as any concerns on those fronts.

The health and safety of our School staff and students is paramount, and that includes promoting a School environment conducive to learning and teaching. The School holds certain expectations for our students and parents, to work towards the shared goal of educating the student according to our Curriculum. This equates to full participation and cooperation from the student and Parents as part of the School community. Some examples of a lack of full participation and cooperation include: (1) excessive absences, (2) distractions from the learning environment, or (3) lack of participation in the School. If the student is not fully participating in the program, the School will work with the parents to develop a timeline and a plan of action to correct the situation, and discuss consequences if the situation does not improve.

Enrollment Forms

Parents must complete and submit all required documentation for their student including the application form, enrollment agreement, emergency contact form, immunization record, and physician's form for their student. Additional forms may be required by your state or School. Please notify the School if there is any change to the information provided on these forms, so that the School has the most up-to-date information on file. School is not responsible if you fail to update information related to the student's enrollment and academic records. You are also required to submit the enrollment paperwork and related fees to continue the student's enrollment next school year, regardless of the date of the enrollment paperwork for the current school year. Please refer to this documentation for additional tuition and enrollment policies and expectations.

Emergency Contacts & Authorized Pick-Up/Drop-Off

Each student's emergency contacts must always be kept current. If you or any of the contacts have moved or have changed a home or work telephone number, please notify the School office immediately. We release a student only to those adults who have prior authorization. Please also review the list of emergency contacts for your student on the Application and update as needed.

You must sign each of your students in and out daily when arriving and departing from School at the front entrance. Additional persons authorized to pick up your student must also sign them in and out using the same system.

If someone other than the previously authorized individuals will be picking up your student, we must have verifiable written permission from you. Photo identification is mandatory for anyone unknown to the staff. A student will NOT be released without confirming the identity and authorization of the person picking up.

Absences

We expect students to be in School for the period of their enrollment, whether full time or part time. Parents are responsible for informing the School of any absences. Repeated absences, tardiness, or significant missing time may warrant a conversation between the School and parents to discuss the student's continued enrollment.

For an extended leave for your student, such as a break longer than 2 weeks from the School, please contact your School Leader to discuss options for continuing your student's enrollment. There may be a cost and need for additional documentation associated with holding continued enrollment for an extended period.

If a student needs a break from School for any reason, the School will discuss available options with the Parents.

Early Pick-Up

Whenever possible, please ensure that extracurricular activities, doctor's appointments, etc. occur outside of the school day schedule. We ask your support and advance planning in minimizing these disruptions. If you wish to pick up your student early (before dismissal time), please provide the School with 24 hours' notice whenever possible. Please let us know immediately of any changes to your early pick-up plans.

The School may ask you to pick up your student early due to a variety of reasons, including severe weather, emergencies, sickness, injury, or behavior that endangers the learning environment (e.g., significant disruption or threat of harm to self or others). Parents or an authorized person for pick up is expected to arrive within 1 hour of the notification by the School. Parent's refusal to pick up or being late to pick up after being notified may result in consequences for the student's enrollment, including and up to disenrollment. Please see School Policies for further information.

Late Pick-Up

If your student has not been picked up within 15 minutes of School's closing time, the School Leader will attempt to contact all emergency contact persons listed for the student. The School will comply with local regulations for next steps. Fees may be charged for late pick-ups and afterschool care as described in the enrollment agreement and fee schedule, or in the School Policies, and repeated late pick-ups may result in discontinuation of enrollment.

Multiple Households

To communicate most effectively with parents and support each student, Parents must inform the School of any court-ordered guidelines regarding primary households, visitations, picking up a student from School, parent involvement in field trips, or other such similar issues. Unless otherwise specified, each Parent for whom the School has current contact information will have access to the student's file as well as other informational mailings and electronic communications during the year. It is the parents' responsibility to inform the School of any living, custody, or financial arrangements that may affect the student's enrollment or experience at the School. The School may require additional documentation to better understand your educational and custody rights with respect to your student.

Also, in some instances, certain electronic platforms the School utilizes permit access by only one account holder; it is the parents' responsibility to communicate directly with one another about the information on the platform as the School is unable to create a secondary account.

Faculty and Staff Gift Policy

Being mindful of the importance of maintaining an equitable environment at the School and avoiding any conduct which could create a perception of favoritism or differential treatment, Parents seeking to give a gift to School employees are expected to employ the "less is really more" philosophy.

Our Parent community may initiate or inquire about group gifts. Although the School does not require or organize gifts of any kind, we remind everyone that the participation by Parents is entirely optional, and in no case should anyone feel pressure in their decision whether or not to contribute toward a group gift.

IV. Curriculum

Consistency of Care

We strive to provide consistency of care to foster stable connections between our teachers and students, between students of similar ages and developmental stages. We also aim to provide developmentally appropriate educational experiences for all our students. To this end, we strive to keep teachers with the same group of students, and to advance students to the next program when appropriate, based on their learning outcomes and developed skills.

To the extent possible, we encourage keeping infants and toddlers with their teaching staff for nine months or longer. Student transition to the next age group is subject to chronological age, developmental readiness, state licensing requirements, and space availability. Students who are moving up gradually spend more time in their new classroom.

When students are grouped in similar age levels, the maximum child group sizes and ratios of staff persons align with state licensing requirements. Head and assistant teachers have primary responsibility for a single group of students. During the day, we stagger staff schedules so that children, especially infants, have as much time as possible with their regular teacher and classroom assistant. During opening and closing times, some age ranges (other than infants) may be combined, with the teacher in that classroom assuming the responsibility of care until the Parents arrive for pick up.

Proprietary Curriculum

Our School employs a proprietary curriculum ("Curriculum"). Our Curriculum 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. The Montessori Method is an approach to education that recognizes and attempts to develop the potential of the young child. Developed by Dr. Maria Montessori, an Italian physician and educator, the Montessori Method of education allows children to experience the joy of learning and self-discipline from an early age.

Our Curriculum integrates learning across all content areas and supports a deep connection between school and home. Parents receive detailed information about what they can expect from their children at different stages of development, what their children are learning in school, and how the parents can encourage learning at home. Our classrooms support the academic, social-emotional, and physical growth of young children. Instilled with a lifelong love of learning, students engage in opportunities to develop a strong sense of self and their community, while connecting learning to real world experiences.

Developmental Progress

Teachers plan lessons to meet students' cognitive, physical, and emotional needs. They provide materials and activities that encourage students to explore their environment and develop social skills, problem-solving skills, and new ways of thinking. We strive to routinely assess the developmental needs of the students. If these observations reveal possible developmental delays or special needs, they are brought to parents' attention, along with suggestions for parents to reach out to pediatricians or other support professionals for further assistance.

V. Student Records

Student Records

Student records include the student's academic and enrollment records such as: enrollment documents, attendance records, disciplinary records, health and immunization records, progress and final reports, and transcripts. Parents may request a copy of the student's records by contacting the School directly.

All information in student records is confidential, and anyone not directly involved with the care of your student or affiliated with state licensing, protective services or other government agencies will not have access to your student's records without your prior written consent.

Medical & Immunization Records

Prior to enrollment, all students must have an updated medical form on file, including a current list of state-required vaccinations and screenings. All state-required immunizations must be completed unless parents produce the required documentation for applicable exemption. If a currently enrolled student or staff member has a medically compromised immune system, our School will evaluate whether a student who is not fully immunized may be newly enrolled. If a student is not fully immunized for a disease that occurs in the School, that student will be excluded from all activities until any danger of infection is past.

VI. Student Behavior & Support

We expect all students, regardless of age, to learn about our code of conduct. We encourage parents to take into account their child's age, developmental stage, and grade level in talking through this section.

Uniform & Dress Code

Please see the School's specific uniform and dress code.

Behavior Guidance

Our behavioral guidance is constructive, age- and stage-appropriate, and redirects Students to appropriate behavior and conflict resolution, we approach discipline with a positive attitude, based on the premise that children respect and care for themselves and others. Our goal is to solve behavioral concerns by using modeling, redirection of behavior, and positive reinforcement through attention and praise. Positive classroom rules, structure, and reinforcement help children understand expectations of behavior. Circle time and other group meetings incorporate time for children to give and receive praise for positive actions, to plan activities together, and to discuss class concerns and goals for desired behavior.

When necessary, staff will work with students and parents to engage in strategy building and to create a plan for resolution. The plan will include positive behavior support, and Parents will be kept informed of progress.

There are sometimes reasons that the School must remove a student from the program on a short-term or long-term basis, including because the Child's behavior is disruptive or jeopardizes the health, safety, or welfare of the student or other students or staff. These consequences are not meant to be punishment or penalization, but merely to keep the student and others around them safe until the School and parents can address the behavior.

The School understands that a pause on enrollment, suspension or disenrollment is difficult for the students, Family, and staff. In an effort to impose these consequences only, when necessary, the School will do its best to work with the student and the parents to limit or prevent them.

The parents are expected to be open and forthcoming with relevant information regarding their children, cooperate with the School, and support the School, including with respect to seeking assistance from third-party external supports. Education is a cooperative undertaking: a joint responsibility at home and School.

Should a student exhibit concerning behavior, the School will take the steps with the School Leader to address with a plan of resolution, unless the behavior warrants immediate intervention.

The plan includes positive behavior support, and parents are kept informed of progress. In rare circumstances, and only after all other possible interventions have been exhausted, suspension or expulsion is necessary. We reserve the right to suspend or dismiss a student for harmful or inappropriate behavior in our sole discretion: 1) If we do not have adequate expertise or resources for the Child's educational, medical or other needs; 2) for violations of our policies; or 3) for any reason we determine to be in the best interest of the safety of students and the School. In these rare instances, we may offer parents assistance in locating assistance and alternative placements.

Forbidden Methods of Discipline

Students learn best when they are comfortable and feel safe. While all students need periodic redirection and behavioral guidance, actions which disrupt or undermine this positive environment are prohibited. Staff may

never use physical punishment, psychological abuse, or coercion when disciplining a student. These methods of discipline are prohibited, and include examples such as yelling, using "time outs", shaming or isolating students, or use of restraint.

VII. Health & Safety

Our Commitment to Health & Safety

Providing a healthy and safe learning environment for our students is our highest priority. In addition to following our School's comprehensive health and safety practices, we regularly adjust our operations to meet or exceed the most current guidance from local and state health departments.

Our enhanced health and wellness protocols include:

- Repeated disinfecting/cleaning of "high-touch" surfaces throughout the school day and in the evenings (including desks, doors, public spaces, and bathroom fixtures)
- Frequent and thorough handwashing by students and staff, actively encouraged throughout the school day
- Ensuring all staff and students who are feeling ill stay home until they recover
- Finally, guidance regarding wearing facial masks/coverings is evolving, and we will update parents accordingly.

Cleaning, Disinfecting, & Sanitizing

We recognize the importance of clean and sanitary conditions for students' health and safety. Toys that have been in a child's mouth or otherwise contaminated are removed immediately, cleaned with soap and water and disinfected. This also applies to other surfaces in the classroom. We do not use toys that cannot be cleaned and sanitized. To control odors, our School uses ventilation and sanitation rather than sprays, air freshening chemicals, or deodorizers. Any spills are immediately and thoroughly cleaned up, and surfaces are disinfected using fragrance-free and least toxic cleaning products to ensure that proper cleaning, disinfecting, and sanitizing of the School is carried out.

All cleaners and other toxic substances are kept out of the reach of students, in most cases in a secure locked cabinet.

Diapering

For our diapered students, teachers check diapers every 2 hours, when a child wakes from a nap, and upon being soiled. The changing table is sanitized after each diaper change, even if paper covers are used.

Food & Nutrition

Where offered, we provide students a nutritious lunch, and morning and afternoon snacks. We follow government child nutrition guidelines for the amount and type of food we provide students at snack times and meals. Menus are with parents to review.

Staff discard any food not taken home by the parents at the end of the day, as well as food with expired dates. Fresh fruits and vegetables are thoroughly washed before serving. No plastic or Styrofoam containers, bags, plates, or wraps are used to reheat students' foods or drinks.

Students with special feeding needs are referred to School Leadership. We do our best to accommodate dietary restrictions and preferences, and some Schools have specific policies on outside food. Please see the Allergies section for more information on food allergies. Please see the School Policies or School Leadership for additional information.

Bottle Feeding

Bottles must be labeled correctly to be accepted by the School. If your bottle is missing information, you may be provided with the tape and a marker. All bottles must go home at the end of the day. To ensure children receive the correct bottles, we require the following labeling procedure:

- Label the bottle and cap with the child's first and last name, using the assigned colored tape for your child.
- Mark the current date on the bottle.
- All breast milk bottles must have red tape in addition to the assigned colored tape and must be marked with the date and time the milk was expressed.
- After warming, breast milk or formula bottles may be out for no more than one hour before being discarded.
- Breast milk or formula bottles cannot be reheated or returned to the refrigerator after initial warming.

Breastfeeding

We provide a comfortable area for nursing mothers to breastfeed their children. Please see your School Leader for specific information.

Infant Sleep Safety

Safe sleeping practices are in place for all infants. These practices promote safe sleep when infants are napping and reduce the risk of sudden infant death syndrome (SIDS) or suffocation death. All staff who interact with infants are trained on the consistent use of safe sleep practices, which include:

- If an infant falls asleep outside the crib, they are moved to the crib.
- If infants arrive to the program asleep, or fall asleep, in equipment not specifically designed for infant sleep, the infant is removed and placed in appropriate infant sleep equipment, such as a crib.
- Staff must place infants younger than 12 months on their backs to sleep without the use of infant sleep positioners, unless ordered by a physician. Once they can turn themselves over, infants may assume any comfortable sleep position.

Allergies

Parents are expected to inform the School about their child's allergies. Each student with food allergies should have a Food Allergy & Anaphylaxis Emergency Care Plan ("FARE Plan") or similar Emergency Care Plan (e.g., for FPIES) listing their allergies, recommended treatment in case of an allergic reaction, prepared by parents and the child's physician. Parents and the School will work together to ensure understanding about the allergies, emergency plan, and supporting medical documentation provided by the child's physician. Students with complex or life-threatening allergies may be referred to our ADA process for creation of a modification plan. Please contact your School leader for more information on our ADA policy.

Illness

Parents assist us in maintaining a safe and healthy environment for all our students by keeping sick Students at home. The purpose of our sick Student policy is to:

- Reduce the spread of illness from a sick Student to other children and members of School staff.
- Promote complete recuperation of the sick child.
- Prevent the constant spread of cold, flu, diarrhea, and other communicable diseases, including COVID-19, that are common among small children.

We reserve the right to refuse admittance to any student who shows a sign of illness. Students who become ill at School will be made comfortable and parents will be notified to pick them up within one hour. Parents must keep sick children at home until they have been symptom-free for at least 24 hours* if they display any of the following:

Fever of 100.4 degrees or more. *(Students must be free of fever for at least 24 hours, unassisted by fever-reducing medication before returning to school.)*

- Vomiting
- Diarrhea
- Sore Throat
- Skin Rash
- Head Lice
- Heavy nasal discharge requiring frequent wiping every 3-5 minutes
- Persistent, non-productive, or “barking” cough
- Fussy, cranky behavior unlike the child’s normal demeanor
- Symptoms of communicable disease such as pink eye, measles, chicken pox, mumps, or strep throat

**The length of time students should stay out of our School depends on whether they have COVID-19 or another illness. Please see your School Leader for updated guidance.*

Medication Administration

Whenever possible, prescription or over the counter medication should be administered at home or by a parent who comes to the School for that purpose. We encourage parents to ask their child’s physician to prescribe or recommend medications in such a way that they do not need to be administered during the school day. If the physician determines that the medication should be administered during the school day, we will consider such requests in accordance with state and local regulations.

When we agree to administer prescription or nonprescription medications, parents must provide a note from a physician requesting us to administer the medication, with detailed dosage information, circumstances, or schedule of medication administration, and any adverse reactions that could occur.

The medication must be in a new sealed container. Prescriptions must be in the original pharmacy container or box, with the official pharmacy prescription label securely attached. The prescription indicated on the label must be current. **Parents cannot premix medication into food or liquid before bringing it to school.** Parents must turn in medication to the School’s front office.

School administrative staff must keep the medication and a copy of the physician’s note stored in the locked medicine location, unless otherwise indicated. School administrative staff complete the dispensing log after each dosage, recording the name of the student, the medication and dosage given, the time and date, and signature of the person dispensing. Epi-pens and other emergency medications may be stored in either the normal locked medication cabinet or a secure location, unless otherwise indicated by applicable law. See *Allergies* section for additional information.

If the medication request is for any medication that requires specific skills or prior medical training to administer, parents may be asked to follow our ADA process, requiring approval and development of a modification plan. Parents must first make a written request for their student and provide it to the School with the physician’s note including the requirements referenced above. In some instances, we may require additional information or

documentation, and we will work together with parents to prepare a modification plan. Please contact your School leader for more information on our ADA policy.

Accidents & Injuries

The health and safety of both students and staff in our School are of paramount importance. All employees are expected to assist in the prevention and control of injuries, illnesses, and hazards and to ensure compliance with all applicable laws and regulations. Staff members inspect their classrooms and outdoor play areas daily for potential hazards.

If a student experiences an accident, injury, or possible injury, staff will report it to School administration and a written incident report will be completed. Parents will also be immediately contacted if the injury needs medical attention. For any serious accident or incident, we will attempt to notify parents by a telephone call as soon as possible.

If a student requires medical attention, parents will be notified. In the event of a serious emergency, the School will secure immediate medical attention as described in the "authorization for medical treatment" section of the Enrollment Agreement. Every effort will be made to contact parents or authorized emergency contacts during such emergencies.

Clothing & Personal Belongings

Parents with students in Kindergarten or younger must provide a labeled bag with a change of clothing (including socks) for their student to be kept at School for emergencies. Parents with infants and toddlers should provide two sets of clothing. All items must be labeled with the student's name. Please see the specific School policies.

Sunscreen

Parents must provide written permission for School staff to apply sunscreen on their child, and typically documentation from a medical professional or state licensing forms are required. All bottles must be in the original container, labeled with the student's name.

Abuse & Neglect Reporting

All staff members are mandated by law to comply with the child abuse and neglect reporting requirement. The law requires our staff to immediately report to the applicable state child protective agency if they have knowledge of or reasonably suspect a case of child abuse or neglect, whether within or outside the School. Those who in good faith report neglect or abuse by a family member or co-worker are immune from discharge, retaliation, or other disciplinary actions for having made the report.

Teachers and staff are required to participate in training and are responsible for monitoring their own behavior and the behavior of other staff members and must immediately report to the School Leadership any observations of an employee violating either licensing regulations or company policies.

Once the allegation is reported, we will cooperate fully with any investigation by law enforcement or regulatory agencies. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep confidential the identities of the alleged victims.

Building Access

Access to our building is limited to enrolled families, staff, and registered visitors. Access may be through a buzzer or keypad. **Where there is a keypad lock on the front door, parents of enrolled students and School staff are the only ones given the code.** Do not share your code with anyone else, and do not allow people to enter behind you without permission of the management team. The keypad code is changed on a regular basis.

Visitors cannot enter our School unless approved and escorted by a staff member. School staff, enrolled students and parents, and approved emergency contacts for students are not considered visitors. All visitors, including vendors, applicants, and other family members are required to do the following:

- Wait in the lobby/reception area until escorted by a staff member.
- Present a government issued ID.
- Sign-in to visitor log, matching their government issued ID.
- Wear a badge, issued by the School, that is clearly visible for the duration of their visit.
- Completely fill out the visitor log with: date of the visit, visitor's full name and affiliation, purpose of visit, badge number, sign-in time, and sign-out time.

Fire & Other Safety Drills

As required by law, our School holds regular fire and safety drills. It is expected that all students on the campus at the time of such drills participate fully. If a drill must take place in inclement weather, all attempts will be made to ensure that students are properly attired. Should you find yourself at the School while a drill is taking place, please participate with your child, and take the time to review and discuss the importance of such drills with your student.

Lockdown or Other Emergency Action

If an emergency requires lockdown or evacuation, we will notify parents as soon as possible. All entrances to the School will be secured and the School will take emergency action, as needed, to keep School staff and students safe.

Weather Emergencies

In case of severe or hazardous weather, we may have to delay School opening hours, dismiss the students early, or close the School for the day. We will notify Parents via Application, email and text with the special instructions regarding drop off and pick up. Where applicable, bus/van services will make independent decisions regarding inclement weather procedures. Parents will be informed of these decisions.

In an emergency, immediate decisions may be made. We will attempt to contact you, authorized family members, or specified friends. If you are going to be out of town, please notify your emergency contacts and let us know who is the preferred emergency contact.

Vehicles on School Grounds

Because the safety of our students is of paramount concern to us, we require all parents to adhere to the following rules of the road while on School property:

- All vehicles must obey the 5 miles per hour speed limit.
- Pedestrians always have the right of way.
- Parked vehicles MUST have ignitions turned off and the keys removed.

- Students may NOT be left unattended in a vehicle at any time or for any reason.
- Parents should NOT leave their vehicles parked at School overnight.

Violations of these rules may result in a warning. If a violation is serious, or violations continue, School personnel are authorized to take a tag number to report to local police. The School is not responsible for Parent vehicles or property vandalized on School grounds during or after school hours.

VIII. Handbook Acknowledgement Form

Student's Name (please print)

This Parent/Student Handbook was created to promote an understanding of the School's policies and procedures.

The information in this Handbook applies to all activities occurring on School grounds, School buses, and during any School-related activity. It is important that parents and students are familiar with these expectations.

This signed page will be added to your student's permanent file. Your signature means that you have received this Parent/Student Handbook and understand the policies and procedures of our School, and agree to abide by them, as will your child(ren).

Full Name

Relationship to Student

Parent Signature

Date

Full Name

Relationship to Student

Parent Signature

Date

IX. Additional School Policies

Calendar

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-June through early to mid-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)** 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 the School calendar for Holiday Care days. Holiday Care is offered all day (generally from 7:30 am - 5:30 pm) for students 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.

Attendance

*Program Hours: Infant, Toddler, and Primary

7:00 am – 6:00 pm	Infant Program
7:00 am - 8:00 am	Morning Extended Day (registration required)
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 Programs and School operating hours may vary due to unforeseen circumstances.

**The half-day session option is not available for kindergarten year Primary students

Absences

Please refer to III. Parent Involvement & Responsibilities, 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.

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 the 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. Details about Holiday Care, including the operating hours and the reservation system, will be provided by the School in advance of each scheduled Holiday Care Day. Whether your student is in the Year-round program or the Academic Year program, you must reserve Holiday Care in advance. The students with the prior reservation will be prioritized and we cannot guarantee a spot in Holiday Care for your student without reservation. We will do our best to accommodate your student if you arrive at school on a Holiday Care Day without having reserved care, subject to staffing availability and additional fees, if applicable. Please notify us if your child will not be attending, so that staffing can be adjusted.

School Communications

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.

Daily Communication

Infant

Parents 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.

Toddler and Primary

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

Please refer to the Family Handbook, **II. School Communications**, [Communication Resources](#). All of our classrooms utilize Transparent Classroom, an Application 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.

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.

Parent Involvement & Responsibilities

Administrative Requirements

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

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.

Optional Extended Care and After-School Programs

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.

Arrivals

Students are required to be at school by 8:30 am. Students are required to be at school by the start of their class time. 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 late arrivals become a persistent issue, the School may contact Parents to develop an action plan.

Infants

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.**

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 sleep, early morning bowel movements and feeding time.

Toddler and Primary

The work period begins at 8:30 am in our toddler and primary programs. Parents should drop off their students between 8:00 - 8:30 am, unless the student is enrolled in the extended care between 7:00 am and 8:30 am.

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 student promptly at the end of his or her scheduled program.** Parents will be responsible for an additional fee of \$25 per student, for every 15 minutes or portion thereof that the student remains at the School past their pick-up time. **Please note that calling the school to inform the School that you will arrive late does not release you from the responsibility to pay for the care provided past the pick-up time.**

To accommodate the traffic flow, Parents and students should depart the school building and grounds after the pick-up. Please have any extended conversations with other parents outside the School premises and closely supervise your child/ren at all times. Please do not allow your student or any other child you supervise to play on the school playground or in the parking lot.

Infant Schedule Pick-up

Parents may choose a schedule for their infants between the hours of 7:00 am and 6:00 pm, as long as the child stays in the School **no more than 9.5 hours each day.**

Toddler and Primary Half-Day Schedule Pick-up

Dismissal time for the half-day session is at 12:00 pm. Students must be picked up promptly at dismissal time.

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. Students must be picked up promptly at dismissal time, unless they are enrolled in extended care or after-school program. Students who are enrolled in an after-school program must be picked up promptly at the end of the after-school program. Students registered for the extended care must be picked up by the end of the school day.

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.

Parent Class Observation

LePort Montessori has an open-door policy. 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.

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.

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.

Curriculum

Please refer to **IV. Curriculum** in the Parent/Student Handbook ("Handbook").

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 our website for detailed information regarding any of our programs.

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.

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.

Our Classroom Experiences

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 Dr. Maria Montessori from infancy through 8th grade. Our authentic approach to Montessori includes:

- Mixed-age classrooms, such as Primary (Ages 3 to 6, including Kindergarten) and mixed-age Elementary rooms (typically, Grades 1st to 3rd and 4th to 6th)
- Extended, unstructured time for students to explore activities deeply, without pull-out classes or other interruptions that disrupt a child's focus and flow
- An investment in high-quality Montessori materials for each age group, with traditional toys offered primarily during aftercare hours, not during class time
- Retention and training of the classroom teachers, most of whom have undergone the demanding, year-long training courses offered by the Association Montessori Internationale (AMI), the American Montessori Society (AMS), as well as other training courses approved by the Montessori Accreditation Council for Teacher Education (MACTE).

Student Behavior & Support

Dress Code

Students 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. Students should wear sturdy shoes to school, preferably tennis shoes/sneakers. Please do not send your students in thongs/flip-flops, slip-on/backless style sandals, Crocs style, or jellies, as they are not

safe for running and climbing.

Please send an extra set of clothing to school for storage in case your student needs to change during the school day. 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. All clothing, including individual socks and underwear, should be labeled with the student'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 student has a full set of weather-appropriate clothing that is the correct size.

Diapers (Infant & Toddler)

Students 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. Students 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.

Sharing Special Things at School

Students love sharing special things from their lives with their peers. We encourage students 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.

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.

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.

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 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.

Consistent with our Montessori curriculum's Grace and Courtesy lessons, our teachers strive to create a classroom environment in which students are expected to treat themselves, their peers, and the adults around them with courtesy and respect. There are many opportunities to practice good manners, from learning to walk around another student, 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. 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 gentle reminder is not sufficient to address a conflict, the teacher will intervene, respectfully but firmly, to stop any inappropriate behavior. Each conflict that arises is handled individually, based on the circumstances. We draw the child's attention to the natural consequences of inappropriate behavior, rather than assigning penalties that are detached from the particular behavior.

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 persistent 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. In some 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 student's enrollment in the school.

Biting Policy

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.

Care of School Property

We are proud to have the finest quality Montessori materials available in every classroom and we expect our students to use them with care and respect. From time to time, a student might damage the School property or may even become attached to a small piece of classroom materials and take it home—e.g. small cubes, cylinders, triangles, beads, pegs, etc. We would appreciate it if you would check your student's belongings from time to time and send such items back to school.

Per **VI. Student Behavior & Support**, Care of School Property in the Family Handbook, if your student loses, breaks, or damages Montessori equipment or other school property, you are responsible for the cost of replacement or repair.

Health & Safety

Food & Allergies

Nut-Free Campus

Our Infant, Toddler, and Primary classrooms are **nut-free**. **Please do not send nut products**, including peanut butter, to school. This policy helps to protect not only the students with known allergies but also those with unidentified anaphylactic allergies to nuts, in our open Montessori classroom environment. Seeds, such as sunflower seeds and sesame seeds, and legumes, such as soy, are permitted. If a student in a particular classroom has a severe allergy to another allergen besides nuts, **other restrictions may apply in your student's class**. Please see our Allergies section, under **VII. Health & Safety**.

Infant Feeding

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.

Baby bottles are permitted for the Infant room, but sippy-cups are discouraged.

Breakfast

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

Lunches

Classroom lessons with the children introduce the basics of good nutrition, manners, and caring for the environment. Academic and Extended-day students 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.

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).

Toddler and Primary students are able to feed themselves. No baby bottles, sippy cups, or pacifiers are permitted past the infant stage. Students are not permitted to share food from their personal lunches at school.

Our teachers will not force or require students to eat their entire lunch; however, we will encourage them to eat as much as possible (preferably protein items first). Food not eaten will be sent home with your child, when possible. Candy, chips, cake, cookies, doughnuts, twinkie-like desserts, non-100% fruit roll-ups/fruit snacks, gum, and soda are not allowed at school.

Except for our Infant Program, we are **unable to microwave or refrigerate** lunches; if necessary, please include an ice pack to keep your student's lunch cool.

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 student arrives at school without lunch, we will call 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. If you need to drop off lunch later in the morning, please leave it with the administrative personnel so that you do not disrupt the class.

Special Snacks

To celebrate your student's birthday or other special occasions, you may send a special snack for the class along with napkins, cups, and utensils (if necessary). Please choose healthy treats such as cut fruits or berries with yogurt or muffins. **Candy, chips, cake, cookies, donuts, twinkie-like desserts, non-100% fruit roll-ups/fruit snacks, gum, and soda are not allowed.** Before you select the date or the snack items, please coordinate with your student's teacher in advance to accommodate the classroom schedule and any students and staff with severe allergies. 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.

All special snacks must be labeled with all ingredients and must be dropped off with the School's administrative personnel for approval.

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.

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.

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.

Financial Policies

Tuition and Tuition Deposit

Tuition is calculated on an annual basis and split into monthly payments for your convenience. Monthly payments are due in full, regardless the number of instruction days within any month, 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.**

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.**

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 1st 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 1st day of each month, beginning on September 1st, 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 1st and before the 7th day of the month, a late fee of \$25 will be assessed. Payments received on or after the 7th 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 8th 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).

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 1st 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/. We encourage all interested families to apply.

Enrollment After August 1st

When enrolling after August 1st, 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 1st day of the month in which your child's enrollment commences. For children who enroll after the 1st 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

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.

We also encourage parents to review the content on our website: www.leport.com.