



Parent Handbook

Enrollment

School Year 2025/2026

"Helping children, help themselves"
Dr. Maria Montessori

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Tuition and Fee Schedule

School Year 2025/2026

The Montessori environment fosters wonder and confidence – two key elements that keep a student's interest and enthusiasm for discovery alive. Because the method works best within a framework of consistency and routine, our five-day-a-week schedule works best.

Annual tuition is based on the program each student is registered to attend. The school year runs from September through early June each year. Tuition payments are not adjusted for COVID-related or state mandated closures and absences.

The first and last non-refundable payments for returning students are due by May 25, 2025, as outlined in the payment calendar. For new students, the first and last non-refundable payments are due by March 25, 2025, or at the time of enrollment if after that date.

There are eight additional payments to be made. Including the first and last non-refundable payments, there are ten total payments due. Please see the Payment Calendar on Page 4.

An annual nonrefundable Registration & Insurance Fee of \$300.00 is also due upon submission of the School Year Enrollment form. In addition, an annual nonrefundable Materials & Insurance Fee of \$100.00 is due January 25th of each year. Tuition payments are due as noted on the payment schedule. Late fees in the amount of \$60 will be applied for payments received after the due date.

Attendance	Annual Tuition	Paid in full	Payment Plans (10 equal payments)
5 Full Days per week	\$20,412	\$19,391	\$2,041
5 Half Days per week	\$18,549	\$17,621	\$1,854
3 Full Days per week	\$18,549	\$17,621	\$1,854
3 Half Days per week	\$16,507	\$15,682	\$1,650

Class Schedule:

Drop-off is between 8:00AM and no later than 8:30AM

Half-Day Pick up: 12:25 to 12:35PM

A charge of \$13.00 will be applied to any child picked up after 12:35PM

Full Day Pick up: 2:30 to 3:00PM

Late pick-up charges apply after 3:00PM. A charge of \$13.00 will be applied to any child picked up after 3:00PM . You will be invoiced monthly for the late charges and payment is due upon receipt.

Before and Aftercare is only available to those who are registered in advance, as we must adhere to staff-to-child ratios.

We offer our extended day program daily between 7:00 – 8:00AM and 3:00 – 4:00PM.

Children enrolled in our Potty Training Program will have an additional fee of \$175 per month until they are fully potty trained. Parents are expected to provide diapers and wipes as well as collaborate with teachers to help achieve this goal.

Payment Calendar

School Year 2025/2026

Payments:	Due Date:
NEW families: Payment 1 & 2	March 25, 2025
RETURNING families: Payment 1 & 2	May 25, 2025
Payment 3	September 25, 2025
Payment 4	October 25, 2025
Payment 5	November 25, 2025
Payment 6	December 25, 2025
Payment 7	January 25, 2026
Payment 8	February 25, 2026
Payment 9	March 25, 2026
Payment 10	April 25, 2026

Invoices will be sent via our online platform, Brightwheel, monthly. Tuition must be received by the due date listed on the payment calendar. A \$60 LATE FEE will be applied to payments received after the due date. Your child will be unable to attend on the second day of the month if the tuition and late fees have not been paid for that month. Payments are accepted via Brightwheel. We encourage families to sign up for auto-pay on Brightwheel to avoid any late payments.

Checks are also accepted. Please make all checks payable to: La Jolla Village Montessori School

Send remittance to:

7427 Fay Avenue, La Jolla, CA 92037

Please send only US funds. All checks must have your current address preprinted on them. If you do not have a local residence, please send funds well ahead of the start of attendance to allow clearance of checks. We will also accept money orders, cashier's checks, or cash.

Forms

Please complete and return the following forms. All forms must be completed and on file prior to the first day of school.

1. Admission Agreement (located on pages 11-15)
2. Identification and Emergency Information Form
3. Child's Pre-admission Health History Form
4. Physician's Report
5. Consent for Emergency Medical Treatment
6. Personal Rights Form
7. Acknowledgment of Notification of Parental Rights Form
8. Copy of child's Immunization Record

Please continually update all school emergency forms, phone numbers, immunization records, and inform us of physical address or e-mail changes.

All forms required by both the school and licensing must be on file prior to the child's first day of attendance, as required by Title 22 of California Law.

Supplies

Please bring the following supplies for your child prior to your child's first day of school. **Please label EVERYTHING.**

1. A Planet Lunch Box
2. Cloth Placemat (to fit inside Planet Lunch box bag)
3. Cloth Napkin (to fit inside Planet Lunch box bag)
4. An ice pack in their lunchbox (to keep food safe and fresh)
5. A pair of rubber-soled indoor shoes
6. A set of extra clothes in a Ziplock bag labeled with their name on it (Please include shirt, pants, underwear, and socks)
7. If your child naps at school, one child-size light blanket and one crib-size fitted sheet.

*Please note that backpacks are not allowed due to limited space.

A healthy snack from home, daily, that does not require refrigeration. One snack if your child attends half-day, two snacks for full-day children, and three snacks if your child is joining extended care.

Please label snacks in a small disposable bag with your child's name.

*The brand "Lunchskins" paper snack bags are a favorite of our families to use.

Parent Responsibilities

Parent Orientation on September 8th at 4PM must be attended by at least one parent.

Please familiarize yourself with the basic Montessori philosophy and Montessori materials. We will provide you with a "Guide to the Montessori Classroom," a great way to familiarize yourself with how we offer presentations on various learning materials. We have many books available in our office for you to check out.

Carefully read all notices that are emailed, sent via Brightwheel, posted on the bulletin box near the back gate, or sent home.

Meetings and observations are welcome and may be scheduled by contacting the office. You may contact the office via Brightwheel, email, or phone. Any other questions or concerns may go to the office as well.

The school must be made aware of any changes in the home that may affect your child.

Please notify the school of such changes accordingly.

It is imperative that children arrive and be picked up on time. Please call or message us if you are delayed or if your child will be absent. Our mornings with the children are very valuable and it prepares them for their best learning for the day.

Arrival and Pick-up Procedures

Drop-off	Half Day Pick up	Full Day Pick up
8:00 - 8:30AM	12:25 - 12:35PM	2:30 - 3:00PM

*If you are unable to make the morning drop-off window, please arrive at 10:30AM to avoid disrupting the morning work time.

Children are to never be unescorted. When walking to and from your cars, please be sure they are always by your side. Each child must be handed off directly to a teacher. California Law Title 22 requires parents or their authorized agents to sign their child in and out every day with a legible first and last name.

The State of California mandates that parents/authorized guardians sign in and out their children. Our school must record when the child arrived at school and when the child has been picked up. To facilitate this record-keeping and to provide parents with a tool for communicating with their child's teacher and administrators about changes to drop off/pick up, we have adopted the Brightwheel automated system. **It is mandatory for Parents and Approved Pick-ups to check students in and out via our Brightwheel App.**

Your child must be on time. This is a very important time of day for your child when they develop a sense of routine, structure, and belonging. Lessons begin promptly when your child arrives.

Departure

A staff member will be present at the gate at 12:25PM for half-day students. Pick-up for full-day students is 2:30 – 3:00PM. It is extremely important that you are on time. **For safety measures, please drop-off and pick-up your child outside of the gate in the designated area. Be sure to turn your car off when putting your child in and out of the car.** Exit the parking lot immediately after dropping off and picking up. Please be mindful of the neighbors and their parking spaces and do not double park. Do not leave children in the car unattended. We do appreciate your cooperation.

Late Pick-up

Children become worried and anxious when they are not picked up in a timely manner. If you are unavoidably delayed at pick-up time, please update the school so we can inform your child. We ask for your cooperation in helping avoid anxiety for your child. Records of late pick-up will be kept and you will be invoiced accordingly.

Release Authorization

Children will only be released to a parent, legal guardian, or someone duly authorized in writing via the Identification and Emergency Form in your student's file at school. If it becomes necessary to have someone not listed pick up your child, a photo I.D. must be provided that matches the name on the document for your child to be released.

Indoor Shoes

We ask that each child brings a new pair of clean rubber-sole shoes on the first day of school. They will leave these shoes at school, so please write their name on the inside. Children must always wear socks.

Appropriate Clothing

Our goal is to help each student become as independent as they are ready to be. Please help your child achieve this by sending them to school in clothing they can manage themselves. Clothes should provide freedom of activity without fear of getting dirty. It is also important that each student is dressed appropriately for the weather. We recommend that students be dressed as comfortably as possible. Shorts or leggings must be worn under dresses and skirts. Cowboy boots, crocs, sandals, long dresses, and slick bottom shoes are not appropriate for outdoor play. A good pair of sneakers or shoes are required. It is important to remember your child's feet are still forming and developing.

Nutrition/Lunch

Please be advised that candy, cookies, chocolate, chocolate milk, etc., should not be brought to school. Good nutrition is stressed in the classroom and we would appreciate parental cooperation. This includes lunches and snacks. When lunch prepping, please keep in mind that cherry tomatoes, grapes, hot dogs, and other items should be cut into bite-sized pieces to reduce the risk of choking. Popcorns are also not allowed as a common choking hazard for young children under the age of 5. Please note teachers are unable to heat food. Food restrictions are subject to change according to severe allergies currently present in our classroom.

Snack

Each child must bring one snack for half day and two snacks if they attend full day. Snacks must be in a disposable bag. Please no containers currently. All snacks must be in a paper bag labeled with your child's name. Amazon has great disposable snack bag options. If your child will be joining us for an extended day, please pack three snacks for the day. *The brand "Lunchskins" paper snack bags are a favorite of our families to use.

Observation of Classrooms

Parents are welcome to observe the classrooms from our office. Observations are welcome and may be scheduled by contacting the office. You may contact the office via *Brightwheel*, email, or phone.

Parent Teacher Conferences & Progress Reports

Appointments in person, via phone call, or video conference may be scheduled as needed for a Parent Teacher Conference. Each child will receive a progress report in December and in June.

Discipline Policy

The Montessori philosophy is such that each person within the environment has certain rights. Ground rules are set up by and for the class and are expected to be followed for the social cohesion of the entire group. The aim of the method is self-discipline through purposeful activities. The idea is to like what you do, but not to do as you like at the expense of others. When the rights of an individual within the environment are infringed upon, positive steps for correction are taken. The following is a list of measures taken to discipline a child:

1. Positive example demonstrated by a teacher
2. Counseling with the child by the teacher
3. Modification techniques
4. Parental notification of child's
5. Physical evaluation required
6. If your child is unable to follow safety rules and procedures, causes harm or injury to others, or becomes disruptive he/she may be separated from the school

Illness and Medication

If your child should become ill in school, you will be contacted to come take him/her home. The child must be at least 24 hours symptom-free without any medication AND a negative COVID test upon return to school. New COVID and Delta virus guidelines will be followed. We can't accept any child who is unwell for any reason in our school during this time. For COVID-19 related illnesses, children may not return to school until they have a negative test result. We reserve the right to ask a child to remain at home.

Illness and Medication continued

According to the California State Education Code, definite procedures must be followed regarding taking medication at school:

1. Emergency medication may only be kept at school. Parents must bring a note signed by both the Doctor and parent stating the amount of the prescription medication and time at which it is to be given.
2. All medications must come in their original package.
3. Parents must have an in-service with our staff if their child has an Epi-pen, inhaler, or nebulizer at school.

Injury

If your child should become seriously injured while at school, we will attempt to contact you and/or those on the child's emergency information form. If necessary, we will call 911. Parents will be responsible for any charges incurred. Parents will be notified of minor injuries with a verbal or written report.

Earthquake/Emergency Situations

Listen to the local radio station for information and directions. Students will not be dismissed from school unless a parent, guardian, or designated person (with proper authority) comes for them. The school will communicate with local emergency services.

Our school maintains an emergency kit for each student in case of a disaster or emergency situation. These kits are designed to support your child for up to three days if needed.

Toys

No Toys Allowed - Only books

Electronic Devices Policy - Privacy Protection

To protect the privacy of all students and staff, Kids smartwatches, cell phones, cameras, and video/audio recording kids devices are not permitted on campus during school hours.

Naps

Licensing requires that all children under the age of five are given the opportunity to nap. If your child is signed up for naps, please bring in one child-size light blanket and one crib-size fitted sheet. Please label all items that come to school. All bedding will be sent home on Friday and must be returned cleaned the following school day.

Birthdays

On your child's special day, please prepare a timeline with your child. The first picture will be a picture at birth and one for each year following. This will be a very memorable moment for both of you. This may be done on a colorful poster board. Please bring your timeline to school two days prior to the day of the celebration. The teachers like to have it hanging up when your child arrives at school. Outshine popsicles are very popular with the children and recommended as the special treat your child shares with their friends.

School Year Calendar

September 1, 2025: School closed (Labor Day)

September 2: First day of school!

September 9: Parent Orientation at 4PM (Must be attended by at least one parent)

November 11: School Closed (Veteran's Day)

November 24 - 28: School Closed (Thanksgiving Break)

December 22, 2025 - January 2, 2026: School Closed (Winter Break)

January 5, 2026: First Day back from Winter Break!

January 19: School Closed (Martin Luther King Jr. Day)

February 13 & 16: School Closed (Presidents' Weekend)

March 30 - April 3: School Closed (Spring Break)

May 25: School Closed (Memorial Day)

June 5: Last Day of School (1/2 Day)

End of Year Program 9:00 - 11:30AM (All children will be dismissed with their families following our program)

*School may be closed if there is a health concern. We will notify the parents via email if we are forced to close the school or a classroom per state or local guidelines.

PARENT HANDBOOK ACKNOWLEDGEMENT FORM

After reviewing the Parent Handbook, please sign and return this form to the school.

We, the parent(s)/guardian(s) of:

have read and understand the contents of the Parent Handbook.

We agree to follow the policies and procedures outlined within the handbook. We also understand that the school reserves the right to update or amend policies as necessary. Any changes will be communicated by the school, and we agree to abide by those updates.

We acknowledge that the Parent Handbook is for informational purposes only and does not constitute an enrollment contract.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Please note: It is required that both/all parents or guardians sign this form.

Thank you!

Sincerely,

**Joanne O'Neil | Owner
Marilyn Miranda | Director**

**La Jolla Village Montessori School
7427 Fay Ave La Jolla, CA 92037**