



PARENT HANDBOOK

624 N. Anaheim Blvd
Anaheim, CA 92805

Welcome to Star Bright Montessori. We are extremely grateful for this opportunity to serve you and your family. Your children matter most to us! Star Bright Montessori will offer your child a warm, loving and stimulating environment. Not only will the school provide your child the best of care, but it will ensure that your child develops a lifelong love of learning. Star Bright Montessori school will provide an environment in which intellectual, moral, physical and social growth flourish.

PHILOSOPHY

The basic idea in the Montessori philosophy of education is that all children carry within themselves the person they will become. In order to develop physical, intellectual and spiritual potential to the fullest, the child must have freedom – a freedom to be achieved through order and self discipline. The world of the child, says Montessori educators, is full of sights and sounds which at first appear chaotic. From this chaos children must gradually create order, learn to distinguish among the impressions that assail their senses, and slowly but surely gain mastery of themselves and their environment.

Dr. Maria Montessori developed what she called the Prepared Environment, which already possesses a certain order and allows children to learn at their own speed according to their own capabilities and in a non-competitive atmosphere. The years between three and six are the years in which children learn the rules of human behavior most easily. These years can be constructively devoted to "civilizing" children, freeing them through the acquisition of good manners and habits to take their places in their culture. Dr. Montessori recognized that the only valid impulse to learning is the self-motivation of the child. Children move themselves toward learning. The teacher prepares the environment, directs the activity and offers the child stimulation. It is the child who learns and who is motivated through work itself, not solely by the teacher's personality, to persist in a given task. If Montessori children are free to learn, it is because they have acquired an "inner discipline" from their exposure to both physical and mental order. This is the core of Maria Montessori's philosophy. Social adjustment, though a necessary condition for learning in a classroom, is not the purpose of early education. Patterns of concentration, perseverance and thoroughness, established in early childhood, produce a confident, competent learner in later years. Montessori teaches children to observe, to think, to judge. It introduces children to the joy of learning at an early age and provides a framework in which intellectual and social development go hand in hand.

GOALS AND OBJECTIVES

The main objective of Star Bright Montessori is to provide a carefully planned, stimulating environment which will help children develop within themselves the foundational habits, attitudes, skills and ideas which are essential for a lifetime of creative thinking and learning. All concepts will be presented in a safe, secure, loving and respectful environment.

The specific goals for the children who attend the School are:

- To develop a positive attitude toward School and learning
- To develop a sense of healthy self esteem
- To build the basic skills necessary for a lifetime of learning 3
- To develop and foster an abiding curiosity
- To develop habits of initiative and persistence
- To develop sensory-motor skills in order to sharpen the ability to discriminate and judge
- To develop socially acceptable behavior
- To develop each child's innate, ultimate potential through high self-expectations
- To develop a child's love of learning through a process which is FUN and ENJOYABLE to the child

REGISTRATION AND ENROLLMENT

All new students are required to pay the registration fee in order to have a space reserved for enrollment. The registration fee is non-refundable. The enrollment process includes a personal interview with the parents and the child prior to admission. Prior to your child's first day, it is required that you submit a completed physician's report which evaluates your child's health, physical and emotional maturity, all current immunizations, and test for tuberculosis. All tuition agreement and health policy forms must be signed and turned in prior to your child's first day at school. Fees and policies in the handbook are subject to change. We will give you a two weeks notice of any changes in our fees or policies, whenever

possible. By signing this parent handbook, the parent agrees to insure all policies related to finances are completely understood and will be supported.

A child may not begin School unless immunization or exemption requirements have been met.

NON-DISCRIMINATION POLICY

Star Bright Montessori provides equal opportunity for enrollment to qualified students of any race, gender, color and ethnicity.

FIRST DAY

Beginning school is an important milestone in your child's life. Positive parental attitudes are key to helping all children through the normal adjustment which takes place during this transitional period. For this reason, we request that parents assist their child by not remaining in classroom when their child begins school. A quick, brief goodbye is the beginning step towards independence.

On your child's first day please provide

- extra clothes
- a crib size sheet and a small napping blanket inside of labelled pillowcase
- lunch (or purchase lunch from school for \$4/meal)
- earthquake kit
- enrollment packet
- children who are not fully potty trained need to bring diapers, wipes and diaper rash cream

PREPARING FOR FIRST DAY

Children attending School for the first time are bound to be apprehensive the first couple of weeks. This is normal.

There are things you can do to prepare your child for School, a few suggestions are:

- Take your child to visit the School prior to his/her first day
- Talk often about School and what a positive experience it will be
- Do not let your child see any apprehension you might be feeling about leaving your child for the first time. This will only reinforce and validate his/her feelings of distress
- At home, emphasize the positive aspects of the day
- Have your child help label and organize clothing and bedding for the first day of school

ARRIVAL AND DEPARTURE

A brief loving goodbye is the beginning step towards independence. Prolonging it only enhances frustration to both parent and child. A positive parental attitude is key to your child's successful adjustment.

SIGNING IN AND SIGNING OUT

State regulation requires a sign in and sign out procedure to transfer responsibility for children between the parent and school each day. Signature book is located on the cubbies. These signature sheets are for documentation papers and must be used by adults only. Please mark the time of arrival and the time of departure with your full signature in the appropriate day of the month.

RELEASE AUTHORIZATION

Under no circumstances will children be released to any person other than a parent, legal guardian or someone duly authorized in writing by the child's parent or legal guardian. If it becomes necessary to have someone not listed on "Identification and emergency" form pick up child, a written release must be provided by the parent.

EMERGENCY INFORMATION

Emergency information, including phone numbers to call in the event of an emergency, and a release ["Consent for Medical Treatment" form] which allows emergency medical care to be administered, are mandatory and must be on the file before your child can start school. During the school year if you change your phone number either at work or at home, please notify the school in writing. Any changes in address or emergency contacts must be kept current. Periodically, the school will call phone numbers given and emergency contacts to verify that they are still valid. An emergency situation is not the time to discover that you cannot be reached.

DRESS CODE

All children must come to school with a clean, neat appearance and be dressed appropriately for the day's activities. Basic rules of personal hygiene must be observed at all times. A daily bath, clean hair, clipped fingernails, and brushed teeth are expected. NO FLIP FLOPS PLEASE. Closed toe shoes are required.

LABELS

Please label (with your child's name) all items including clothing, lunch boxes, thermos and inner food containers. Please use permanent marking pen (Sharpie). Labelling your child's belongings help us in making sure that they do not go home with another child. If you happen to accidentally take home another child's belongings, please return items the following school day.

TERMINATION

If for some reason you decide to stop bringing your child to our school, we require a two weeks written notice. This will give us time to find a child to fill your child's spot. Payment is due for the two weeks notice period whether or not the child's is brought to the school. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for us to resort to legal action to collect fees, the parent(s) will be responsible for legal fees incurred on our part. If you can no longer watch your child for one reason or another, we will give two weeks notice.

TUITION PAYMENT POLICY

A one time non-refundable registration fee of \$150.00 is required at the time of enrollment. Please refer to our rate sheet for your monthly tuition rate. You may pay by cash or check payable to "Star Bright Montessori".

TUITION PAYMENT PROCEDURE

The first payment is due on the first day of school. If you start middle of the month, your rate will be pro-rated. Moving forward tuition is due on 25th of prior month. Payment is considered late if payment is later than the 3rd day of the month and a late fee of \$25.00 will apply. If payment is not received by the 5th day of the month, we will not be able to accept your child until payment is current.

LATE FEES

If a check is returned, we will notify you and will ask for payment in cash plus \$ 25.00 to cover the service charge by the bank. After the second returned check, we will accept only cash. A late fee of **\$25.00** will apply if payment is later than 3rd day of the month.

TUITION DISCOUNT

We offer 10% discount off the tuition for the second child and a 15% discount for the third child for families with more than one child in our school.

CREDIT/REFUNDS

As the school operated on full enrollment tuition, credit cannot be given for sick days or miscellaneous absences from school. Long term illnesses and other extenuating circumstances will be handled on an individual basis. there are NO REFUNDS on any tuition fees or deposits.

HOURS OF OPERATION

Star Bright Montessori is open from 6:30 am to 6:00 pm. We ask that you pick up your child no later than 6:00pm. If you are unable to pick up by 6.00 pm we ask that you notify us immediately. A late fee of of \$ 1.00 per minute per each child will be charged to compensate the teacher on duty. Late fee is due within 24 hours of notification.

CURRICULUM

The Montessori curriculum includes a prepared environment, which allows the child to experience daily from the following areas; Practical Life, sensorial, Language, Math, Cultural and monthly units of study.

LEGAL HOLIDAYS AND SCHOOL VACATIONS

The school will be closed for the New Year Day, Martin Luther King Jr. Birthday, Lincoln's Birthday, President's Day, Spring Break (2 days), Memorial Day, Labor Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day and New Year Eve. Fees are not deductible for these days. Please refer to our school calendar in the registration packet.

MEALS AND SNACKS

We serve a morning snack, lunch and an afternoon snack each day as part of our program. Lunch provided by the school is \$4/day and consist of a meat, bread product, vegetable, fruit and milk. Each snack includes food and water. If your child has an allergy to specific food, please let us know and we will try to make an appropriate substitution. If a child has so many allergies that he cannot eat from the menu, we may request the parents to provide his/her lunch and/or snacks. We will post a monthly menu on the bulletin board.

ILLNESS

Your child's health is a matter of importance to us all. Please understand that if your child is new to the daycare environment, they may initially get sick more often due to increased contact with other children. An ill child will NOT be permitted to enter the classroom. If a child becomes ill at school, a parent will be contacted to arrange for the child's care. The child must be picked up by the parent or authorized person within 30 minutes of notification. A child may be sent home if he/she appears to have symptoms of illness during the school day. In such cases the child is immediately isolated from other children. When a child is sent home ill, he or she MAY NOT attend school for the following day unless he or she has clearance from a physician. If you, as a parent are in doubt about whether your child is ill, please keep your child home until such time you are sure your child is healthy. It is advisable to keep your child home if he or she.....

- has a fever or has had one within 24 hours
- has a "cold" that is less than 2 days old
- has a heavy or thick nasal discharge
- has a constant cough
- is fussy, cranky, and generally "not themselves"
- exhibits any symptoms of communicable disease; usually sniffles,
- reddened eye, sore throat, headache, abdominal pain plus fever and diarrhea

- just plain tired, rest at such times to prevent the onset and development of serious illness.

PLEASE NOTIFY THE SCHOOL AT ONCE IF YOUR CHILD HAS A COMMUNICABLE ILLNESS

We also ask for your cooperation if your child was exposed to communicable disease such as mumps, chicken pox etc. We need to let other parents know that they and/or their child may have been exposed.

DISPENSING MEDICATION

If it is necessary for your child to take prescribed medication at school it must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage and when to be taken. Parents are required by State Law to fill and sign a "Permission to Dispense Medication" form [available upon request] for each day the child requires medication. **Only PRESCRIBED medication can be given by the school. That is medication prescribed by a duly licensed physician. NO over the counter medicines are allowed to be dispensed by the school staff [cough syrup etc].** If you would like to drop by school during the day to give your child cough syrup, Tylenol or any other non-prescribed medication you may do so.

INJURIES AND OTHER EMERGENCIES

Minor cuts and abrasions suffered while at the school will receive proper care. Specially, they will be washed with warm water and properly bandaged. treatment will be logged and we will tell you how and when the injury occurred. If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. in that case we will take necessary steps, putting the child first. (calling ambulance, paramedics, doctor etc.). Parents will be informed of minor scrapes and bruises at the end of the day, in the form of an "Ouch Report."

In the event of fire, we would evacuate the school immediately and gather at the back of the school. The School holds monthly fire and emergency drills. Children will be supervised at the School until their parents arrive or for a maximum of 48 hours following a major disaster. After this time the children will be taken to the nearest central disaster site where additional assistance and counseling will be available.

DISCIPLINE

We do not use corporal punishment or other intimidating means of discipline. Our approach to discipline is that of communication with mutual respect as well as meeting the child's need for constructive activity. If there is persistent problems and it becomes necessary to involve the parent, it will be done with a spirit of cooperation.

THINKING TIME

When children are disruptive or out-of-control, they may need time to collect his or her thoughts and feelings. The teacher may invite the child to take a break with an open invitation to return to work when the child feels calm and ready. We call this thinking time. The thinking time space is usually a chair located away from the classroom activity, but within the teacher's sight. Communication between teacher and the child must follow when the "thinking time" is over.

SHARE DAY

Friday is show and tell day. Children are allowed to bring a toy, a book, family photos etc. to share with their friends. Please do not send toy guns or sharp object toys to school. We discourage children from bringing toys on any other days.

PARENT CONFERENCES

Parent conferences are scheduled twice annually in the fall and again in the spring. During these conferences, written evaluations will be issued. Special meetings may be scheduled at times that are mutually convenient for the parent and teacher. Please refrain from discussing detailed subjects with your child's teacher when he/she is being dropped off. This

is a time when the teacher must be free to greet all children entering the class. Feel free to call the School to schedule an appointment to talk to your child's teacher if you would like to discuss your child's progress. The teacher can schedule a phone conference or an in-person meeting at that time.

NEWSLETTERS

The School publishes a school-wide newsletter. Classrooms will also provide monthly newsletter specific to each classrooms monthly activities, changes and lesson plans. Because pertinent and important information is included in these newsletters, it is the parent's responsibility to make sure to read them. All Newsletters will be sent electronically to parents at a preferred email address. School wide newsletters will be emailed minimally twice a month.

PHOTOGRAPHS, VIDEO AND PUBLICITY

Photographs and videos of the children at Star Bright Montessori may be taken on occasion. Our students may appear on television, newspaper, magazines, brochures, on the web, or in any other publicity material. By signing the consent form in this parent handbook and/or admission agreement you grant the school permission to have your child's video or photograph published and without compensation. If you do not want your child photographed with the possibility of it becoming public, please submit your request in writing.

CAMERA MONITORING SYSTEM (WEBCAM) USE POLICY

Star Bright Montessori has surveillance cameras located inside and outside the building to support our efforts to maintain a safe and secure school environment while protecting our property from harm. We offer access for parents to view their children via our camera monitoring system for a fee. Please refer to admissions agreement for applicable fees associated with the use of the camera monitoring system. This is a privileged service. By signing the parent handbook you agree that:

- You will respect the teachers method of teaching and will not disrupt the classroom in any way.
- Star Bright Montessori is not obligated and will not archive or maintain videotape for future reference.
- You will not use the service for any unlawful or inappropriate purpose.
- Your use of camera monitoring system is a privilege and is not a right and is non transferable.
- Star Bright Montessori reserves the right to immediately terminate your access to the camera monitoring system or terminate the program entirely without notice for any or no circumstances without any prior notice or refund.
- Starbright Montessori has sole discretion over camera placement and over which cameras can be accessed by parents.

I hereby acknowledge that the Star Bright Montessori parent handbook has been received and it is the responsibility of the parent(s) or guardian(s) to read and adhere to all policies stated contained within the handbook.

Print Name

Child's Name

Signature of parent or legal guardian

Date