

**Pennsylvania Ave Montessori**

**PARENT  
HANDBOOK**

3966 Pennsylvania Ave La Crescenta CA 91214.

Here at Pennsylvania Ave Montessori we provide a nurturing environment in which children can experience the excitement of learning. We use hands on materials and activities created to encourage the natural curiosity of every child. Each classroom has been designed to promote learning, to encourage respect for the environment, to promote positive self-esteem and to strengthen the development of the "whole child." We strive for every child to succeed by developing cognitively, physically, socially, emotionally, and creatively.

### **Non- Discrimination Policy**

It is the policy of Pennsylvania Ave Montessori to NOT discriminate based on a person's race, color, sex, or national origin.

### **Discipline**

We strive for a calm and satisfying environment where students are expected to treat each other, the staff, and the materials with respect. Students are also expected to use a soft voice during the work period and to not disturb or interrupt classmates while they are working.

Disrespect of the rules of conduct or of the school will result in disciplinary action. Usually, this consists of an action that is immediately connected to misconduct. For example, a student disturbing others may be moved to another table, or mistreatment of others will result in a discussion of proper behavior, and a substitute behavior offered.

Should a behavior problem continue, the student may be asked to visit the director.

Continuing problems and serious occurrences, such as biting another child, or harming others repeatedly, will result in an intervention of the administration. Parents might be called in for a conference concerning the problem. If necessary, students might be suspended from school for one or more days. If a child is teething and bites another, an injury report will be filed. If a student draws blood, that student will be sent home for the day.

### **Dress Code**

School clothes should be comfortable for both indoor and outdoor activities. Hats are not worn in class. Strapless tops, spaghetti straps and low necklines are not allowed in school. Shoes need to be suitable for climbing and running. Please wear closed-toed shoes, avoid cowboy boots, thongs, sandals without straps, crocs and shoes with slippery soles. Our program is active. Please do not dress in clothing that will upset you if it should become stained or soiled. If a child is not wearing suitable clothing, the parent/guardian will be asked to provide a change of clothing for the school day.

### **Extra Clothes & Bedding**

Please make sure you have 2 changes of extra clothes in your child's cubby.

These items should be placed in 2 large Ziploc bags with your child's name clearly written. Each bag should include: Socks, underwear, long pants and a t-shirt. Please make sure your children have a warm sweater or coat in their cubby for cold weather.

Always write your child's name on all of their clothes with a black marker, to ensure it will not get lost. In case you are missing any clothes, please go to the office and ask for the Lost and Found Box.

Also each child under 5 years is to have a fitted crib sheet and a small blanket. The bedding is to go home every Friday for laundering and to be returned the following Monday. Please label these with your child's name.

The school is NOT responsible for any lost or stolen articles. Parents will be charged \$10 for use of school sheets.

### **Food**

As the space in our kitchen refrigerator is limited, we ask that parents please do not place student lunches inside of the kitchen as we need the space for lessons and staff lunches. If you need to keep your child's lunch cold, we

recommend an ice pack inside of the lunch box. Also, teachers cannot leave their students unattended to heat lunches inside of the kitchen microwave. If you would like to keep your child's lunch warm, please send it inside of a thermos or you can omit the use of an ice pack.

### **School Menu**

The school provides two snacks a day, both in the morning and afternoon. There is no extra fee for these snacks.

### **Breakfast Policy**

Morning breakfast should be given at home prior to arrival at school. As breakfast is an important part of a child's morning routine, we ask that if your child is still eating at the time of arrival to please stay outside of the classroom with your child until they are finished eating. Then enter the classroom so that your child can join the group.

### **School Hours**

Our hours of operation are from 6:30am to 6:00pm.

### **Arrival and Departure Procedures**

Upon arrival at the school please sign in your child. Then accompany your child to their classroom or appropriate area. Releasing a child to someone other than a parent requires prior written notice. The person picking up your child must present a picture ID to the office and follow the sign out policy.

### **Late Pick up Policy**

Please contact the school if you will be late. Children become worried if they are not picked up at their usual time. Your call will help us to reassure them that you are on your way. Pennsylvania Ave Montessori closes at 6:00pm. You will be charged \$1.00 per minute late fee starting at 6:00 P.M. You will receive an invoice the following day for the late fee.

### **Open Door Policy**

Pennsylvania Ave Montessori has an Open-Door Policy; any enrolled child's parent/guardian may drop in to "visit" their child at any time without an appointment or prior notification. However, we ask that parents only stay about 5-10 minutes when dropping off and picking up their children, as the California Department of Social Services mandates that we have fingerprint clearance for anyone who interacts with the students on our campus. Also, please hold the hands of all siblings as they are not a part of each classroom ratio.

### **Signing IN and OUT**

The State of California requires that all children be signed in and out by an ADULT, daily. Legible signatures are required for documentation purposes and should be signed with a full signature. The government mandates a \$50 fee for all unsigned students.

### **Withdrawals**

A 30-day written notice prior to the withdrawal date of every child is required.

### **Registration Fee**

When enrolling your child, there will be a \$150.00 non-refundable registration fee payable at the time of enrollment. An annual re-registration fee of \$100.00 is due at the beginning of each school year.

### **Tuition Payment**

The parent/guardian of every child is liable for the entire amount of the annual tuition, unless a 30-day written notice of withdrawal has been submitted. Should it become necessary to pursue payment through a collection agency or court action, the parent or guardian agrees to be heard and have judgment rendered in the Los Angeles Judicial District and to pay all attorney's fees, court fees and collection fees incurred by the school in pursuit of collection.

**Monthly Payment Option:**

Tuition is due on the first of every month. If tuition is not paid by the 10<sup>th</sup>, a late fee of \$25.00 will be added on the sixth day of the month.

Due on the first day of attendance week. There will be a \$20.00 late fee assessed if the weekly payment is not made on Monday.

**Returned Checks**

A \$15.00 charge will be added to your account for checks returned unpaid. After a second returned check from the same party, only cash, money orders, or cashier's checks will be accepted as payment for tuition.

**Probation Period**

Every enrolled child is initially placed on a 3-month probation period to insure that they are ready for a Montessori environment. The director or an administrator will council the parent or guardian and liability will cease upon withdrawal of the child from the school.

**Refund Policy**

If in the opinion of the Director, a child is not able to adjust to the school environment, the director will council the parents or guardian. In this case ONLY will liability cease upon withdrawal of the child and a refund of the tuition paid in advance be made.

**Absence and Vacations**

Please inform the school if your child will be absent on any day. No credits, refunds, or make up days will be given for occasional absences (i.e. sickness, Dr Appointments)

Please inform the office of any changes in your work schedule, phone numbers or emergency contact information. In the event of an emergency, we need our records up to date and must be able to contact you regarding the health and welfare of your child.

**Child Abuse and Neglect**

The staff here at Pennsylvania Ave Montessori is obligated to report any cases of suspected child abuse or neglect under the Mandatory Child Abuse Reporting Law. Failure to do so could result in a fine or imprisonment.

California State Penal Code Section 11161.5 considers discipline resulting in bruises and injuries a form of child abuse.

**Emergency Procedures**

We practice regular fire and earthquake drills in compliance with school regulations. During such an emergency, students will first relocate to the parking lot and all parents will be notified.

**Admission Policies:**

Admission to Pennsylvania Ave Montessori is open children 6 weeks of age to 6 years old whose parents satisfy the policies listed below:

We suggest all parents or guardians to tour our facility. They must meet with the director or an administrator to review our school program and policies and to obtain a registration packet which includes the following:

### *State requirements*

- \* Enrollment application
- \* Child's Pre admission health history form (to be completed by parent)
- \* Immunization records (copy of all vaccination)
- \* Consent for medical treatment
- \* Child's Pre admission Physicians report
- \* Parent's Rights
- \* Personal Rights
- \* Receipt of school policies and procedures
- \* ID Emergency form

### *School requirements*

- \* Health History form
- \* Tuition Agreement
- \* Photo Release form
- \* Admissions Agreement

### **Health**

The Department of Social Services requires that the staff do a daily inspection of each child for illness. To ensure that the health of other children is protected, and additional infection does not develop in your child, we ask you to keep him/her home when he/she exhibits one or more of the following:

- \* A temperature of 99.5 or higher
- \* An undetermined rash
- \* A runny nose (if the mucus is yellowish or green)
- \* Irritated eyes with mucus, green or yellow discharge, redness, or water (other than allergies)
- \* A cough
- \* Head Lice
- \* Vomiting
- \* Diarrhea
- \* Earache (infection)

You will be called to pick up your child if any of these symptoms are present while your child is at school. Your child **MUST** remain at home symptom free, for at least 24 hours before they will be allowed to return to school. Please let us know if your child has come in contact with a person who has an infectious disease.

If your child exhibits symptoms upon their return to school, we are required to have a doctor's note advising that the child may return and attend school again.

### **Allergies**

Please inform the Teacher and the office staff of any food allergies that your child may have.

### **Incident Reports**

Incidents such as bloody knees and elbows are recorded on "Ouch Reports." Please sign these ouch report and leave them with your teacher. The school is required by State Law to keep these reports in your child's file. In case of a head bump or a severe injury, a parent/guardian will be contacted immediately.

### **Classroom Schedule**

A monthly lesson plan, and other classroom updates will be posted by your teacher in each of our classrooms.

### **School Holidays**

Labor Day  
Veterans Day  
Thanksgiving Day

Day after Thanksgiving

Christmas Break From the day before Christmas until New Years Day. School resumes on January 2<sup>nd</sup>,

New Year's Eve

New Year's Day

Martin Luther King Jr. Day

President's Day

Good Friday

Memorial Day

Independence Day

If a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday

No Refunds, credits, or any other allowances will be given for holidays

# Pennsylvania Ave Montessori - Parent Handbook

We have read and understood all the Terms and Conditions of the Admission Agreement and the Parent Handbook.  
We agree to abide by the said terms and conditions on the admission of our child to Pennsylvania Ave Montessori.  
Please sign and give this page to the administrative staff at Pennsylvania Ave Montessori.

Name of Parent \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Administration Signature \_\_\_\_\_

Date \_\_\_\_\_