



Lighthouse Montessori School

Parent Handbook

2023-2024 School Year

Lighthouse Montessori School

Locate in ***The Point Church*** @ 3695 Rose Terrasse Circle San Jose, CA 95148

Preschool & Kindergarten Director: Mrs. Barbara Lewis 408-661-8893

Executive Director: Ms. Teresa Yi Chen 408-396-1654

Website: www.Lighthouse-Childcare.com Email: LighthouseEducationInc@Gmail.com

MISSION STATEMENT

The mission of the Lighthouse Montessori School is to provide a nurturing Montessori-based educational environment which has the tools, programs, resources and support to enable students to become educated to high international academic standards and to develop themselves to their fullest capacity as competent, happy, productive individuals, family members, workers, and contributors to a better society and a peaceful world.

This is achieved through a strong commitment from and partnership with parents, teachers, community groups, the legislature, and the individual child, and is grounded in a philosophy of trust in individuals to seek their own highest levels.

THE BASICS OF OUR CLASSROOM

Role of the Teacher:

- To facilitate the children's learning by preparing the environment, by observing the children and listening to them to better understand their needs, and by acting as a model for children.
- To respect the child's individuality, personality, pace of learning, rights and needs.
- To reinforce ground rules and thereby protect the rights of the child.
- The adult would intervene if:

One child is disturbing the activities of another.

One child is dangerous to himself/herself or another.

A child is destructive to the learning materials.

Rights of the Child:

- To work alone or with friends.
- To freely choose jobs during the work period.
- To choose the same activities repeatedly.
- To not choose any activities and simply observe others.
- To make mistakes without intervention.
- To have individual lessons and guidance as needed from an adult or another child.

Responsibilities of the Child:

- Being respectful to adults and other children.
- Choosing and using jobs respectfully.
- Returning all the jobs used during the work period.
- Cleaning up any spills or messes he/she makes as demonstrated by an adult.

Description of our programs:

Lighthouse Montessori provides a warm, nurturing environment that fosters a love of learning and builds self-esteem for each child (age 2 to Kindergarten). We teach to every aspect of the child's growth; social, intellectual, emotional and physical. We guide the children to academic excellence using the Montessori approach to teaching math, language, practical life, grace and courtesy, sensorial and cultural lessons.

SCHOOL HOURS

Lighthouse Montessori School is open from 8:00 am-5:45 pm Monday through Friday. Please see the school calendar for school holidays and recesses.

POTTY TRAINING

Children entering Lighthouse Montessori School older than 2 years and 9 months must be completely potty trained. Teachers will help with potty training of younger children when the family is ready. We believe that parents should begin potty training at home by devoting at least one weekend and the following week to a very simple schedule allowing parents to be available to give full attention to potty training efforts. The school will assist with potty training after it has begun with the parents. A Potty-Training Agreement will be established and signed by the parents and Lighthouse Montessori School. More information is available upon request.

CURRICULUM

The areas of the classroom are Practical Life, Sensorial, Language, Writing, Math, Science and Geography.

Practical Life - Practical life is very important in Montessori education. Care for the person, the environment, and common courtesy are taught. The child learns to care for their own being by learning to dress, groom, and prepare food. They learn to care for the environment by cleaning and gardening. They learn common courtesy by walking carefully, carry objects properly, and using good manners. Practical skills such as pouring, using a spoon, folding, using tools, cutting, and beading are all taught. All practical life works help the child practice hand-eye coordination, gross and fine motor skills, and daily functions. In perfecting these skills the child forms self-confidence, concentration, and a sense of order.

Monthly Themes - The program has general monthly themes determined by the season, special holidays and the continent we are studying. The monthly themes are designed to promote developmental skills, and to enrich all children's understanding of their world. The themes have educational, social, cultural, and emotional value.

Circle Time – Circle time provides the children with the opportunity to interact with each other as a group. During this time, we will learn calendar skills, weather skills, sing songs, play games, read stories and learn about each other. During this time, the teacher will prepare children for the day and review the, number, theme, and letter of the week.

Arts and Crafts – The projects are focused around the holidays and creative Arts. Arts and Crafts projects stimulate a child's mind to be creative. These activities also assist in the development of fine and gross motor skills. Children also achieve a sense of pride and accomplishment through the development of projects. Our program is filled with hands-on learning activities as well as open-ended art activities. Open-ended art allows the child to

explore the use of various materials and processes and enjoy what happens. Craft projects are designed to help the children develop their creativity and the use of specific skills. The children are in the process of learning. It is the “process not the product” that is important. Please keep this in mind and treat all of your children’s projects as masterpieces!

Math and Language – Math skills will focus on number recognition, counting, sequencing, patterns, charts, addition, odd/even, clock work and place value. Children will learn to recognize, identify, and eventually write the numbers and letters. Children will be taught individually and in small groups. During learning time, many of our songs, and games will reflect the theme. Individual and small group lessons will be given according each child’s pace and readiness.

Science and Geography -- Science will consist of simple science concepts, science experiments, plants, animals and geography. Daily lessons are usually focused around the theme of the week. The children will study a different continent or country within the continent each month.

Manipulatives – Manipulatives develop organizational skills like sorting, counting, comparing, classifying, matching, and shape recognition. Children integrate concepts through more physical involvement. By using more senses, children form more associations and learn.

Sensory Experiences – Children will be provided Montessori material with a wide variety of hands on, concrete, real world sensory experiences appropriate for the child's age and stage of development. They will learn about all of their senses and how to use them.

Music and Movement – Parachute, scarf, and stick! Rock and roll, raise the roof and jam out! Children will discover their own talking and singing voices, dance to the beat, and explore rhythm with real musical instruments. Children will also be exposed to classical composers and several different genre of music.

Kindergarten Readiness – Children will be taught the necessary skills to ensure success in kindergarten

ADMISSIONS POLICIES AND PROCEDURES

Enrollment preference will be given to full-time students. The following documents and fees must be completed and submitted to the school before your child will be enrolled:

- Registration Form.
- Signed Admission Agreement.
- Enrollment Forms Requested by the California Department of Social Services.
- Copy of Immunization Record.
- **\$150** Registration Fee and Deposit of **\$600**.

A parent must schedule an observation/tour in the school classroom prior to enrollment.

UPDATING REGISTRATION PAPERWORK

Please keep the staff informed of any changes in your child's routine/environment which may affect him/her while at the school. Including changes in address, phone number, pick-up list, and diet.

TUITION AND PAYMENT POLICIES

A holiday reserve fee equal to 7% (18 closing days /261 weekdays) current month's tuition will be added to each month before other discounts. No tuition will be charged on the weekdays when school is closed for holidays and breaks.

The tuition will be prorated for children starting or withdrawing during the month.

Current Month tuition = days attending x daily rate (a fixed rate base on schedule).

Tuition is due on the 7th business day of each month, and a \$10 late fee per child will be charged on all tuition received after 6:30 pm of the 8th calendar date. Failure to pay will result in your child's account being sent to collections.

WAITING LIST POLICY

Applicants who wish to have their name placed on the waiting list must submit a completed enrollment form and registration fee & deposit are required at this time. Admission will be granted on the basis of availability. Parents/Guardians will be notified by phone when space becomes available.

DEPOSIT

A \$600 deposit will be collected upon registration. The deposit will be applied to the last two weeks' tuition or refunded on the last day of school within 5-7 business days. The deposit is refundable if Lighthouse Montessori School cannot provide a spot on the agreed start date. The deposit is not refundable if the family chooses not to join Lighthouse Montessori School when a spot is available on the **Agreed Start Date (the date agreed upon by parents and Lighthouse Montessori School)**.

Delaying **Agreed Start Date**: to delay a child's start date, advance notice in writing or email is required.

- 30-Day Notice: If a family gives written notice 30 days before the original start day, a new start date can be established with no charge to the family.
- 2 Week Notice: If a family gives written notice 2 weeks before the original start day, \$100 Re-registration fee will be charged. The fee may be deducted from the deposit. A new start date will be established.
- No Advance Notice: If a family decides to delay the start date and fails to give written notice 2 weeks before the original start date, a deposit will be applied to pay tuition effective on the original start date. No more than two weeks of tuition will be owned, and a new start date can be set.

SCHEDULE CHANGE AND WITHDRAWAL

Please notify the school Director, if you will be changing your child's schedule or withdrawing your child from the program. A two-week written notice is required for both schedule change and withdrawal.

Schedule change: Schedule change month tuition will be calculated as
Days on original schedule x daily rate on original schedule + days on new schedule x daily rate
on new schedule

Deposit will not be adjusted upon schedule change.

Withdraw: The two-week tuition deposit will either be refunded or credited to the following month of tuition. For withdrawal notice of less than 2 weeks, the deposit will be refunded on a prorated basis.

Re-enroll from withdrawal: There is no waiting list priority if the deposit has been refunded and the child returns to school. **For students who withdraw and re-enroll within 4 months, a re-enrollment fee of two-week current tuition will apply.**

ABSENCES and ILLNESS POLICY

No tuition credit will be given to students absent for personal reasons. (See vacation policy in next section.) It is the responsibility of the parents to notify the school when their child is ill and to check with a teacher regarding notes or future events.

If your child gets sick or injured while at school, staff will contact you immediately. You will be required to pick up your child at that time. In the event that you are not reachable, staff will contact the persons listed on your child's emergency card. **For this reason, it is very important that your emergency information be updated when any of your contact information changes.**

Teachers conduct daily health checks of each child as they enter class in order to prevent the spread of contagious illnesses. Children with the following symptoms will be asked to return home:

1. Temperature 99.4 degrees or above.
2. Green or dark-colored nasal fluid.
3. Student is too ill or uncomfortable to function in a school setting.
4. Excessive or productive cough.

If your child has an elevated temperature, please keep him/her home for at least 24 hours after the temperature is back to normal. If your child is absent from school with a contagious disease and they return to school with visible symptoms, such as a rash, discolored nasal discharge, pink eyes, lice, etc., a doctor's written release may be required before your child is readmitted to class. It is especially important to notify teachers when your child has a contagious disease so that they may notify other parents. Minor cuts and scrapes at the school will be washed with soap and water only.

VACATION POLICY

No vacations shorter than 5 consecutive business days (school holidays are considered as business days)	School Year Vacation	Summer Vacation (6/17/24-8/31/24)	
	Vacations equal to or longer than 5 consecutive business days	Vacations between 5 and 20 consecutive business days	Vacations longer than 20 consecutive business days; From the 21 st business day on
Written notice is received two weeks prior to vacation	50% of the regular tuition will be waived	50% of the regular tuition will be waived.	85% of regular daily tuition will be waived
Written notice is received within two weeks prior to vacation	25% of the regular daily tuition will be waived	25% of the regular daily tuition will be waived	85% of regular daily tuition will be waived
Written notice is received after the first day of vacation	10% of the regular daily tuition will be waived	10% of the regular daily tuition will be waived	85% of regular daily tuition will be waived

No vacations shorter than 5 consecutive business days (school holidays are considered as business days)

- B. The tuition will be waived in the following month's invoice.
- C. No tuition will be charged on the weekdays when school is closed for holidays and breaks.
- D. **Vacation during School Year: September 1, 2023 – June 14, 2024**
 - If written notice is received at least two weeks prior to vacation: 50% of the regular tuition will be waived for vacations 5 consecutive business days or longer.
 - If written notice is received within two weeks prior to vacation: 25% of the regular daily tuition will be waived for the vacations 5 consecutive business days or longer.
 - If written notice is received after the first day of vacation: 10% of the regular daily tuition will be waived for the vacation 5 consecutive business days or longer.
- E. **Vacation during summer: June 17, 2024 – August 31, 2024**
 - If written notice is received at least two weeks prior to vacation: 50% of the regular tuition will be waived for vacations between 5 and 20 consecutive business days.
 - If written notice is received within two weeks prior to vacation, 25% of the regular daily tuition will be waived for vacations between 5 and 20 consecutive business days.
 - If written notice is received after the first day of vacation: 10% of the regular daily tuition will be waived for vacations between 5 and 20 consecutive business days.

- 85% of regular daily tuition will be waived for the vacation days after 20 consecutive business days, from the 21st business day.

MEDICATIONS/SUNSCREEN/ALLERGIES

You will be asked to list all medications your child is taking on your child's Enrollment Form. Prescription and non-prescription medications will be administered at school given that the proper paperwork has been completed by your child's physician, signed, and returned. All medications need to be stored in their original packaging. If medication is prescribed by a doctor, the original packaging, including the prescription label, **MUST** be with the medication. Medications are kept locked and will be administered as directed by the prescribing physician. Staff **CANNOT** administer medication without this signed form.

Also, if you find it necessary to medicate your child before bringing him/her to school, please inform the staff. This will alert us to any change in behavior. **NEVER** send medication to school in your child's backpack or lunchbox.

Please apply sunscreen to your child before arriving at school. Sunscreen will be applied when your child playing outside during the months of April through October after 3 pm with a signed consent form from the parents.

If your child has **ANY** allergies, either food related or otherwise, it is imperative you include this information on their enrollment package. An allergy list will be posted in the snack area of the classroom for easy staff reference.

EMERGENCIES

In case of a medical or dental emergency, staff will call all emergency contacts, beginning with the child's parents, listed on the emergency cards until someone is reached that can come pick up the child. In the event of a life-threatening emergency, staff will call 911.

NAPTIME POLICY

All full-time children must lie down during naptime. After about 1 hour rest children that are not asleep will be invited to get up for a quiet reading time. Napping children are allowed to continue sleeping until the end of nap time. The school provides a cot or mat for each child.

Parents will be charged \$10 for a sheet. Parents should provide a pillow and blanket for napping. Bedding should go home each week for laundering and return to school the following week.

FIELD TRIPS

Field trips may be taken to further the learning experiences for the children. Parent permission slips will be completed well in advance. Parent volunteers will be utilized to increase adult supervision. Parents and staff will be used for transportation unless otherwise informed.

SHARING/PERSONAL BELONGINGS/“WEAPONS” POLICY

Our classroom is fully equipped with everything your child needs to have a wonderful learning experience throughout their day. Therefore, we ask that children leave their personal belongings (i.e. toys, markers, etc.) at home.

Lighthouse Montessori School promotes a “violence-free” community. Weapons of any kind (action figures containing weapons, play guns/swords/costumes with weapons, clothing with action figures and superheroes, etc.) will not be allowed. This includes language pertaining to weapons and violence. Thank you for your support on this issue.

The school cannot be responsible for valuables, both sentimental and monetary. Therefore, please do not send your child to school with anything that you or your child hold valuable. The school will make every effort to ensure that all children’s belongings are respected, but we simply cannot guarantee this. It can be heartbreaking for a child to lose or break something that means so much to them.

EXTRA CLOTHING

We ask that each child keep a complete set of extra clothing at school. This ensures dry clothes are available for your child should they spill, have an accident, etc. Please check your child’s extra clothes supplies regularly. Please label all your child’s belongings with permanent marker, first and last name if possible.

BIRTHDAYS/HOLIDAYS

A healthy birthday treat to share at school is always welcome. We usually celebrate birthdays in the morning at 10:45. We love to celebrate birthdays here at school, but they must be kept simple. Cookies, fresh fruit or veggies with dip, or some other small treats work the best. We can have birthday celebrations that last no longer than 30 minutes. The children participate in the traditional Montessori celebration with a “walking around the sun” activity. We would also like each child to bring a personal timeline made at home to share with the class. One picture to represent each year of your child’s life, so if your child is turning five, you will have five photos. Please give us 1 week's notice if you would like to bring or send a treat - you may send a note, e-mail us or give us a call at school. We are usually very flexible but occasionally there may be a conflict in our schedule.

You are welcome to come and eat lunch with your child on his/her special day. Please, check in with the director upon arrival.

Lighthouse Montessori School embraces all holidays from all cultures as a way of celebrating cultural and ethnic diversity. If your family has a special holiday tradition and/or celebration they would like to share with the class, please contact a teacher to make arrangements.

NUTRITION/SNACKS/LUNCHESES/SUGAR POLICY

Lighthouse Montessori School strives to teach and model proper nutrition. **We ask that sugar be kept at a strict minimum at school. Please read the labels and not send your child to school with sugar-laden lunches.** Students are encouraged to bring a nutritious lunch from home. We encourage well-rounded meals that include fruits/vegetables, bread, juice (100% fruit)/milk, dairy, etc. If staff notices that your child is eating too much sugar or not enough of a particular food group, we will discuss that with you. We eat lunch “family style” by sitting at tables together. We model and teach table manners and politeness during our lunch period.

Parents need to provide the school with any known food allergies or food restrictions. Please notify the school staff of any changes (a change form will need to be completed and signed) that need to be made to your child’s registration form.

Our school is a **No Nut Zone** due to the severe allergies of young children. This includes “Nutella” products.

ARRIVAL AND DEPARTURE

Parents are asked to address the teachers when children arrive and leave. This assures that children are properly greeted and always accounted for. Upon arrival, parents are required to sign their child in on the sign-in sheet, as well as sign their child out upon departure. Only the adult responsible for taking their child home may sign the child out. Other parents of the school may not sign children out in order for them to play on the playground while waiting for their parents to arrive. It is mandatory that parents list the names of persons authorized to take their child from the school facility. Pictured driver's license identification is required for pickup. Your child will not be released to anyone not listed on your release form. In the event that it should become necessary for someone other than those listed on the release form to pick up your child, it will be necessary to send a signed note with your permission to release your child to that person. Our school closed at 5:45 pm. Please pick up your child promptly. Students picked up after 5:45 pm will be charged \$1.00 per minute late. Should you encounter an event that requires you to pick up your child early from school, please call the school directly to notify a teacher.

DISCIPLINE POLICY

Lighthouse Montessori School’s discipline policy is one of teaching appropriate behavior and maintaining a peaceful environment. A peaceful environment and the care of each child is always the final goal of any discipline. When conflict arises, children will be asked to resolve their differences by talking together and showing respect for themselves and their peers.

In the event, the children are unable to resolve their own conflicts or in the event, there is a safety issue, staff will assist them. Lighthouse Montessori School staff will at no time use

corporal punishment, spanking, or any unusual punishment. The child's personal rights will always be respected.

If a child is putting himself/herself or other children at risk for safety reasons on a continuous basis then the family may be asked to withdraw the child from the program. The following list of infractions may lead to dismissal:

1. Biting
2. Hitting
3. Play Fighting
4. Tantrums
5. Inappropriate Language
6. Leaving supervised areas.

All incidents are documented by the supervising teacher and then presented to the director. The director will review the incident and parents will be notified of infractions.

Lighthouse Montessori School or parent/guardian may request a conference at any time to discuss behavior issues. A written plan will be devised and agreed upon by the child's teacher, parents and the director. If the behavior is not corrected after the written plan implementation, the director reserves the right to ask the child to withdraw from the program for a length of time that the director feels is appropriate.

DISMISSAL

Lighthouse Montessori School will make every effort possible to ensure the success of your child while at our school. Additional steps may be taken when an issue arises where there is an incompatibility between the school environment and the child or home environment. These may include additional parent/teacher conferences throughout the year and other remedial steps to ensure the success of both family and child at Lighthouse Montessori School. When the staff agrees that circumstances are beyond our control, whatever those circumstances may be, the Director may dismiss, at her discretion, a child. When such dismissal is made final, the family will be refunded the balance of their tuition and full deposit.

COMMUNICATION CHANNELS/PARENT GRIEVANCE PROCEDURES

The success of Lighthouse Montessori School is as good as the quality of communication between staff and parents. We honestly feel that there is no issue "too small" to discuss when it has to do with the education and development of your child. **We do ask, however, that you respect the children's space and do not bring up behavior or development issues when dropping off or picking up your child.** Conversations during this time should be limited to schedule changes or pertinent information. If you have an issue you would like to discuss with your child's teacher, please contact the school to schedule a time (either in person, via phone, or by email) to talk. And remember, these conversations should not take place within earshot of your child.

To serve all children at Lighthouse better, all communications should go through Mrs. Barbara and/or Ms. Teresa. Information will be forwarded to teachers. Teachers will respond during the teacher's prep time when they are not supervising children.

Text (or call in an urgent situation) Mrs. Barbara 408.661.8893 Ms. Teresa 408.396.1654.

HOLIDAY POLICY

Lighthouse Montessori School Program observes the following holidays in the 2023-2024 school year (September 1, 2023 – August 31, 2024). A holiday reserve fee equals 7% (18 closing days /261 weekdays) current month's tuition will be added to each month before other discounts. No tuition will be charged on the weekdays when school is closed for holidays and breaks.

- Labor Day (Monday, September 4th, 2023)
- Thanksgiving Break (Wednesday, November 22nd – Friday, November 24th, 2023)
- Winter Break (Friday, December 22nd, 2023 – Tuesday, January 2nd, 2024)
- Martin Luther King Day (Monday, January 15th, 2024)
- President's Day (Monday, February 19th, 2024)
- Memorial Day (Monday, May 27th, 2024)
- Independence Day (Thursday, July 4, 2024)
- 2 Teacher in-service days per school year (Friday, May 24th, 2024 and Friday, August 9th, 2024)

PHOTOGRAPH AND/OR VIDEOTAPE

Lighthouse Montessori School Staff reserves the right to photograph and/or video tape participants in the school facilities and activities. All photos and/or videotapes will remain the property of Lighthouse Montessori School and may be used for publicity and promotional purposes.