

*"An exclusive way to grow and learn"*



**MONTESSORI HILLS**  
ACADEMY

**2023-2024**  
**School Year**

**Parent Handbook**

## Index

	<b>Page</b>
Welcome.....	2
History.....	3
Mission, Vision, Values and Philosophy.....	4
Get to know the Montessori Method .....	5
Montessori Areas.....	6
Policies and Procedures for Admissions and Enrollment.....	9
Punctuality/Sign in and out procedure.....	13
Health and Safety Guidelines.....	14
Behavioral difficulties and school discipline rules.....	16
Dress Code.....	16
Food/Beverages.....	17
Weekly items needed.....	18
Celebrations, Birthdays & Fundraising events.....	18
Withdrawal of students and refunds.....	20
Health & Safety Practices .....	20

# Welcome to our 2023-2024 School Year!

Dear Parents,

This Handbook was created as a tool to help guide you through our policies and procedures as well as our admissions process.

We ask that you please review and adhere to our guidelines. In this handbook, we consider the children's safety, health, the teachers' mission, and the parents' involvement and goals, as well as the laws and regulations to ensure a smooth and efficient operation. At times, we will need to adjust, in which case, we will notify you via email. We are happy to answer any questions and encourage you to call our office at 619-421-2249. You can also e-mail us at [montessorihills@hotmail.com](mailto:montessorihills@hotmail.com). We look forward to a great and successful school year.

Sincerely,

*Romina Bujazan & Yoliand Valenzuela*  
**Program Directors**

**\*We invite you to “like” our Instagram & Facebook page so that you can receive updates, special news, notifications, and pictures on activities that your children do at our school.**

# History:

Montessori Hills Academy was founded in January 2007, with the objective of providing high quality education to our community. In 2010 our vision expanded to our current location where we guide children ages 2-6. In 2011 we were happy to announce our success in establishing a certification program for Montessori guides including also a place for them to practice their internship. MHA is affiliated with American Montessori Society and is accredited by MACTE and the Bureau of Post-Secondary Education, giving us the opportunity to offer the uppermost class of education.



**Here at Montessori Hills Academy, we invite our parents to get familiarized with our mission, vision, and philosophy so that you can collaborate with us and make all this possible.**

#### MISSION:

To contribute to our society individuals who will demonstrate balance by way of thinking, feeling, and interacting, at the same time offering a quality education that will have a positive influence for many years to come, resulting in conscious, confident and successful adults.

#### VISION:

To be a leading Montessori school, providing an exemplary education for children, teachers and parents. An education which is led by our personal commitment to restoring compassion and love. By example we hope to transcend this into our students and thus our society.

#### VALUE:

The universal value which guides us all is LOVE, which is essential in the physical, social and emotional development of children and anyone collaborating in their advancement. With love, it is easier to put into practice an environment of respect, tolerance, and empathy.

#### PHILOSOPHY:

Our philosophy is based on the Montessori Method, where the classroom is merely the space provided to encourage autonomy, it is a child led atmosphere, and the teacher is only a guide. The classroom offers each child didactic material specialized for their developmental level.

## Get to know the Montessori Method

*Maria Montessori said, **"Play is a child's work."** This Montessori principle believes that children learn by doing "works." Doing "works" promotes focus on respect for self, respect for each other and respect for the classroom environment.*



### A brief biography of Dr. Maria Montessori:

Maria Montessori was born in Italy in 1870. In her work at the University of Rome's psychiatric clinic, Dr. Montessori developed an interest in the treatment of children and for several years wrote and spoke on their behalf. At age twenty-eight, she became the director of a school for mentally disabled children. After two years under her guidance, these children, who formerly had been considered uneducable, took a school assessment along with "normal" children and passed successfully. Educators called Dr. Montessori a miracle worker. If mentally disabled children could be brought to the level of "normal" children, Dr. Montessori wanted to study the potential of "normal" children. She went back to school to study anthropology and psychology and finally, in 1907, was asked to take charge of fifty children from the dirty, desolated streets of the San Lorenzo slum, in the city of Rome.

### Montessori Areas:

**Practical Life:** The purpose of practical life exercise is to encourage conscious, orderly, controlled, and functional knowledge out of the mass happenings in the real world. The practical life exercises help a child break down jobs at hand into easily manageable components. They all require real tools: silverware, wood, glass etc.-all times that reflect and typify an actual home environment. In this way, they provide the child a chance to learn what practical living is, and how to manage it. The main areas in the practical life

exercises involve Grace and Courtesy, Care of Person, Care of the Indoor Environment, and Art.

**Sensorial:** This area deals with size, shapes, and colors. All the sensorial materials are designed to aid the child in training and refining his/her five senses. Children are exposed to these concepts and challenged to make judgments about them. By using the sensorial materials, the child learns to recognize similarities and differences; to discriminate between similar objects and to graduate similar objects. Each set of materials is used as carefully and precisely as possible. Precision at this stage prepares for later work in geometry.

**Language:** Montessori children typically do not remember learning to read, as the environment is designed so that all experiences feed naturally toward the development of skills required for reading. It was not only Maria Montessori's trust in the child's power that lead her to approach reading in this natural way, but also her concept of the child as an active, rather than receptive being. She considered it the job of education not to fill the child with the techniques for reading, but to free the child for self-expression and communication. Therefore, although reading, writing, spelling, and grammar are introduced to the child in an organized phonetic method, the presentation allows the child to acquire reading skills without realizing the effort.

**Mathematics:** Math is the study of numbers, quantities, shapes, and measurements and how they relate to one another. In Montessori math, the children are introduced to the concrete sensorial impressions of numbers, the decimal system and its functions, addition, multiplication, subtraction, and division. Using manipulative materials, the child explores these concepts physically, creating a basis for more abstract operations.

**Geography/Cultural Arts:** Geography is the study of the earth including its people, resources, climate, and physical features. Teaching Geography aids the child in developing a clear sense of spatial orientation. By giving sensorial impressions of the earth and showing children their relationship to it, Montessori lessons help develop a foundation of global awareness. In addition, Geography lessons explore different world cultures. Through exposure to cultural traditions and lifestyles, geography lessons allow the child to become aware of and develop a respect for all cultures, which is critical in today's global community.

Because he/she is young, the child is willing to work and is receptive to direction. He/she works for the simple joy of doing the task at hand, so early childhood is the ideal opportunity to give him/her the methods to use them.

The teacher is an important catalyst, allowing the child to repeat the task for its own sake. The teacher also helps him/her appreciate the value and dignity in the work itself. As the

child builds success upon success with small tasks, he/she can go on to greater ones, mastering his/her small environment.

**Botany and Zoology:** Exploring the subjects of botany and zoology, will facilitate the child's development an appreciation for the understanding of the life cycle. Through specific botany works, the child develops a greater knowledge and understanding of the virtue of patience as the child is exposed to nature's seasonal changes and the growth cycle.



**Educational gardens:** *Education and nutrition go hand in hand.* Gardening at school is a simple yet effective tool for our students to understand nutrition. It gives them hands-on experience growing fruits and vegetables. Harvesting fruits and vegetables leads to a

greater understanding of the quality of our food and what goes into our bodies when we eat. They have a better appreciation of the time and care that is put into the harvest. Gardening awakens the interest in our environment and helps see the beauty in what comes from nature. All that is grown, at some point will be eaten by the students, it is a wonderful experience for them.

A mixed age environment is fundamental to a Montessori Classroom. This ensures that as children move through the classroom they will be exposed to older and younger peers, facilitating both imitative learning and peer tutoring. At Montessori Hills Academy we offer classrooms with a 3-year age group within the range of 2 – 6 years. Along with direct lessons given by classmates, younger students in a multi-age setting also learn by observing the activities of older peers and even by eavesdropping on advanced lessons given by the teacher to another child. Montessori Guides are careful to present lessons to older children in a manner that allows interested young children to watch, listen and learn.

## Why “An exclusive way to grow and learn”?



Our "Journey to Discover Montessori" helps to better understand the Montessori philosophy in all its particulars and areas. These conferences are held once a year. It is an amazing experience to fully explore and come to understand everything your children work with daily.



At MHA the being of each child is of great importance to us. It is our goal to provide an educational background that allows them to develop their own identity. That is why it is necessary to strengthen attitudes that configure and model ideas, feelings, actions of children as well as values that help grow harmonious development of all human qualities. We are a school interested in the potential development of children, respecting their essence, promoted through multiple comprehensive activities.



### **Mindfulness**

The Montessori philosophy promotes full concentration through autonomous work in which every child in the classroom is always in the here and now. We currently have a certified teacher in mindfulness that comes in the beginning of our school year. She provides techniques to children and teachers to facilitate the adaptation process and provides tools to promote mindfulness.



### **Sport Program**

Physical activity promotes the welfare of body and mind, it helps develop physical, motor and social skills as well. For MHA it is important that children have this experience, which is why we currently have a mini soccer field and a coach who introduces the practice of soccer in a quarter period of our school year.



### **Cooking Classes**

This is not a conventional cooking class; it is an exploratory class where children use all their senses to develop a meal. They will know what kind of food it is, color, shape, origin, and the different ways to prepare and put together the entire process concluding in the fabulous experience of tasting.

**In MHA we are convinced that we are forming generations of children with a different vision!**

**Montessori Hills Academy** offers an education that is based on self-directed activity, collaborative play, and hands on learning in our classrooms. While learning inside the environment, children make creative decisions, and our highly trained teachers offer age-appropriate activities to guide the process.

Children at MHA work in groups and individually to discover and explore knowledge of the world and to develop their maximum potential. We promote social development through respectful, clear communication and safe natural consequences. We foster the growth of functional independence, self-regulation, and task persistence.

Our school contains a variety of materials for the improvement of sensory perception and the development of literacy and mathematical understanding. We offer opportunities for imaginative exploration leading to confidence, creativity, and self-expression. Children learn that they are responsible for the environment, society, materials, and each other.

## **Policies and Procedures for Admissions and Enrollment**

### **Open Door Policy**

Parents are invited to visit our school to meet our certified and trained staff and to observe our teachers and students in the classroom prior to enrollment. Through the tour, interested families are given an overview of Montessori Hills Academy, curriculum philosophy, educational methods, and the facility. \*Some restrictions may apply due to new regulations.

### **Enrollment**

Enrollment at Montessori Hills Academy requires a family commitment for the full academic year. As we are a school environment and not a day care facility. We do not offer limited enrollment for short periods of time (By month or by week). This policy allows our classes to remain consistent and for the class to grow as a group academically. All enrolled families are expected to follow through with their commitment for the entire school year. **Tuition is paid in full every month**, even if a child starts attending a few days after the month has begun or when MHA is closed for Winter and Spring Breaks, pandemic closures and/or personal reasons. Prorated tuition will apply only if a child is enrolled after the 15th day of the month.

Re-enrollment period for current students and siblings begins the first week of February and for new students, enrollment process will start the first week of March. Upon your decision to enroll your child, Montessori Hills Academy requires a non-refundable enrollment fee to cover administrative costs at the time of registration along with a completed and signed registration form. Your first month tuition payment for August 2023 and half of June's 2024 tuition is due on July 20, 2023. These fees are non-refundable under any circumstance. Except for when a student is withdrawn and their last day of school is before December 31<sup>st</sup>, 2023 and the Administrative office has received a written official withdrawal letter to montessorihills@hotmail.com with at least 30 days in advance to their last day attending.

**Tuition:** Our school calendar begins August 9<sup>th</sup> and ends June 15<sup>th</sup> for the 2023-2024 School Year. Tuition is due on the 20<sup>th</sup> day of the prior month. There will be a 5-day grace period. Payment received after the 25<sup>th</sup> will have an automatic late fee of \$45.00 added to your account. After 10 business days of nonpayment, an additional \$3.00 dollar daily late fee will be added to your account until payment is received.

**Forms of payment:** All families are required to fill out our "Tuition Express" payment form at enrollment, in which you will decide if the monthly payments will be with your credit/debit card information or your bank account. (Please note that if you are using a credit card there is a 3.5% processing fee for Visa and MC and AMEX). Cash payments are also accepted in our office by/before the 20<sup>th</sup> of every month. After the 20<sup>th</sup>, automatic payment will be processed. Cash payments need to be submitted during office hours. Checks are not accepted at the front desk, thank you for understanding.

**Sibling & Active Military Discount:** First child pays full tuition amount and sibling receives 10% discount (**applies only when both children are enrolled**). We also offer a 5% active military discount. To validate and apply the discount, a valid active military ID must be presented at our office from one of the parents (mom or dad only). Discounts cannot be combined and can only be applied to monthly tuition. Enrollment, uniforms, monthly lunch fee, school supplies and any other fees must be paid in full for each sibling by parent/tutor.

**Diaper Fees:** There will be a charge of \$60.00 added to your monthly tuition for children that are not fully potty trained. Pull-ups are not allowed. The only diapers allowed are the ones with tape tabs on both sides.

**Alternative Payment Program:** We accept CDA and YMCA. If the program does not cover 100% of tuition, parents are responsible for paying the remaining balance including holidays, winter, and spring break. Any personal vacations, sickness, or other days that the child was absent as well. Payment is due as soon as the program's payment notification has been received, or by the end of the month.

Parent/ Guardian is responsible for any fees such as: registration fees, school supplies, diaper fees, uniforms, monthly lunches, fundraising events, that are not part of the monthly tuition.

Families enrolled in an APP must pay in advance for the deposit of ½ June 2024. At the end of the school year if there is a positive balance a check will be issued with that amount.

**June's Tuition:** June's tuition should be paid in full. The first half (month) will be paid before or with first month tuition payment. The second half will be paid by May 20, 2024, without exceptions. If a student does not attend in June, this fee is non-refundable. Unless the student is withdrawn (either by personal choice or as decided by the school) before December 31<sup>st</sup>, 2023, and the administrative office received written notice at least 30 days in advance.

### **Extended Care:**

We offer an Extended Care Service for your convenience. An additional fee is added to your child's monthly tuition. Make sure you read carefully this policy stated on your Enrollment Agreement form.

There are also Policies and Procedures to follow, and additional fees added to your account when enrolling a child on the Extended Care Program. Late fees apply for children not picked up by 6:00 PM, a \$5.00 per minute late cash charge will apply immediately (no exceptions). To avoid these fees, please refer to the Enrollment Agreement. **We offer an hourly service of care with a fee of \$15.00 per hour or fraction of an hour in case you need this service please let us know in advance. This fee will be added to you account.**

### **Child Admission**

Prior to admission to Montessori Hills Academy, children shall be immunized against diseases as required by the California Code of Regulations, Title 17. A copy of the child's immunization record will be required.

### **Forms to be turned in before the child's 1<sup>st</sup> day of school are:**

- ✓ Current Admission Agreement Form (with authorized signatures)
- ✓ Identification and Emergency Information form (LIC 700).
- ✓ Child's Preadmission Health History Report form (LIC 702).
- ✓ Physicians Report-Child care centers (LIC 701)
- ✓ Consent for Medical Treatment form (LIC 627).
- ✓ Notification of Parent's Rights (signed and dated receipt LIC 995).
- ✓ Personal Rights (signed and dated receipt LIC 613A).
- ✓ Documentation required for health-related services (e.g., blood glucose monitoring and nebulizer care LIC 9166).
- ✓ Authorization for dispensing medication.
- ✓ Personal Beliefs exception to required immunizations (CDPH 8262).
- ✓ Permission to publish pictures and videos.

All these forms will be given to you once you fill out the admission agreement and pay for registration (\$395.00).

**\*If any fees are not paid in full by the required due date or any paperwork is missing, child will not be admitted into school. Their first day of attendance will have to be reassigned until all documents and payments are up to date.**

### **Restraining Orders**

It is a requirement that Montessori Hills Academy is notified of any restraining orders or any court orders that involve your child. In such case we need to be notified if you share custody of your child and/or any updates or changes in due time. All information concerning the child will be sent via email to both parties until restraining order is received.

**Period of assessment of both parties:** We accept students of varying learning styles and abilities. However, we do not accept students who potentially may be disruptive to the class, or the attention required is overly demanding that affects the rest of the students.

**New students will be admitted with a 30-day probationary status.**

Parents need to voluntarily have their child observed and assessed when the lead teachers recommend a behavioral observation report. Refusing to comply with this recommendation may result in a temporary or permanent discharge. When the assessment during this trial period results in a recommendation from the MHA Academic Director to have your child assessed by the Local School District, he/she may be required to be temporarily withdrawn from MHA, until written proof of evaluation is submitted.

**Absences and Vacation:** Monthly payment is required even in the event of the child's absence, or if the school closes due to holidays, Winter and Spring breaks, staff professional growth workshops or pandemic closure. Please see MHA School Year 2022-2023 calendar for schedules and dates. The calendar is subject to change.

**Notification of change:** Registration forms are always to be kept up to date. The Administration must be able to contact parents in the event of an emergency or natural disaster. Any changes of phone numbers or address should be reported A.S.A.P. If you have a cell phone, please make sure the number is on the emergency information form. **Families are required to pay a school supply list fee of \$155.00 at the beginning of the school year.**

## Punctuality/Sign in and out procedure

**Arrival Time:** From 8:45 am to 9:00 am Session begins at 9:00 am, please make sure your children are on time. Circle time and lessons are presented, and it is important for all children to be present during curriculum hours. Please be respectful to others; when a student is late, an MHA STAFF member will take your child into the classroom.

You are required to sign your child in and out each day using our Pro-Care system. If for some reason the system is not working, please make sure you sign in or out on our daily lists, which will be in our reception area. It is important to check children in for security reasons.

Your child will be released to authorized persons only (designated in advance by you on the emergency information form). Identification will be required when someone other than you arrive to pick up your child. A list of people who may not pick up your child, including a valid court order, must accompany this request when it involves a parent.

At MHA, safety is of the utmost importance; please help us maintain an up-to-date list of authorized persons that may pick up your child in case of an emergency as well as any change in phone numbers or addresses.

## Health and Safety Guidelines

Children are not allowed to attend school if they are sick. This is to prevent the spread of illness to other children and staff as well. In case of severe mucus or runny nose, even if it is allergy related, children will need to stay at home until this symptom is controlled. We reserve the right to determine whether we think your child is too sick to attend school.

If your child becomes sick during school hours, they will be isolated and we will inform you for immediate pick up; in case we cannot reach you, we will contact the next person listed in our records. Please pick up your child within one hour of receiving our phone call. We ask your cooperation in reporting any contagious illness your child may have. To avoid any spread of diseases, Montessori Hills Academy will require that your child stay at home when they are sick.

You will be notified immediately if your child is injured and needs medical attention beyond basic first aid. In the event a parent cannot be reached, a seriously ill or injured child will be sent to the nearest emergency facility by a private staff car or ambulance; a parent will be notified immediately.

**Please allow 24 hours after the symptoms have passed before you bring your child back to school. Symptoms such as fever, vomiting severe rashes and others. Thank you for your understanding.**

**Insurance:** Minor accidents and Incidents that need medical attention may occur from time to time. Therefore, Montessori Hills Academy has all the students insured if something were to happen while in the care of MHA. Parents will be notified of the procedures to follow in case it is necessary.

**Medication policy:** Your child may not carry medication in their pocket, lunch box or backpack. Medication including over the counter (cough drops, Tylenol, etc) must always be labeled with the child's name and accompanied by the doctor's prescription. If you require us to administer the medication you need to fill out a parent request form to administer medication for your child to take medication while at school.

All medication should be turned in the reception area with a prescription and forms should be filled out. Please do not give any medication to our teachers, however please let your teacher know that medication was left in the office for your child.

**Head lice:** Mass screening of all students in a classroom and/or school does not control the spread of head lice. Rather, the spread of head lice and nits can be minimized with routine inspection by all parents and full treatment of those students with live head lice.

Parents and guardians are responsible for:

- Combed hair
- Letting your child's school, teachers & friends know, to prevent future lice situations.
- Routinely checking their child's head once, a week
- Ensuring that full, proper treatment has been completed and presenting a doctor's note at school.

***Students must remain at home for 3 days.***

***A clearance note from physician or nurse is needed for school re-entry.***

***If/When necessary, follow up will be solely under the principal's discretion.***

**Personal hygiene:** Personal hygiene is an important factor in maintaining a healthy, safe, and happy environment for your children. Each child should arrive well-groomed daily. Before arrival, please pay special attention to the following:

- Washed face
- Clean and trimmed nails
- Combed hair
- Clean uniform and shoes
- Clean lunch box
- Washed blanket and nap set
- Brushed teeth



Redirection is the first choice for the teachers at MHA. When a child is being constantly disruptive, the child is motivated to engage in a different activity to distract them from whatever is causing that behavior. If these methods fail, parents will be notified, and a parent teacher conference will be scheduled to work together.

**Damaged materials:** Montessori Hills Academy's beliefs support the theory of learning from mistakes, therefore if a student's breaks or damages any classroom material on purpose, parents will be notified to come up with an action plan to repair it or replace it.

**Biting policy:** If your child bites he/she will be sent to the office and the parent will be notified. The second time the child bites, a parent will be called and asked to take the child home for the remainder of the day; if a third time occurs, they will be suspended for three days. The fourth time your child bites they will no longer be allowed to attend our school.

**\*In a toddler's community, this reaction may be common. The suspension or withdrawal will be under the sole discretion of the General Director.**

## Dress Code

Uniforms are mandatory Monday - Thursday at Montessori Hills Academy. MHA Uniforms are available for purchase on our website: [www.montessorihillsacademy.com](http://www.montessorihillsacademy.com)

Please note that uniform orders take up to 36 hours to process, as soon as your order is ready a MHA staff will let you know so you can pick up your order at MHA.

**Exchange & return policy:** Within 30 days of your purchase, you can exchange or return if never used, please present a copy of your order number to be able to exchange or return.



### **Mondays and Wednesdays:**

- **Boys:** school Polo shirt, must be paired with navy blue or khaki pants, school sweater or hooded sweatshirt, black or navy-blue shoes. Sweatpants are not allowed.



- **Girls:** School jumper and blouse, sweater, hooded sweatshirt, navy blue or black "Mary Jane" type shoes or black or blue tennis shoes. No glitter, characters, lights or neon colors for tennis or shoes. On colder days girls are allowed to wear white, navy blue or black tights / leggings under the jumper.



### **Tuesdays and Thursdays:**

#### **Boys and Girls:**



- Spring and summer: School baby blue t-shirt, and solid navy-blue shorts and navy blue/black tennis shoes.
- Fall and winter: School tracksuit and t-shirt, and navy blue/black tennis shoes.

**Tennis Shoes:** Monday through Thursday tennis shoes must be white, navy blue or black. No glitter, characters, lights, or neon colors.

### **Fridays:**

Fridays are "free dress" days. **Your child may wear anything except onesies, rain boots, open toe or open heel shoes or pajamas.**

**Apron:** It should arrive on Mondays washed and ironed in your child's hands. Please note that the apron is part of their worktime routine.

**Personal items:** Please make sure you label your child's coats, sweaters, bedding and lunch boxes, water bottles, as there are many that look alike. Montessori Hills Academy is not responsible for any lost, stolen, or damaged items. Please avoid sending your child wearing any type of jewelry.

## **Food/Beverages**

Parents/Guardians need to provide their child's lunch. Please do not send any candies, chewing gum, sweets, or junk food. Consider foods such as cheese, yogurt; fruits (if you're sending grapes, please make sure you cut them in half long-way), vegetables, bread, cereal, crackers, etc. for your child's lunch. Remember, a healthy breakfast will ensure

good school performance. **MHA is a nut free environment due to severe allergies in some students. Please make sure your child's lunch is nut free, no substitutes or anything that looks similar is allowed.** Also, as a safety measure, no metal lunch boxes or hard plastic are allowed.

If a healthy Lunch is not provided or was forgotten, Montessori Hills Academy will provide an emergency lunch with a cost of \$12.00 dollars.

## Weekly items needed.

Please send, in a Ziplock bag, a change of clothes with your child's name. If your child needs to change, dirty clothes will be sent back home, and a new clean set of clothes needs to be brought in the next day.

**Blanket and sheet (rest time) if applicable:** All students must bring a clean crib sheet, a small blanket and small pillow to school every Monday for rest time. They must be packed in a large Ziploc bag (3- or 5-gallon size), labeled with your child's name. On Friday you will take them home to wash.

**Children in Diapers:** Parents/Guardians need to provide enough diapers, baby wipes and a change of clothes every day. Three or more accidents in a week are considered NOT fully potty trained and a \$60.00 fee will be added to your monthly tuition. Please note that children in diaper needs to be dropped off with a clean diaper. Pull-ups are not allowed. The only diapers allowed are the ones that have the tape tabs on the sides.

**Toys:** Toys of any kind are not allowed in our school unless the teacher requires them for any academic activity. Safety is our priority. Montessori Hills Academy will provide the necessary materials your child will need for each activity performed in their environment.

## Celebrations, Birthdays & Fundraising events

**Celebrations:** We respect each family's beliefs and traditions. Please let us know if you don't want your child to participate in any of our festivities so we can let your child's teacher

know. Also, please let us know if there were any tradition you would like to share and we can plan accordingly. Thank you.

**Birthdays:** If you are planning a celebration and would like to send out invitations for your child's peers, you may do it through the teacher ONLY if every child in the class is invited. If not, please hand out the invitations yourself outside the school premises. We are not allowed to send by email any invitation/ flyer or share any contact information with our families. Thank you for your understanding.

There is a special Montessori celebration for birthdays named "**the Celebration of Life**". Please talk to the teacher to set up the date and time for your child's celebration a week prior and stop at the reception for an informational sheet with more details and suggestions.

**Photographs and Videos:** Our programs will include activities that will be recorded and photographed. Your child may appear in these recordings and/or photos by signing the consent form in the enrollment packet. If you do not want your child's photograph to be displayed in our website or social media (Instagram & Facebook), please let us know and sign the form with your authorization. If a child is not allowed to be photographed, please take into consideration that he or she may not be able to participate in some events since all our events are professionally recorded.

**Fundraising Events:** Montessori Hills Academy plans two-three fundraising events per School year. All proceeds are used for improvements to our facility, and we want to thank all the parents in advance for your participation. Details are sent out a month prior to the event.

One of those events is our Annual Raffle for Education. Participation for our annual raffle is required from all families, you will receive 10 Raffle tickets per child and \$10.00 will be added to your account monthly from September 2023 to June 2024. You may also pay \$100.00 as a one-time fee at the beginning of the school year.

**Field Trips (Children's House) Rooms 4, 5 & 6:**

At least two field trips are scheduled for the school year 2023-2024. Details will be sent a few weeks prior to each field trip, through the parents' emails and monthly newsletters. Field trip dates may be subject to change and restrictions may apply for some classrooms.

## Withdrawal of students and refunds

If your child is withdrawn from our program before January 1<sup>st</sup>, 2023, your deposit for half of June 2024 will be refunded.

**Cancellation of Agreement:** To withdraw a student from Montessori Hills Academy, a parent must submit **a 30-day written notice (letter by email)** to the Administrator. Letter must include the following:

1. - The reason for withdrawing your child and the last day your child will attend
- 2.-. We would like to know if you are satisfied with the service provided.

All financial/administrative obligations must be taken care of before the student is withdrawn from school. Parents/Guardians may cancel the contract at any point during the school year. Monthly dues need to be paid even if the child only attends for a few days during the last month.

Montessori Hills Academy reserves the right to remove a student at any time if that students conduct, progress, or influence on campus is not in keeping with the schools' accepted standards, as determined by the Directors sole discretion. Montessori Hills Academy reserves the right to ask a parent to withdraw his/her child if the parent become abusive to the staff or to other children, as determined by the Directors sole discretion.

## Health & Safety Practices

We have enhanced our already rigorous protocols to maintain a safe, healthy school environment for children, families, and staff. These are some of the changes that we are doing as a safety precaution:

### ARRIVAL

- **We ask parents to wait their turn outside school.** There will be signs by the window, you will wait there for a STAFF member who will ask for your personal code to check-in your son/ daughter.

- A staff member will check your son's/daughter's temperature.
- A staff member will walk your son/daughter to their classroom.
- Please be respectful and help us follow our new health and safety guidelines.

## **DURING THE DAY**

- We will conduct regular wellness checks throughout the day.
- Washing everyone's hands with soap and water for at least 20 seconds.
- Post signs in restrooms and near sinks that convey proper hand washing techniques.
- We will clean and sanitize bathrooms and communal areas constantly.
- All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others.
- Toys will not be allowed at any time.
- During nap times, cots are placed head to toe, not face to face where applicable.

## **DISMISSAL**

- We ask parents to wait their turn outside the school by the main entrance.
- There will be signs indicating where to wait for a STAFF member to ask for your personal code to check-out.
- Then the Guide will bring your child to the door, parents cannot enter the classroom for safety reasons.

**Thank you for choosing Montessori Hills Academy and for giving us the opportunity to offer your child an exclusive way to grow and learn...**