

Parent Handbook
2022-2023



MISSION

This is a gifted program for every child. Our mission is to offer the children in our community an integrated holistic program based on the Montessori Philosophy. Our goal is to nurture and unfold each child's potential in a loving, secure, safe, and well-prepared environment under the guidance of excellent teachers.

HISTORY

Ann Balasuriya founded the school in 1975 in response to a need in the Laguna Beach community for a Montessori preschool and kindergarten program.

The school opened with three children: Jamie Porter, Casey Cooper, and Aimee Clecek in Sept. 1975. By the end of the following January, the school had enrolled 24 children, and in September of 1976 opened the second class. Some 40 plus years later, The Montessori School of Laguna Beach is a leader in the community: offering an excellent, integrated and holistic program that has graduated hundreds of confident, compassionate and conscientious students to become contributing individuals in their community.

The success of the school is the result of the high-quality program we offer and the team of dedicated staff we choose. We believe that children deserve the greatest respect, loving care, and professional guidance in their development.

This philosophy underlies everything we do at school.

PHILOSOPHY

We are committed to the concept of Montessori education. We believe that facilitating the intellectual, physical, emotional, and socio-spiritual development of the child is essential to the harmonious development of character and the progress of the individual and therefore humankind.

OUR PROGRAM

The Montessori School of Laguna Beach is a non-denominational private school serving the educational needs of children aged 2 to 6 years. This includes the pre-primary prep (2-3 years of age) and pre-primary, which includes the kindergarten year (3-6 years of age). **It is crucial that the child completes the kindergarten year in the program to get the full benefits of the Montessori education.** The school follows principles of the Montessori Philosophy and strives to maintain the authenticity of program by hiring well trained lead teachers from accredited Montessori Training Institutes, and by applying the method vigorously.

Education at the Montessori School of Laguna Beach follows a developmental approach that strives to educate the whole child. It lays a solid foundation and inspires lifelong joy in exploring, discovering and learning. The program is designed to promote intellectual growth, artistic creativity, critical thinking skills, social responsibility, flexibility, and preparedness for the challenges they may encounter in an ever-changing world. We pride ourselves in offering an excellent program in a loving, relaxed atmosphere that respects the child's pace and interests. **The magic of the program is that the child is unaware of the above building blocks of his development and is merely having fun while interacting with the carefully prepared environment.**

OUR GOAL: The goal of our programs is to nurture the unfolding of the child's potential by providing love, security, encouragement, and appreciation of the child's efforts. We provide a specially prepared environment where the child will find a foundation on which to establish abstract thinking and stimulation, and the opportunity to learn by manipulating, exploring, and discovering concrete materials. This personal involvement and experience give the child a love of learning that he/she will take with him/her for life. By infusing the five human values that are fundamental to all human development into our curriculum: truth, right action, peace, love, and non-violence, we establish a foundation in character that will be expressed as a confident, compassionate, and conscientious Individual.

CHILD-CENTERED PROGRAMS: Our programs are geared to meet the needs of each child on an individual basis with emphasis being placed on the child's uniqueness. We provide a wide range of activities from which the child can select, thereby developing his independence by making decisions. The child enjoys a freedom that encourages him to express his creative abilities and master the skills necessary to build self-confidence and self-esteem. This freedom is experienced within a structured framework established by the teacher, with limits, to provide security for the child and ensure progress in all areas of his development. **Discipline is established in a positive, firm but loving manner; by establishing boundaries, being consistent, always emphasizing the natural consequences, listening to their needs, while empowering and encouraging the children to choose alternative, positive behaviors. The goal is self-awareness and self-discipline.**

THE PREPARED ENVIRONMENT The aim of our educational program is to provide a scientifically prepared environment for the complete development of the potentialities of each individual child. Essential to this development is that the child should feel secure and at ease. For this reason, the classrooms are specially adapted to child's size and provide an attractive, bright, and warm atmosphere in which the child can feel at home.

Human beings in the state of development are capable of growth at four different levels: (1) motor-muscular, (2) intellectual, (3) emotional, and (4) socio-spiritual. The class is a prepared environment that includes all conditions, materials, and activities conducive to the development of the child at each of these levels. This requires that children be grouped in what is known as "Family Grouping." This also requires that the schedule of the day be organized as an "Integrated Day" of free activities. These lend the opportunity to the child to choose among several possibilities of being constructively and creatively active. It is through this free choice that a child develops his will power and sense of responsibility toward himself, his fellow classmates, and his environment.

The task of the teacher in our classroom is more of a guide than that of an instructor. Therefore the teacher is normally called a guide or directress. The teacher's main function is to be a link between the child and the Prepared Environment, by means of which the child has the opportunity of developing his individual potentialities to the utmost.

The scientifically prepared environment is adapted to the children's age group and stage of development.

CURRICULUM

The environment for children between ages 2 to 6 consists mainly of the following areas:

Exercises of Practical Life: These are activities which satisfy the child's tendency to imitate and develop coordination of movement, independence, self-confidence, body consciousness, self-care and self-awareness, the social skills of grace and courtesy, awareness of, and care for the environment - indoors and out doors - dealing with and solving of difficulties, concentration and attention, order and positive attitudes towards learning.

Sensorial Materials: These are activities for the development and refinement of the senses. The materials isolate one single physical quality from the environment (ex. dimension, color, shape, or texture). Focusing on the use of one sense at a time, (e.g. visual, auditory, tactile, etc.) enables the child to exercise and refine each sense to the utmost. This refinement is essential for the development of the mathematical mind (i.e., the ability to discriminate differences, similarities, and identities), and for the development of the memory, understanding and will, (the faculties of intelligence), the imagination, and consequently the appreciation and interpretation of language and fine arts.

Mathematical Materials: The child does not learn mathematical concepts but discovers them and acquires the necessary skills to calculate in the decimal system and in other bases, (ex. binary system), by exploration: moving from concrete experiences to abstract by means of these activities.

Language Materials: The child phonetically acquires the basic skills for complete writing and reading with concrete materials at a very early age: developing an understanding of parts of speech, oral expression, creative writing, interpretative reading and an appreciation of prose and poetry. The Language area includes what we call "keys to cultural subjects". Once the child has mastered the use of all the above skills, he possesses the necessary tools to explore the world of knowledge.

Cultural Curriculum: We believe in giving the world to our children. Children need to understand the world around them, so they may develop appreciation, compassion and consideration for nature and all living beings. While we instill in our children a strong sense of identity and an appreciation for their culture, we also give them the opportunity to learn about other cultures and belief systems so they may celebrate differences without prejudices.

The cultural curriculum includes botany, zoology, geography, science and social studies.

Fine arts: Art, music, and movement is integrated into our program and a part of the child's daily experience. Our program also includes **dance, music, yoga, gardening, and art taught by specialists on a bi-weekly or weekly basis** for the pre-primary classes.

STAFF

The lead teachers, assistant teachers, and aides have been carefully selected for their training, credentials, competence, dedication and most importantly, a loving attitude towards children. The school encourages and supports all staff members to further their professional development and pursue personal goals.

Deepa Somasundaram started to teach at the school in 1988 as a lead teacher and she took over as Director of the School in 1997. She is credentialed by IAPM, AMI, and NCME – the three top Montessori organizations in the world. Deepa is a credentialed Montessori Teacher Educator, teaches with the International Association of Progressive Montessorians, and trains teachers both locally and internationally. She ensures the authenticity and quality of the program, as the owner and administrator of the Montessori School of Laguna Beach.

ADMISSION POLICIES AND PROCEDURES

The Montessori School of Laguna Beach is a non-denominational private school serving the educational and developmental needs of children 2 to 6 years. The full program is a three-year cycle covering the pre-primary prep, pre-primary and kindergarten years. It is based on family grouping, which has benefits for both the younger and older children. Our programs are designed to meet the needs of working parents and include both full time, part time, and extended day schedules.

All children age 2 - 6 years regardless of race, national origin, and religion are eligible for enrollment. A Director - Parent interview and tour will be conducted to clearly explain our program and to exchange information for the child's welfare. Application and all enrollment forms are to be completed and returned to the school office along with the application fee and first month's tuition by the due dates for guaranteed placement.

SCHOOL HOURS

The **Academic program** begins in September and ends in June. **The school operates** from 7:35AM to 6:00PM. Monday through Friday.

Carpool drop-off is between 8:00 and 8:30. School starts at 8:30 AM. Please make every effort to drop off your child **by 8:30 AM** as class begins promptly. When children are **late, they feel uncomfortable and are often disruptive to the class.** Our task is to make your child's school experience a **joyous one.** Please help us give your child and every other child a **great start in the morning.**

The morning session ends at 12:00 noon, carpool is from 12:00 to 12:15. The afternoon session ends at 3:00 PM. **Afternoon carpool is from 3:00-3:15.**

The extended day begins with **early morning care at 7:35AM and ends at 6:00PM.** You may drop off your child anytime between 7:35-8:00 AM and pick up your child any time between the extended hours of 3:00-6:00. Please park and walk your child to the gate for extended day drop-off and pick up. Carpool is only used between the hours of 8:00-8:30 and 3:00-3:15.

Late drop off. It is important that you call the office if you are dropping off your child between 8:30-8:45, and someone will come to the gate to receive your child. If you are going to be later than 8:45 AM, we would require bringing them between 11:15-12:00 to avoid disruption of the class in session.

The school follows the Laguna Beach school district calendar for holidays. We are closed on **all legal holidays**, two weeks in December for **winter break**, a week in February for **mid-winter break** and a week in April for **spring break.**

The **academic year** ends the 3rd week of June. Our **summer program** is offered for seven or eight weeks between July and August.

Drop Off- Pick Up Schedule

Hours	What to Do
7:35 – 8:00	Walk up to the gate and call the school 949-494-2411
8:00 – 8:30	Carpool Drop-off
8:30 – 8:45	Late Drop-off, park and call the school
11:15- 12:00	Alternate Late Drop-off
12:00- 12:15	Carpool Pick-up
3:00-3:15	Carpool Pick-up
3:15 – 6:00	Walk up to the gate and call the school

WAITING LIST

To be placed on our waiting list we require applicants to complete the application packet (including immunization records) and pay the non-refundable application fee. This not only assures that applicants are serious but facilitates our ability to react quickly to an unexpected opening.

While ideally the waiting list is kept on a first come, first served basis, there are several caveats:

- A part-time opening requires a fit with an applicant willing to accept the available schedule.
- When possible, preference is given to preexisting part-time children wishing to add time to their schedule, to previously enrolled children, or others already familiarized with the Montessori curriculum elsewhere.
- It is important to the Montessori Method of education to try to maintain a balance among mixed ages and temperaments of children in a classroom. The school reserves the right to place a child in a classroom which meets the best interest of the child and the learning environment.

SIGN-IN / SIGN-OUT POLICY

To meet the State law requirement, it is mandatory to have the parents legibly sign-in and sign-out their children entering the time and using their **full name** daily. If we are cited for a violation the **penalty will be passed on to the parent**. To ensure the utmost safety of our children, parents and children are asked to remain in their cars and a staff member will bring out the sign in/sign out clipboard for you to sign and assist your child in getting in/out of the car. If you have a message for your child's teacher, please email the school.

COMMUNICATION WITH THE STAFF AND OFFICE

Office Hours 8:00 – 4:00PM*

We have an open-door communication policy. Teachers are always available for a conference between **3:15-4:15pm via a phone call or in person at a pre-determined day and time**. Parents can also fill out a “**Note to Teacher**” form and leave it in the office.

Parents are welcome to come in the office and have a quick question answered briefly; our preferred method of communication is via School email. (**lagunamontessori@gmail.com**)

**We will be viewing emails between these hours, please make sure requests are made during this window and 24 hours in advance when possible.*

SCHEDULING AND CREDIT POLICIES

To maintain the quality of our program, yet keep it affordable for the average family in our community, it is essential that we maintain full enrollment and collect tuition for every space each month. This requires careful planning and a **firm** collection policy. Our Administrative Office **alone** makes all scheduling and credit decisions, freeing others to focus on the education of children. We ask that our teaching staff not be bothered with administrative inquiries. The Administrator is resolute in adhering to these policies, so to avoid future misunderstandings, please carefully read the following:

- Applicants are declaring their intent to remain enrolled for the full academic year and agree to give at least **30 days written notice** before withdrawing from the program. Likewise, we agree to give at least 30 days written notice before any tuition increase takes effect.
- **This is a tuition-based educational institution, not an attendance-based daycare facility.** Tuition is collected in **advance** to reserve a **space** in our program regardless of whether a child attends on any given day, or the reason for any absence (planned for or not).

TUITION PAYMENTS

- Monthly payments are 1/10th of the annual tuition fee for the 10-month academic year.
- **Tuition payments are due on the last working day of the previous Month.**
- The tuition for our summer program is on a weekly basis and the payment is pre-paid before the summer program starts.
- A security deposit is required prior to the beginning of the school year. This security deposit becomes the June tuition. In the event you must withdraw in the middle of the academic year, the security deposit will become the last month's tuition, provided you have given the required **30-day notice** to withdraw from school.

PAST DUE ACCOUNTS

- Tuition is past due on the 2nd day of the month, and a \$5.00 per day fee will be charged.
- Once tuition is **10 days past due**, your child will be allowed to attend school only when the account is brought current and a \$30 late fee is collected.
- After **15 days past due**, we may deem you to have withdrawn from the program by default and the space forfeited to someone on the waiting list.
- Once withdrawn for **any** reason, full payment of all past due amounts plus a new application/registration fee, is required before a child is again eligible for the waiting list.

Disciplinary Actions

- Aggressive behavior toward another child, a teacher, or school property is grounds for sending a child home immediately and will be followed by a parent/ teacher conference. This includes hitting, kicking, biting and threatening language.
- If the disruptive aggressive behavior persists and it affects the program, the school reserves the right to recommend a more suitable program for the child.
- Tuition will be refunded on a prorated basis if the child is dismissed from school.

LATE PICK-UP CHARGES

- Applies to 12:15 and 3:15 pick up times
- Extended day children must be picked up **before 6:00 PM**. Arriving after we close at 6:00 PM can cause your child stress and is an imposition on our staff. We charge a **late pick-up fee** of \$1 per minute. Repeated violations are unacceptable and revoke daycare access. **PLEASE** be responsible and have a relative or friend you can call in an emergency to pick-up your child by closing time.
- Late pick up at 12:15 noon and at 3:15 pm will result in a late fee of \$5 for every 15 minutes or there of. In case of an emergency and if you can't arrange an alternate pick-up, we will keep your child in the office, but late fees will always apply. Please note after school day-care is usually full and drop -ins are usually not possible.

NAPPING POLICY

To take a nap all children need to bring their bedding to school, this is a mandatory state law.

BEDDING: Napping children need a **crib sheet and a lightweight blanket** left at school Monday through Friday. Make sure that all bedding is clearly labeled with your child's name in small a **drawstring cloth bag**. (No plastic bags, backpacks, or pillowcases.) Bedding must be taken home on Friday, laundered, and returned to school on Monday. Please do not send comforters or large pillows, as we are unable to store large items and they will be sent home.

NUTRITIONAL POLICY

“We are a Sugar free and Nut free facility”

Our goal is to educate our children about making healthy choices while eating their daily meals. We not only present nutrition as part of our curriculum, but also reinforce it during lunch and snack times in a positive manner. We ask parents to join us in helping our children choose healthy foods and to be aware of foods that may be harmful if eaten in large quantities. Through our curriculum, we introduce the benefits of consuming fresh fruits and vegetables instead of process foods with additives. We appreciate your partnership in maintaining our nutritional policy.

LUNCHES – ALL children are required to bring a nutritious lunch in a lunchbox that your child can manage without much help. Please cut food into bite size pieces and put in containers that your child can easily operate, to foster independence and self -esteem. Please send two-cloth **napkins**, laundered every day for lunch. We encourage you to refrain from sending disposable utensils and containers. We strive to keep a zero waste environment and disposable products are not available.

WHAT DO I PUT IN MY CHILD’S LUNCH?

Try to keep in mind the 4 basic food groups:

- **PROTEIN:** chicken, beef, fish, eggs, tofu, soy, etc.
- **GRAINS:** Whole grain and high fiber varieties of whole wheat bread, crackers, tortillas, pasta, noodles, quinoa, brown rice, etc.

- **FRUIT, VEGETABLES, LEGUMES, AND BEANS:** Always fresh and cut into small pieces. (Watch out for canned fruits because they contain added sugars).
- **MILK AND DAIRY:** Cheese, cottage cheese, cream cheese, yogurt, milk, etc.
- **TO DRINK:** Please send water, if necessary, milk, unsweetened or Nondairy beverages. We ask you to send fruits instead of fruit juices as they have added sugar. (NOTE: many “fruit juice” beverages contain minimal juice and VERY high amounts of sugars).

PLEASE DO NOT SEND THE FOLLOWING TYPES OF ITEMS:

- Cookies
- Gum
- Candy
- Chips
- Twinkies, donuts, cupcakes, cake, etc.
- Fruit rollups and other processed fruit snacks/Added sugar snacks

Refrain from high sugar foods, reasonable added sugar is 6 – 8 grams . Along with having nearly no nutritional value, high sugar foods can play real havoc with your child’s metabolism – giving short bursts of energy then shortly leaving him/her with none. All sugar added foods will be sent back home. Please look for notes from the teachers in your child’s lunch box. If there is a medical condition you would like to address with us, please email the director.

BEWARE OF THE HIDDEN INGREDIENTS IN THE FOLLOWING ITEMS:

- Granola and Nutritional bars
- As our School is a **nut free facility**, consider alternatives such as sunflower butter or soy butter.

We will not force your child to eat the entire lunch, however, we will encourage him/her to eat as much as possible. Food not eaten will be sent home with your child so you will know how much has been eaten. This is for your information and we hope will not be used against the child. Adults eat only enough to meet their needs and children should have the same opportunity.

SNACK

MORNING SNACK: ALL CHILDREN ARE REQUESTED TO BRING A FINGER SNACK LIKE; CUT UP FRUIT, STRING CHEESE, CRACKERS, CUT UP VEGGIES AND HUMUSS AND WATER ONLY TO DRINK. IT IS OK TO PACK EXTRA SNACKS ESPECIALLY WHEN CHILD STAYS FOR A FULL OR EXTENDED DAY.

WATER BOTTLE

Please bring a clean reusable water bottle daily. We will refill water bottles to ensure your child stays hydrated.

DRESS AND EXTRA CLOTHES

Casual, comfortable clothing and **sturdy closed -toe shoes** should be worn. Clothing should be *easy* for the child to remove and put on (especially for the child who is still toilet training).

Open-toed shoes, sandals, and cowboy boots are not allowed; as it is difficult for a child to run and play in these types of shoes, (sand and woodchips in sandals is very uncomfortable). Please note a child will be asked to participate in a table activity during playtime if safe shoes are not worn. It is important that each child has an extra set of clothing in a zip lock bag, clearly **labeled** with his full name, left at school (including underwear and socks). It is equally important that these clothes be promptly replaced if used. Any spare clothing supplied by the school also needs to be promptly returned, ready for the next accident or emergency. Removable articles of clothing (e.g. coats, hats, sweaters, and jackets) must be clearly **labeled** with the child's full name. This also applies to books, etc. brought to school.

Please send your child to school each day with a light sweater or jacket even if it appears to be warm out. As we all know, weather can be unpredictable. A warm sunny morning can turn into a cold foggy afternoon.

JEWELRY AND SUNGLASSES

Children may **not** wear or bring **jewelry** to school. The only exception will be small post earrings. We do **not** allow children to wear **sunglasses** on the playground for safety reasons. Provided with a doctor's note, we will make exceptions for children with a medical condition. Children sometimes fall or collide, and a broken pair of sunglasses can greatly injure a child's eyes or face.

TOYS / SHARING

Bringing toys to school is **not permitted**, however items of special interest that the children want to share are most welcome and will be put on the observation table. Should your child find a grasshopper, frog, or any live creature, please do not hesitate to send it in on the day of discovery! Other precious items related to a theme or subject being studied are very welcome. Please put the item into a bag with your child's name on it. If the item is delicate, please hand it over to the classroom teacher for safekeeping.

BIRTHDAYS

We are happy to help you celebrate your child's birthday in school. To make it a special day we have a ritual that we know your child will enjoy. We require your help in making your child's day memorable. Please create a time-line poster of your child's life for his birthday that will be enjoyed by all the children during the birthday celebration. Include:

- A photograph of your child taken on the day of his/her birth and a photo taken on each birthday since then
- A short description of who was there when your child was born and how you felt about their arrival into the world. A similar description should accompany the photos of each birthday. Please refer to the memo re: Birthday Celebration posted online.

PARENT OBSERVATIONS

We have an open-door policy for parent observers. We have scheduled observation days on our school calendar, to schedule outside of one of those contact the office. For the first two months of school, we will not schedule observations. It is important for the children to settle in and for the teachers to have this time to establish routines.

PARENT CONFERENCES

Parent/Teacher conferences are scheduled twice a year to discuss the child's progress. It is very important that both parents attend if possible. Progress reports are given at each conference. Please check the calendar for dates. Special conferences are called whenever the need arises.

PARENT EDUCATION

Our Parent Education Programs are informative evening meetings held throughout the year. To give parents a forum for discussion, and gain information of child psychology and the Montessori approach to education. It's also a time to have your questions answered, get to know some of the other parents and have a fun evening.

FIELD TRIPS

The Teachers sometimes take the children on short nature walks. Major Field trips away from the school are limited to the kindergarten year. Information will be sent home in advance about the purpose, location, cost, means of transportation, and a request for parent participation. A special field trip permission form will be required.

EMERGENCIES

Both Fire Drills and Earthquake Drills will be scheduled on a regular basis. Teachers are trained in emergency evacuation procedures. The school has 3 days of emergency supplies for students and teachers in a designated place out in the parking lot.

VOLUNTEERS

Parent participation is encouraged to support the teachers in preparing for and organizing special events. Parents may sign up for the event that best suits their schedule and interests. All volunteers sign-ups will be on the Parent Community board via the Parent Portal on the website. Please note that all parents volunteering need to have **MMR, and TDap vaccinations.**

HEALTH CARE POLICY

The Montessori School of Laguna Beach and its employees will not administer medication of any kind. This includes even cough drops! If a child needs to be given some medication, a parent will have to come to the school and administer it personally. PLEASE do not send any medication in a lunch box . . . lunches sometimes can be mixed up.

Parents must have a plan for caring for their child when ill. Children who display symptoms of, or who have any illness, including the **common cold** are **not permitted at School**. For the benefit of all the children, we ask that each child be inspected at home before coming to school. If any symptoms of illness are displayed, we ask that you keep the child home and send us an email.

The following are a few of the most common symptoms that would warrant the child being kept home:

- fever
- diarrhea (especially if it is frequent or causes cramping)
- persistent cough
- runny nose (especially if discharge is not clear)
- earache
- headache
- sore throat
- unusually tired or lethargic

If a child displays any of these symptoms at school, he will be isolated and parents will be phoned to pick up child. **If a child contracts something extremely contagious that requires immediate attention such as; impetigo, chicken pox, lice, scarlet fever, Hib, etc., the school must be notified immediately so that other parents may be warned to watch for the symptoms.** We also require a note from a physician stating that the child has been treated, is no longer contagious, and may return to the school. The child will not be re-admitted without the physician's note and an inspection by the director.

COVID POLICIES 2022-2023

The policies below are subject to change per current regulation by CDC, CDSS and state and local guidelines.

During the 2022- 2023 school year, the Montessori School of Laguna Beach will continue to focus on COVID mitigation strategies that will best support the safety, health and well-being of our students and staff.

We are required to follow the California Department of Social Services (CDSS) guidelines, which include adhering to policies followed by Center for Disease Control (CDC) and our local Orange County Health Care Agency (OCHCA). Taking current recommendations into account, our school has adopted the following policies:

Masks are not required

Current CDSS guidelines only recommend the use of masks, masking is optional.

- No person will be prevented from wearing a mask

Masks are only required during recovery from COVID-19.

Monitoring of COVID-19 Symptoms

The school expects parents and staff to self-monitor for COVID symptoms. Any child feeling ill should stay home and is encouraged to take a COVID test.

School will monitor symptoms through observation, temperature checks or isolation as necessary.

Quarantine Guidelines: Managing Positive COVID-19 Cases

Students and staff who stay home who test positive must report the positive results to the school and stay home for 5 days.

- Following day 5, any student or staff member may return to school once they have tested negative. At the discretion of the school, child or staff may be required to wear a mask until day 10.
- Any individual who continues to test positive may return to school 10 days after symptom onset or initially testing positive. At the discretion of the school, child or staff may be required to wear a mask until testing negative.

Travel Policies

Air travel by students or staff should be communicated and a negative covid test is strongly encouraged before returning to school.

Communication

A general email will be sent out to the entire school within 24 hours of positive case disclosures. If cases exceed 3 in a 14-day period an email regarding elevated cases and any changes in procedures will be sent.

Environmental Quality and Cleanliness Plan

Indoor air quality will be mitigated using air purifiers, open windows (as weather permits). Classrooms will be disinfected, janitorial staff cleans daily. Children will continue to be shown best self-care practices including handwashing, proper expelling of nasal liquids and covering coughs.

SCHOOL ANNOUNCEMENTS AND COMMUNICATION

All school announcements and communications about special events are posted on the school website Parent Portal, in addition to school google calendar. The calendar, tuition fee amounts, all class schedules, curriculum, and forms are available online. Parents are responsible to check the school calendar regularly.

CONCLUSION

This handbook was designed to give you information on the structure, the program, and the operation of our school. We hope it is helpful. It is important for you to know that we take the job of serving you and your child very seriously and we pride ourselves on providing an excellent service. Suggestions you have to improve any aspect of our school are appreciated. A good education requires full cooperation between parents and the school.

Thank you for choosing our school.

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2022-2023

