

# **PARENT HANDBOOK**



Global Montessori School of Westwood

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Handbook Directory



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# Parent Handbook

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## **GLOBAL MONTESSORI SCHOOL OF WESTWOOD**

Global Montessori School of Westwood fosters the emotional, academic and physical growth of each child while nurturing his or her unique attributes. We provide the resources and care necessary for your child to experience the joy of learning in a space that encourages exploration and personal development, while working to achieve your child's highest potential.

Global Montessori School of Westwood is a loving, compassionate and respectful community that will enrich the intellect and soul of your child.

Global Montessori of Westwood is operated on a non-discriminatory basis, according to equal treatment and access to services without regards to race, color, religion, national origin, or ancestry.

## **MONTESSORI PRINCIPLES**

1. Freedom of choice with responsibility
2. Independence and self-motivation
3. Development of character and positive self-image
4. Sensitive periods of learning
5. Instructive materials
6. Respect for all life and diversity

## **SCHOOL HOURS**

Our school hours are Monday through Friday from 9 a.m. – 12:00 p.m.

## **PARENT RESPONSIBILITIES**

1. Get yourself familiar with the Montessori philosophy so that you will understand how your child is progressing.
2. Carefully review all notices that are sent home with your child and promptly return any forms that require signatures.
3. Stay involved.
4. Maintain an open line of communication with the school. It is important that your child's teachers are aware of any changes at home that may affect your child's behavior or progress in school.
5. Update the school with any changes on the emergency form (phone numbers, addresses, pagers).

## **PARENT DIRECTORY**

Please complete the directory request form so that we can list your name and e-mail address in the parent directory so that you can contact other parents when needed. This is especially useful for birthday parties.

## **GUIDELINES FOR RELEASING CHILDREN**

Provider will release Child only to:

- (1) parents with legal and/or physical custody or to Child's legal guardian;
- (2) parent or guardian who was authorized by prior arrangement with Provider in writing; or
- (3) police or welfare workers with proper authorization.

Anyone picking up Child that Provider (or Provider's assistant) does not recognize will be required to provide their driver's license / ID card.

All persons dropping off/picking up Child must sign Child in/out upon arrival and departure each day. No one may remove Child from the child care without first notifying Provider.

In order to prevent the spread of Covid-19, we ask that Parents wear masks or face coverings while dropping-off, picking-up, or visiting the daycare and to maintain at least 6 feet of physical distance from other families to the extent possible. Parents will also be asked to meet at the facility entryway for pick-up and drop-off of children. Please make all visits as brief as possible. Parents/guardians or authorized individuals must hand the child to the provider.

If you are feeling sick as a parent, even with mild symptoms, please arrange for somebody else to drop-off and pick-up your child. Before dropping off and picking up your child, as well as when you get home, make sure that you and your child have washed your hands thoroughly. To the extent possible, limit carpooling and have the same Parent or guardian drop off and pick up the child each day.

## **TUITION**

Tuition is an annual fee, which may be paid in full prior to the start of the fall semester or semi-annually, quarterly, or in 10 equal monthly installments. A late fee of \$50 will be assessed if payment is not received by the 3rd of each month.

## **REFUNDS**

Tuition refunds will not be made for absence from class due to illness, vacation or other circumstances. Parents must provide a two months notice in writing before withdrawing their child from the program otherwise parent will be charged for two months. No tuition credit will be given after April 1st of the school year.

## **DRESS CODE**

Clothing should be appropriate for existing weather conditions. Shoes should provide adequate foot protection. Platform and backless shoes are unacceptable footwear for school since they are not safe for playground activity. In order to maintain a hygienic and clean indoor environment, children should have both indoor and outdoor shoes. Please contact the school for information of the vendor for indoor shoes. Girls should wear tights or shorts under their dresses and skirts.

## **CHANGE OF CLOTHING**

Each child must have a complete change of clothing at school. Replace them when necessary. Please label each item with your child's full name. The school is not responsible for lost clothing.

## **CODE OF CONDUCT**

The Montessori program nurtures self-discipline, which develops over a period of several years. The basis of discipline is respect; respect for oneself, respect for others and respect for the environment. If a child has difficulty following rules of the classroom, the response will be age-appropriate. Typical approaches are personal attention, re-direction, substitution and/or removal from the situation. If the child continually disregards the rules of the classroom, the teacher(s) will seek the underlying cause for the behavior in order to help the child understand the inappropriateness of his/her own actions and to find a constructive alternative.

At Global Montessori School of Westwood, we encourage the parents to follow some general guidelines of Montessori discipline when disciplining your child at home:

- Hold your child to standard: s/he will rise to expectations.
- Behavior: Think *satisfaction and motivation* vs. *gratification and manipulation*

- Make reward internal, not external.
- Seek consistency and clarity.

## **PARENT - TEACHER CONFERENCES**

Parent-Teacher conferences to discuss progress reports are held twice a year. If you would like to schedule additional meetings, you may call the school to schedule an appointment.

## **TOYS**

Global Montessori School of Westwood provides an environment that is conducive to learning. We have a variety of activities that will stimulate your child's desire to learn. We request that you leave all personal toys and playthings at home. However, we allow your child to bring educational materials, including books, which are to be shared.

## **BIRTHDAYS**

On your child's birthday, we will do a birthday timeline telling about the special events in his/her life. We will need each parent to provide information and pictures for this activity. Please schedule your child's celebration one week in advance. You may bring a special nutritious snack. No balloons, goodie bags or candy! Invitations for birthday parties are to be mailed directly to the families.

## **CHILD ILLNESS POLICY**

Please be considerate if your child shows any signs of an oncoming illness. Provider has the obligation to protect children in Provider's care from illness whenever possible. We ask that parents help us in ensuring the health of children and staff by monitoring symptoms, including daily temperature checks. Children

with the following conditions must be kept home and will be sent home if these conditions become apparent:

- Fever over 100.4° F
- Vomiting
- Skin rash or eruptions of unknown origin
- Constant cough
- Heavy nasal discharge

(If a runny nose is related to allergies, please provide a doctor's note stating that fact)

- Diarrhea
- Conjunctivitis: such as pink eye or thick discolored drainage from the eyes
- Sore throat
- Upset stomach
- Parasites – nits, lice, crabs, etc.
- Communicable diseases – chicken pox, measles, ringworm, scarlet fever, Covid-19 (additional symptoms include shortness of breath, new loss of taste or smell, nausea, chills, headache, muscle aches, and fatigue)

Child will also be sent home when the Provider believes, in the Provider's judgment, that Child's condition poses a threat to the health or safety of Child or other children or staff in the program. Children with symptoms of Covid-19 must remain at home for a minimum of 10 days, and 3 days after the resolution of any fever without fever-reducing medication. Children who have been exposed to somebody with a respiratory illness must stay at home for 14 days to monitor symptoms. If no symptoms appear after 14 days, the child may return. Children who are sick, but do not demonstrate symptoms of Covid-19, may return 24 hours after symptoms disappear.

A Child who becomes ill at the child care will be separated from the group and Parent will be called. Parent must pick up Child within one hour after being notified of Child's illness. After one hour, Parent will be charged a late pick-up



fee in accordance with Section 3 and the actual cost of any additional expenditures related to isolated care.

If Child is sent home due to illness, this will be considered an absence in accordance with Section 4 of the contract.

## **CA IMMUNIZATION REQUIREMENTS**

California law requires all children enrolled in state schools, both public and private, to have certain doctor-recommended immunizations, or receive them when they enroll.

**What immunizations does my child need for grade school, preschool or daycare?** Effective July 1, 2019:

### **Immunizations required to enter Kindergarten:**

- Polio
- Diphtheria, Tetanus, and Pertussis (DTaP)
- Measles, Mumps, and Rubella (MMR)
- Hepatitis B
- Varicella (Chickenpox)

### **Immunizations required to enter Child Care (depends on age when enrolling):**

- Polio
- Diphtheria, Tetanus, and Pertussis (DTaP)
- Haemophilus influenza type b
- Measles, Mumps, and Rubella (MMR)
- Hepatitis B
- Varicella (Chickenpox)

Follow these links to see detailed immunization requirements for [child care](#) and [school entry](#) in California.

Personal belief exemptions will no longer be permitted beginning January 1, 2016. Personal belief exemptions submitted before January 1, 2016 are valid until the child enters kindergarten (including transitional kindergarten) or 7th grade. **Valid medical exemptions from a licensed physician are not affected and will continue to be accepted.** More information about the [changes in school immunization law](#).

## **MEDICAL CONDITIONS, ALLERGIES, AND SPECIAL NEEDS**

Medications: All medication must be in the original container for Provider to dispense it. Any special needs must be discussed prior to enrollment. You must provide to Global Montessori School of Westwood your child's latest physical (current within one year), and complete immunization records, on or before the first day of attendance. The following provisions also apply:

- I. Prescription Medication: Provider will administer prescription medication only so long as Parent has submitted to Provider (1) a signed permission form with instructions provided by Parent, and (2) a prescription from the Child's doctor with required dosage and times to be administered.
- II. Over the Counter Medication: Provider will administer over the counter medication only so long as (1) Parent has submitted the medication to Provider in the original packaging; (2) the medication is to be administered according to package instructions; and (3) Parent has completed a signed form with name of medication, dosage, and times to be given. The required dosage and times to be administered must be included in the doctor's note/Parent form. "As needed" or "as directed" will not be accepted.

Medical Conditions/Allergies: Parent must fill out a form provided by Provider listing Child's allergies and all medical conditions.

Special Needs: Special needs of any kind must be discussed prior to enrollment to ensure the Provider's ability to care for the Child in a safe and positive manner.

## **DUTY TO REPORT CHILD ABUSE**

Global Montessori School of Westwood is a mandated reporter of suspected child abuse under the terms of the California Penal Code, section 11166. Global Montessori School of Westwood and any employees who have knowledge of or observe the child, in their professional capacity or within the scope of their employment, knows or reasonably suspects has been the victim of child abuse, have a statutory duty to report the known or suspected instance of child abuse to a child protective agency. In addition, Global Montessori of Westwood and any employees who have knowledge of or who reasonably suspect that mental suffering has been inflicted upon the child or that his/her emotional well-being is endangered in any other way, may report the known or suspected instance of child abuse to a child protective agency.