



**LePort**  
**MONTESSORI**



# Parent Handbook 2026–2027

## Table of Contents

About this Handbook.....	3
<b>I. Welcome .....</b>	<b>4</b>
Our Mission: A Joyous Child Today and a Successful Adult Tomorrow .....	4
Non-Discrimination Statement .....	4
<b>II. Curriculum and Programs.....</b>	<b>5</b>
Proprietary Curriculum.....	5
Preschool: Infant, Toddler, and Primary.....	5
Optional Extended Care, After-School Programs, and Holiday Care.....	6
Our Classroom Experiences.....	7
Classroom Placement & Transition .....	7
Consistency of Care .....	7
Developmental Progress.....	8
Monitoring Your Student’s Progress: Conferences and Progress Reports .....	8
<b>III. School Communications .....</b>	<b>9</b>
Transparent Classroom .....	9
Daily Communication.....	9
Publication Rights to Images and Recording.....	9
<b>IV. Enrollment Policies .....</b>	<b>11</b>
Enrollment Forms.....	11
Student Records .....	12
State Licensing and Regulatory Agencies.....	12
<b>V. Parent Involvement &amp; Responsibilities .....</b>	<b>13</b>
Parent Responsibilities & Expectations.....	13
Attendance .....	13
Late Pick-Up Policy & Fees .....	15
Early Pick Up .....	15
School Transportation.....	15
Multiple Households.....	16
Personal Relationships with Staff Members .....	16
Open-Door Policy .....	16
Birthdays & Special Occasions.....	17
School Trips and Parent Volunteers.....	17
Parking and Access to School Grounds.....	18
Dress Code .....	18
Clothing & Personal Belongings.....	18

Sharing Special Things at School..... 19

Items To Be Left at Home ..... 19

Care of School Property..... 19

**VI. Student Support & Behavior Guidance ..... 20**

Behavioral Guidance..... 20

**VII. Health, Safety & Nutrition ..... 22**

Our Commitment to Health & Safety ..... 22

Direct Supervision ..... 22

Cleaning, Disinfecting, & Sanitizing..... 22

Food & Nutrition..... 22

Nap & Quiet Activity Time..... 23

Independent Toileting & Assistance..... 24

Safety Practices in Infant Programs..... 24

ADA Modification Policy..... 25

Allergies ..... 25

Illness ..... 25

Medication Administration ..... 26

Accidents & Injuries ..... 27

Abuse & Neglect Reporting..... 27

Building Access..... 28

Emergency Preparedness ..... 28

Weather Emergencies..... 29

Alcohol- and Substance-Free School..... 30

**VIII. Financial Policies..... 31**

Tuition and Tuition Deposit ..... 31

No Reduction in Tuition and Fees for Absences, Illnesses, and Vacations..... 32

Change of Program ..... 32

Tuition Payment Options and Late Fees..... 32

Probationary Period ..... 33

Tuition Discounts ..... 33

Financial Aid ..... 33

Early Withdrawal ..... 34

**IX. Questions and Concerns?..... 34**

**X. Handbook Acknowledgement Form ..... 35**

## About this Handbook

This Parent Handbook (“Handbook”) serves as a guide to the policies, procedures, and operations of our school (“School”). The Handbook highlights the expectations and practices that support every student’s academic achievement, and School community’s safety and well-being. Location- or state-specific information may be communicated separately through School’s agreements, policy documents, or other official communications (“School Policies”). Please follow those School Policies alongside the general policies and guidelines described in this Handbook.

### A Note on Terminology

Throughout this Handbook, “Parent(s)” or “you” refers to a student’s parents, legal guardians, and caregivers identified in the student records. We encourage Parents to review this Handbook carefully, together with the student. References to a “School Leader” includes a Head of School, Assistant Head of School, Business Manager, or another administrator at School.

### Purpose and Scope

This Handbook is intended to summarize our general policies and practices as of its publication date. Because no single document can anticipate every situation, School retains discretion to implement additional or different processes depending on the facts and circumstances of a given situation. 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 School, but they do not form a contract between School and the Parents or students.

### Updates and Revisions

We review and update this Handbook at least annually. 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, and we will interpret and administer them accordingly if any ambiguity or conflict arises.

### Confidentiality

Finally, this Handbook is shared with you to support you and your student this school year, and it will remain a property of School. To protect the privacy, safety, and interests of our community, this Handbook may not be used for any other purpose or distributed for commercial use.

## I. Welcome

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

We help each student acquire the essential knowledge, thinking skills, and strength of character necessary to flourish as joyous students today, and as successful adults in the future. 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

We are committed to providing a loving, safe, and secure environment in which the unfolding of your student's potential can be nurtured. Each student's efforts are encouraged and appreciated so that intellectual, moral, creative, physical, and social growth flourishes.

### 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 proud to serve a diverse community and are committed to ensuring every student has access to an excellent education in our programs. As part of that commitment, we offer all programs and services on a non-discriminatory basis, and we will make reasonable modification to support students with disabilities as defined under Title III of the Americans with Disabilities Act ("ADA"). For more information on our ADA Modification Process, please reach out to your School Leader.

## II. Curriculum and Programs

### Proprietary Curriculum

Our School employs a proprietary curriculum (“Curriculum”) that emphasizes the relationship between the developmentally appropriate material presented in the classroom, each student’s individuality, and the breadth of experiences students have in their lives outside of the classroom. Developed by Dr. Maria Montessori, an Italian physician and educator, the Montessori Method of education allows students 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 students at different stages of development, what their students 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 students. 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.

### Preschool: Infant, Toddler, and Primary

Our Preschool program follows the Montessori approach, allowing students the freedom to experience the joy of learning while developing self-mastery in a loving and safe environment. Each student’s efforts and interests are encouraged and appreciated so that physical, intellectual, creative, and social growth flourishes. Our Primary program includes your student’s kindergarten year.

We offer 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)** Students 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 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 Parents 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 student, per day.
- **Closure Days** – There are days School is fully closed for students. Please refer to the calendar for closure dates.

**\*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

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

### Extended Care

Students 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 students 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 School calendar. Holiday Care is included *for students 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 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 student will not be attending, so that staffing can be adjusted.

## Our Classroom Experiences

The Curriculum is designed to respond directly to how students learn and to address the whole Student, 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 student'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).

## Classroom Placement & Transition

We support the development of the whole Student and of individuality among young students. It is expected, therefore, that the rate and pattern of development in young students will vary as they grow and develop.

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.

At least two weeks in advance, teachers will provide Parents with a transition plan outlining the date of the transition and important information about the student's new classroom. We try to transition students when it makes the most sense and is the least disruptive to the student and the classroom.

## 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.

When students are grouped in similar age levels, the maximum student 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

students, 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.

## 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.

## Monitoring Your Student's Progress: Conferences and Progress Reports

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

Should you have any questions or concerns, please feel free to schedule an additional meeting with the 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 we are 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 complementing the parent-teacher conferences are distributed to Parents of Toddler and Primary students twice a year.

### III. School Communications

#### Transparent Classroom

Our School uses a web-based Transparent Classroom ("Parent Portal"), designed specifically for Montessori schools for recordkeeping and Parent communication.

Parents typically receive communication about their student engaged in learning through the Parent Portal. You have access to information about the student's daily routine as well as photos and a brief description of a learning highlight from that day. Parents also have access to a database of lesson descriptions and a classroom directory.

Please note that being with the students and ensuring their health, safety, and learning is our first priority. Our teachers will strive to provide you with photos and anecdotes via Parent Portal 2~4 times a month, but may not always be able to do so.

#### Daily Communication

##### Infant

Parents are welcome to enter the classroom in the morning to discuss the needs of the student (this may vary by school, please check with your School Leaders to confirm). Parents 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 Parents have a full view of the young student's day.

##### Toddler and Primary

For those Parents with students 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.

#### 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 School. Upon signing the Enrollment Agreement, Parents grant 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), School website, social media, other marketing collateral, or other School-related materials. Parents wishing to opt out of this should contact the School Leader. Please see the enrollment agreement for more details.

Also, while we do our best to monitor media coverage of 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 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, School has no control over photographs or videos taken.

Members of 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 School or any School activities, or that have School's name in the title of the account, without the advance written consent of School. Any member of 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 School or at School-related events.

## IV. Enrollment Policies

### Enrollment Forms

#### Enrollment Agreement, Emergency Contacts, and State-Required Forms

Parents must complete and submit **all required documentation** for their student including the application form, enrollment agreement, authorized person(s) for pick-up and drop-off, emergency contact form for the student. Additional forms may be required by your state or School (such as medication authorization, certificate of birth/adoption or other form of identity and age, and sunscreen). Please review the Fee Schedule before signing the Enrollment Agreement by the due date, as indicated in the Enrollment Agreement or other School communications. Please notify School if there is any change to the information provided on these forms, so that School has the most up-to-date information on file.

Each student's emergency contacts and the additional person(s) authorized for pick-up and drop-off must always be kept current. If you or any of the contacts have moved or have changed their contact information, please notify School immediately. We release a student only to those adults (18 and older) who have prior authorization. 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. Please also review the information on the Parent Portal and update as needed.

School is not responsible if you fail to update information related to the student's enrollment and academic records. Parents 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.

#### 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. Updated immunization records must be kept on file throughout the school year, in accordance with applicable state requirements.

Per California law, we cannot accept personal or religious exemption to immunization. Students seeking a medical exemption must obtain medical exemptions through [CAIR-ME](#) and the student's health care provider, prior to the first day of attendance and must acknowledge and agree to this Medical & Immunization Record policy. All exemption documentation must then be kept on-site as part of the student's file.

To protect all School community members, we will thoughtfully evaluate enrollment requests for students who are not fully immunized when a currently enrolled student or staff member has a medically compromised immune system.

Should a student who is not fully immunized be present during an outbreak of a vaccine-preventable disease within School, that student will be temporarily excluded from all School activities until the risk of infection has passed.

Parents are responsible for tuition charges, in the case of absences due to this Medical & Immunization Records policy or Illness policy.

## Student Records

We release our student records only to the student's Parent or legal guardian, unless otherwise limited by court order or other applicable laws. Student records mean 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 School directly.

All information in student records, including Parents' information, is confidential, and will not be released without your prior written consent. State licensing and regulatory agencies have the authority to inspect our facilities and may audit certain enrollment documents from the student files without prior consent, to confirm compliance with the state regulations. Please note any financial information provided by Parents for the payment of tuition and other fees will also remain confidential but is not included in the student records. Rather it is considered the account holder's consumer information.

## State Licensing and Regulatory Agencies

State licensing agency has certain authority to inspect our facility at any time. This may include auditing students' files and staff files for compliance purposes, without prior consent. Upon enrollment, you completed the following licensing documents: ID and Emergency Form (LIC 700), Pre-Admission Health History (LIC 702), Physician's Report (LIC 701), Notification of Parent's Rights (LIC 995), Personal Rights (LIC 613A), and Medical and Emergency Consent Form (LIC 627). If you have an infant student enrolled, you also completed Individual Infant Sleeping Plan and Infant Needs and Services Plan (LIC 9227). These documents are maintained in each student's file and may be reviewed by our licensing analyst with the state licensing agency.

## V. Parent Involvement & Responsibilities

### Parent Responsibilities & Expectations

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.

In addition to using various School Communications, we hope to keep the dialogue open about any developmental strengths and progress, as well as any concerns on those fronts. Similarly, we expect full participation and cooperation from our students and Parents as part of 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 School. If the student is not fully participating in the program, School will discuss with the Parents to develop a plan of action to address the concerning behaviors.

School reserves the right to exclude any Parent or adult involved with the student from further access for conduct that may undermine School's administration, disrupt the learning environment or operations, or violate School policies, whether on School premises or at a School event. Furthermore, School may immediately disenroll or refuse to re-enroll the student if the Parent's conduct prevents positive collaboration in the student's education or interferes with School's mission or educational goals.

We hope to address any conflicts through open communication. In the rare instance that we are unable to resolve the situation through direct communication and Parents pursue a Dispute Resolution outlined in the Enrollment Agreement, Parents also agree to concurrently participate in a good-faith mediation process administered by American Arbitration Association (AAA), a neutral third party. The mediation will be subject to the AAA mediation rules.

### Attendance

#### Absences

We expect students to be in School for the period of their enrollment, whether full time or part time. If your student will be absent from school, please **call the School office number or email the School Leaders and your student's teacher** as soon as possible, **before 8:00 am** on the day of the absence. Please note that, for safety reasons, we cannot accept verbal messages regarding absences from siblings.

Repeated absences, tardiness, or significant missing time may warrant a conversation between School and Parents to discuss the student's continued enrollment.

For an extended leave for your student, please contact your School Leader and teacher to discuss options for continuing the student's enrollment. Please inform us as much in advance as possible, so that your student's teacher may adjust lesson planning accordingly. Regular tuition payments are due

regardless of absences, including absences caused by illness, vacation, or any other extended length of time your student is absent.

### Signing In and Out

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.

### Arrival & Drop-Off

**Students are required to be at school by 8:30 am.** One of the cornerstones of a Montessori classroom is an uninterrupted three-hour morning work session that encourages a student to choose more challenging work and to develop concentration. 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 student in, one of our office staff will take your student to his or her classroom. If late arrivals become a persistent issue, 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 student's teacher and/or School Leaders.**

Please allow time in the morning to drop off your student 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 student'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 students between 8:00 - 8:30 am, unless the student is enrolled in the extended care between 7:00 am and 8:30 am.

### Dismissal & Pick-Up Times

Please remember that we organize staff supervision based on the schedule that you have pre-arranged for your student. **Please pick up your student promptly at the end of his or her scheduled program.**

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 School premises and closely supervise your student(s) at all times. Please do not allow your student or any other student 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 student stays in 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, as Half-Day Schedule students do not eat lunch at School and remaining students will begin their lunch time at 12:00 pm.

### ***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.

## Late Pick-Up Policy & Fees

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

If your student has not been picked up within 15 minutes of School's closing time, School Leader will attempt to contact all emergency contacts listed for the student, School will comply with local regulations for next steps. Repeated late pick-ups may result in discontinuation of enrollment.

## 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 School with 24 hours' notice whenever possible. Please let us know immediately of any changes to your early pick-up plans.

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 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.

## School Transportation

We do not offer transportation arrangements for our students.

## Multiple Households

To communicate most effectively with Parents and support each student, Parents must inform 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 School has current contact information will have access to the student's file as well as other informational mailings and electronic communications during the school year. It is the Parents' responsibility to inform School of any living, custody, or financial arrangements that may affect the student's enrollment or experience at School. 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 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 School is unable to create a secondary account.

## Personal Relationships with Staff Members

To ensure the professionalism of our staff and avoid any conflicts of interest, staff members are prohibited from babysitting or working for Parents and from any form of social interaction (including via social media) with students or Parents previously or presently enrolled in our School, outside of the official social media pages or events. See School Leaders if there are exceptional circumstances.

## Open-Door Policy

We have an open-door policy and encourage Parents to observe their student's classroom and to access the student records at any time, unless otherwise restricted by law. We also 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.

### Parent Class Observation

Formal in-classroom observations in Toddler and Primary must be scheduled in advance. Teachers and School Leaders will work with you to find a time after your student has settled in, which is best for the students in the classroom. If at any time, the observation is an interruption to the lesson being taught we may need to reschedule the visit.

It is important that our teachers 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. Should you need to engage in a longer conversation, you are welcome to reach out to the teacher or our school through the Parent Portal, email, or schedule a time for a phone conversation.

### 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.

## Special Circumstances

If a situation arises in your family that may place your son or daughter under stress, please advise 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 student at school and can offer extra support where necessary.

## Birthdays & Special Occasions

Many young students enjoy sharing birthdays or other special occasions with their friends at School. We normally celebrate birthdays at morning or afternoon snack time. 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. Please choose healthy treats such as cut fruits or berries with yogurt or muffins. **Candy, chips, cake, cookies, donuts, desserts, non-100% fruit roll-ups/fruit snacks, gum, and soda are not allowed.**

If your student has an allergy or other food restriction, Parents may send non-perishable alternative treats for your student to store in the classroom for special occasions.

Parents may bring only **commercially prepared foods**, subject to School Leader's approval, for celebrations. All items should be **nut free** and in the **original, sealed container, clearly labeled with their ingredients list**.

Teachers are not to be responsible for distributing party invitations. We urge you to distribute them outside of School to avoid hurt feelings among the uninvited. 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 student is excluded from his or her peer group, the impact can be devastating. Feel free to request the Parent contact list from the School Leaders to facilitate playdates and invitations to out-of-school events.

We invite Parents to join in a special celebration for their student's birthday. This might include selecting a few pictures of your student 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 student's teacher in advance to find a mutually convenient time for this special day.

A popular way to celebrate birthdays is with a new book donation to the school library for all students to enjoy. Your School Leader may suggest titles for donations, if you prefer.

## School Trips and Parent Volunteers

### School Trips for Infant, Toddler, and Primary

Teachers sometimes take students on short nature walks; infants will ride in a "buggy" on a regular basis. In the event that a trip away from 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 student to attend scheduled school trips.

### Parent Volunteers

We welcome Parent participation to support the teachers in preparing for and organizing special events. Volunteers are subject to background screening, immunization, and School's visitor policies. We do not allow volunteers to supervise students outside School staff member's presence. Please see your student's teacher for specific details. Please see your student's teacher for specific details.

## Parking and Access to School Grounds

For the safety of every School community member, 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.
- Park only in the designated parking spots and observe the strict time limit. Never park in any area prohibited by law.
- 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.
- Do not allow students to run ahead of you at any time inside or outside School property.
- Stay close to the students and supervise closely when exiting School property.
- Close all doors and gates behind you.

Violations of these rules may result in a warning. If a violation is serious, or violations continue, School personnel are authorized to record the vehicle information to report to local law or parking enforcement. School is not responsible for Parent vehicles or property vandalized on School grounds during or outside School hours.

## 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.

## Clothing & Personal Belongings

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 student'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.

### Diapered Students (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 student’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 student should also have an extra pair of indoor shoes as well during this time.

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

### 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 student'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.

### 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 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.

If your student loses, breaks, or damages Montessori equipment or other school property, you are responsible for the cost of replacement or repair.

## VI. Student Support & Behavior Guidance

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

### Behavioral Guidance

#### Encouraging Self-Discipline

School uses a non-punitive discipline style, focusing on increasing a student's sense of responsibility and building inner discipline. When minor discipline issues arise, our first step is to re-evaluate a student's interest in his or her work and to ensure that the student 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 student 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 students to behave with self-respect and self-discipline.

#### Persistent Behavioral Concerns

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 student's attention to the natural consequences of inappropriate behavior, rather than assigning penalties that are detached from the particular behavior.

For instance, if a student is being rough with a classroom activity, the activity or exercise may be set aside for the day. The teacher may give the student another lesson with the material the next day, emphasizing how to treat it gently. An appropriate response would not be, for example, that the student has to sit in from recess, since this would not resolve the issue, nor help the student to practice alternatives to his or her behavior. The teacher may never use physical or psychological punishment, such as yelling, using "time-outs," shaming or isolating students, or use of restraint.

In the case of persistent behavioral problems, School Leaders may request to set up a meeting with Parents and the student's teacher and work cooperatively to develop an action plan for how to address the issue. In some circumstances, if 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

student or other students 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.

In rare circumstances, and only after all other possible interventions have been exhausted, we may discontinue the student's enrollment in School. 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 Student'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 School. In these rare instances, we may offer Parents assistance in locating assistance and alternative placements.

## Biting

Biting is common and developmentally normal in students under five years of age. It can be a form of communication for young students and is typically a response to the student's needs not being met or a way to cope with a challenge or stressful situation. Our goal is to create warm relationships and safe, nurturing learning environments that respect the needs and characteristics of students 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 students involved when communicating with Parents of both the biter and the bitten student.
- The teacher and School Leaders meet with the Parents of the biter student after the second biting incident. Parents are reminded that further incidents will require the student to be picked up immediately.
- Staff will "shadow" students 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 School to discourage biting and encourage positive behavior.
- If biting continues, conversation with Parents about the student taking a break from attendance, 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 students in the environment.

## VII. Health, Safety & Nutrition

### 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 health and wellness protocols include:

- Disinfecting and 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

### Direct Supervision

When our School is in session, the maximum class sizes, student to staff ratios and direct supervision align with the state licensing requirements based on the youngest age group in the classroom. Our staff will actively supervise our students by maintaining sight and sound supervision and performing headcounts regularly throughout the day.

### Cleaning, Disinfecting, & Sanitizing

We recognize the importance of clean and sanitary conditions for students' health and safety. Toys that have been in a student'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 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.

### Food & Nutrition

#### Nut-Free Campus

Our School campuses 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**.

## Breakfast

Please note that breakfast is not provided by 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 students 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 lunch boxes are preferred to limit the need for storage space in our classrooms. Please note that, as with clothing, students 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 Leaders 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 student, 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.

Staff discard any food not taken home by the Parents at the end of the day, as well as food with expired dates.

## 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 student within 30 minutes. In the event that you are unable to provide a lunch, 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 School Leaders so that you do not disrupt the class.

## Nap & Quiet Activity Time

A naptime or rest period is provided each day. Students are on a cot or a floor mat where they can rest. Those students that do not sleep are offered a quiet time activity such as a book. Our teachers

and staff monitor all students by sight and sound, following the applicable state licensing regulations related to staff to student ratio.

## Independent Toileting & Assistance

When younger students in the Toddler classrooms are developmentally ready for independent toileting, we expect Parents to cooperate with the teachers to create consistency between home and School. At School, we will support diapering during the training period while regularly and gently encourage the students to use the toilet. Students will be monitored for safety and will not be forced to use the toilet, if they are not ready.

If the student's clothes become soiled, we will help them wash their hands and change into clean clothes. Parents should provide an adequate supply of extra clothes to support the training process.

Students in the Primary program must be toilet independent and no longer use diapers during the day (including during naptime). They should be able to use the toilet with no or limited help in undressing, dressing, wiping, and changing in case of occasional wet incidents.

## Safety Practices in Infant Programs

### Bottle Feeding & Infant Nutrition

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 student's first day of school. If you have any questions, please speak with your student's teacher prior to your student's first day at school.

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

Bottles must be labeled correctly to be accepted by 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 students receive the correct bottles, we require the following labeling procedure:

- Label the bottle and cap with the student's first and last name, using the assigned colored tape for your student.
- Mark the current date on the bottle.
- Powdered formula must be prepared at home each day or pre-mixed liquid formula may be purchased and stored in the cubby.
- 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.

### Breastfeeding

We provide a comfortable area for nursing mothers to breastfeed their students. At some locations, our nursing mothers may stay in the classrooms while breastfeeding, such that they are not disturbed, and they do not distract from the learning environment. Please see your School Leader for the arrangements and the safe practices for breastmilk storage.

### 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 floor mattress.
- Each floor mattress is labeled with the student's name.
- If infants arrive to the program asleep, or fall asleep, in equipment not specifically designed for infant sleep, the infant is removed and placed on the floor mat.
- 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.

Prior to enrollment, Parents must complete Individual Infant Sleeping Plan (LIC9227) for each infant. Per California regulations, we do not swaddle infants or use sleep sacks. Our teachers closely supervise sleeping infants—they physically check on the infants, by sight and sound, at least every 15 minutes, and record the checks in a napping log (Title 22, C.C.R §102425).

## ADA Modification Policy

If the student has accommodation needs in order to participate in our program, please inquire about our ADA Modification Plan process. Parents and School will work together to create a modification plan, upon review of the modification requests along with any supporting medical documentation provided by the student's health care provider or an Individualized Education Program (IEP). To properly meet the needs of the student, we require written documentation if the student has any request for accommodations or modifications due to physical, psychological, social, cognitive conditions (for instance, a life-threatening allergy, a diagnosed or suspected psychological or developmental difference, learning difficulties, etc.).

## Allergies

Parents must inform School about student'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. FPIES) on file, listing their allergies, recommended treatment in case of an allergic reaction, prepared by Parents and the student's health care provider. Information collected will be shared with the student's teachers and School Leaders to ensure consistent understanding about the allergies and emergency plan of action. Students with complex or life-threatening allergies may be referred to our ADA Modification process.

## 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 policy is to:

- Reduce the spread of illness from a sick student to other students and members of School staff.
- Promote complete recuperation of the sick student
- Prevent the constant spread of cold, flu, diarrhea, and other communicable diseases that are

common in the community.

We reserve the right to refuse any student who shows a sign of illness, such as:

- Fever, an axillary temperature of 100 degrees or more or an oral temperature of 101 degrees or more.
- Symptoms of communicable disease such as pink eye, measles, chicken pox, mumps, or strep throat
- Skin Rash
- Heavy nasal discharge requiring frequent wiping every 3-5 minutes
- Fussy, cranky behavior unlike the Student's normal demeanor
- Vomiting
- Sore Throat
- Head Lice
- Persistent, non-productive, or "barking" cough
- Diarrhea

Students who become ill at School will be made comfortable and Parents will be notified to pick them up within one hour. Students may return to school when there are no symptoms of illness, including fever, unassisted by fever-reducing medication for at least 24 hours. The student must also be kept home for one full school day from the time of the first dose of any antibiotics. The length of time students should stay out of our School may be subject to the illness and local guidance. 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 Parent who comes to School for that purpose. We encourage Parents to ask their student'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 written authorization along with a note from the student's health care provider requesting us to administer the medication, with detailed dosage information, circumstances, or schedule of medication administration, and any adverse reactions that could occur.

All medication must be in a new, original, sealed container, with its ingredients clearly labeled on the container. Prescription medications must be in the original pharmacy container or box, with the official pharmacy prescription label securely attached. All medications and any applicable prescriptions must be current. **Parents cannot premix medication into food or liquid before bringing it to School.** Parents must turn in medication to School's front office.

The medication, authorization form, and the health care provider's note or care plan will be stored in the locked medicine location, unless otherwise indicated. School Leaders 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, based on the note from the student's health care provider 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 the School Leader for more information on our ADA modification process.

Our **Medication Administration** policy applies to all medications, including any OTC skin products such as sunscreen, insect repellent, diaper ointment and lip balm. Products will not be accepted, kept or used beyond the expiration date.

We apply sunscreen at 3:00 pm for students enrolled in Extended Care. Please apply sunscreen at home before arriving in the morning.

## Accidents & Injuries

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.

Bumps, bruises, and scrapes are a normal and expected part of childhood, as young students learn new forms of movement and control over their bodies. For this reason, it is not uncommon for them to have minor injuries in the course of their school days. By enrolling the student in our School, you acknowledge your awareness of all risks to the student related to attending School and you consent to them.

If a student experiences an accident, injury, or possible injury, staff will report it to School Leader and prepare a written incident form, advising you of the incident and the action taken by our staff. If a student requires medical attention, Parent will be notified as soon as possible. In the event of a serious emergency, School will secure immediate medical attention as described in the "Student Illness / Emergency" section of the Enrollment Agreement. Every effort will be made to contact Parents or authorized emergency contacts during such emergencies.

## Abuse & Neglect Reporting

As mandated reporters, all school staff members complete required training related to their mandated reporting duties, before they assume their child care responsibilities and regularly review these policies and procedures during staff professional development training and staff meetings. The law requires our school staff to immediately report to the applicable state or local child protective agency any known or suspected instances of child abuse or neglect by anyone, including a family member or another staff member.

In addition to the mandated reporting duty, staff members will report their observations immediately to the School Leader to ensure that concerns are addressed without delay. If necessary, we will take the necessary steps to prioritize the safety of the students, including but not limited to communicating

with the Parents (if safe to do so), removing those whose conduct is under review from school access, and involving the law enforcement or other agencies as needed as soon as possible.

Mandated reporters can file reports anonymously. To the fullest extent permitted by our legal obligations, we are committed to protecting the confidentiality of all individuals involved, including those who have experienced harm, those who have come forward to report, and those against whom allegations have been made. To further facilitate the transparent safety culture, the reporters are protected from retaliation or other disciplinary actions for having made the report in good faith.

## Building Access

Access to our building is limited to enrolled students and their Parents, 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 School Leaders. The keypad code is changed regularly, with advance notice to our enrolled Parents.

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 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.

## Emergency Preparedness

At School, we take the following precautions and approach in the event of a major earthquake or other natural disasters:

- School is prepared to house and care for enrolled students for a period of up to two days. Each school is equipped with first aid, water, food, and other emergency supplies.
- Our locations that offer Infant programs maintain an emergency supply of powdered infant formula and other emergency supplies specific to infants. Parents 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 student's first and last name and give the container to the teacher on the first day of school.
- We hold regular fire, earthquake, and lockdown drills, where applicable, so that students and staff know how to respond to a disaster correctly, quickly, and safely.
- Our employees who open and close 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.
- 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 students calm and constructively occupied.

### 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. We follow the Red Cross recommendations for disaster response. 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 School while a drill is taking place, please participate with your student, 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 School will be secured and School will take emergency action, as needed, to keep School staff and students safe.

### Text Messaging

In the event of an emergency at your student'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.

### Nappers

For safety reasons, all students who nap must keep their shoes on while napping. This is a precaution taken in case of an emergency situation, when students 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.

## Weather Emergencies

In case of severe or hazardous weather, we may have to delay School opening hours, dismiss the students early, or close School for the day. We will notify Parents via Parent Portal, 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 the preferred emergency contact.

## Alcohol- and Substance-Free School

Our Schools are alcohol-, smoke-, tobacco-, and substance-free environments. Smoking, the use of any product containing, made or derived from tobacco, including e-cigarettes, alcoholic products, or any substance that may impair individual's ability to drive, care for a student, or perform their duties as Parents, teachers, staff, or visitors shall not be permitted on School grounds, in vehicles used to transport students, or during any School events, whether on- or off-campus.

## VIII. Financial Policies

### Tuition and Tuition Deposit

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.

Tuition is calculated on an annual basis and split into monthly payments for your convenience. Monthly payments are due in full, regardless of 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).

#### Year-Round Enrollment

The monthly payments are lower for the Year-Round program, which includes holiday care days as we count on Year-Round students to attend school during the summer. If enrolling year-round, you may not switch to the academic year. Also, your deposit cannot be applied to the 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 new Parents on the current tuition rates.

#### Non-Refundable Tuition Deposit

The tuition deposit is due at the time of enrollment application and shall remain on the account at all times during the student's enrollment. The tuition deposit is \$2,000 per student. If Parent enrolls more than one student concurrently at any School locations, a \$2,000 tuition deposit is required for one student and \$1,000 for each additional student from the same household. This sibling discount on the tuition deposit expires upon the end of the concurrent enrollment of multiple students, and Parent is required to submit additional \$1,000 for tuition deposit for the last remaining student.

Provided that Parent notifies withdrawal according to the [Early Withdrawal](#) policy (*Page 34*), we can apply the tuition deposit to the last month of enrollment, unless the withdrawal occurs after the re-enrollment period, but before the first day of the following school year. Please see below for the exception.

#### Re-Enrollment Period

To ensure continuity of education, we offer enrollment for the following school year first to the current students, typically during February and March of each year. If Parent chooses to re-enroll the student for another year during the re-enrollment period, we will transfer the deposit on the account to secure enrollment for the following school year beginning August, for your convenience. After the re-enrollment finalizes, the tuition deposit is no longer on the account for the current school year.

Therefore, if Parent withdraws the student after re-enrollment but before the first day of the following school year, there will be no tuition deposit to apply to the last month of enrollment.

**The tuition deposit is non-refundable**, regardless of the reason for withdrawal, including withdrawals due to relocation.

### Tuition Changes

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

### No Reduction in Tuition and Fees for Absences, Illnesses, and Vacations

School engages staff, purchases supplies, and equipment, and plans its operational budget on the assumption that students are enrolled for a complete Academic Year or Full Year program. We commit to reserving a space for the student for the entire term of enrollment, and we continue to reserve this space during the time the student is away. **Because of this, tuition rates are not related to the student's physical attendance at School.** 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.**

### Change of Program

Any request to change your student's program must be made in writing and approved by a School Leader. 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 School Leader. 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 student's enrollment may be discontinued, or we may require that you pay the balance of the school term tuition in full (at School's discretion).

### 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 student's enrollment commences. For students 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 are a probationary period. During this period, School may, at its own discretion, decide to discontinue the enrollment of a student, in which case the tuition will be prorated, and an appropriate refund issued.

## Tuition Discounts

### Kindergarten and Elementary Discount

School offers a credit toward kindergarten and elementary tuition for continuing students: we value the benefit of a consistent Montessori experience and want to make it easier for you to decide to continue your student's Montessori education 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 the student's leadership year, the culmination of the learning they have experienced during the first two years in Primary. As such, School offers a special credit to make this and subsequent years more affordable. If your student 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 student turns 5 by September 1st) through Elementary.

### Sibling Discounts

When two or more siblings are enrolled concurrently at any location of our School, a fixed discount of \$100 is applied monthly to each student's tuition. This sibling discount on expires upon the end of the concurrent enrollment of multiple students.

## Financial Aid

Our financial aid program helps qualifying Parents 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. School'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, School also takes into consideration various other factors, including the capacity of School the Parents are 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 Parents to apply.

## Early Withdrawal

Students benefit from consistency, especially in Montessori. We encourage Parents to make a commitment to the Montessori program for its full cycle—through age 6 (kindergarten) for Montessori Primary, through 6th grade for Montessori Elementary, and through 8th grade for Middle School. Mid-year withdrawals are disruptive and sad for the students 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 student, their classmates, and the teachers.

When you withdraw your student 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 tuition 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.

## IX. Questions and Concerns?

We encourage open communications between Parents and staff so they may work together for the benefit of the students. Parents can interact with the teachers and other staff members on a daily basis during School's normal hours of operation, subject to any applicable security of classroom management procedures. If you have any questions about the student's progress, or if you would like to discuss anything that occurred at School, please contact the teachers through the Parent Portal, by email, or call the office and leave a message. Calls and emails will be returned by the end of the following school day.

## X. Handbook Acknowledgement Form

---

**Student's Name (please print)**

This Parent 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 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