



Parent Handbook Enrollment

School Year 2023/2024

"Helping children, help themselves"
Dr. Maria Montessori

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Tuition and Fee Schedule

School Year 2023/2024

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 closures and absences.

Under the payment plan, the first and last non-refundable payments are due on May 25, 2023, for the tuition detailed below.

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 \$50.00 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	\$18,900.00	\$18,366.00	\$1,890.00
5 Half Days per week	\$17,175.00	\$16,686.00	\$1,717.00
3 Full Days per week	\$17,175.00	\$16,686.00	\$1,717.00
3 Half Days per week	\$15,285.00	\$14,857.00	\$1,530.00

Class Schedule:

Drop-off is between 8:00AM and no later than 8:25AM

Half-Day Pick up: 12:30-12:45PM

A charge of \$1.00 per minute will be applied to any child picked up after 12:45PM

Full Day Pick up: 2:40 to 3:00PM

Late pick up charges apply after 3:00PM Our rate is \$1.00 per minute. You will be invoiced monthly for the late charges and payment is due upon receipt.

Extended Day: We offer our extended day program daily between 7:15 – 8:00AM or 3:00 – 5:00PM
Cost is \$8.00 per hour. Cost is not prorated.

Payment Calendar School Year 2023/2024

Payments:	Due Date:
Payment 1 & 2	May 22, 2023
Payment 3	September 25, 2023
Payment 4	October 25, 2023
Payment 5	November 17, 2023
Payment 6	December 15, 2023
Payment 7	January 25, 2024
Payment 8	February 25, 2024
Payment 9	March 25, 2024
Payment 10	April 25, 2024

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. Invoices will be e-mailed monthly, and 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 fee have not been paid for that month.

Payments are also accepted via our online platform, *Brightwheel*.

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
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. Supplies are welcome to be brought during our Parent Orientation. **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. A pair of rubber-soled Indoor shoes
5. A small indoor plant with drain dish (Ideal plant has big leaves)
6. Set of extra clothes in a Ziploc bag labeled with their name on it (Please include shirt, pants, underwear and socks)
7. One child-size light blanket if your child naps at school.

Daily: 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, three snacks if your child is joining extended care. Please place snacks in a small disposable bag and label it with your child's name.

Parent Responsibilities

Parent Orientation (September) along with our Curriculum Night (January) 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," which is 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 e-mailed, 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.

It is important that the school is made aware of any changes in the home that may affect your child. Please notify the school of such changes accordingly.

It is very important that children arrive and be picked up on time. Please call if you are delayed or if your child is going to 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	Full Day Pick up
8:00 - 8:25AM	12:30 - 12:45PM	2:40 - 3:00PM

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.

Parents and Approved Pick-ups are to check students in and out via our *Brightwheel* App.

It is extremely important that your child be on time. This is a very important time of day for your child where 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 12:30PM for half-day students. Pick-up for full-day students is 2:40 – 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. 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 some cute disposable snack bag options. If your child will be joining us for extended day, please pack three snacks for the day.

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 May.

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. Behavior modification techniques
4. Parental notification of child's behavior
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.

Toys

Please do not send anything additional to the school.

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 a child-sized light blanket in a bag. 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, we will prepare a timeline with your child's photos. Please bring in one picture of your child for each year of his/her life including a picture at birth. Please bring in the pictures a few days prior to your child's birthday celebration. Contact your child's teacher to schedule the celebration. We will take pictures for you.

School Year Calendar

August 31, 2023: Parent Orientation (parents only) 4:30PM

September 4: School closed (Labor Day)

September 5: First day of school!

November 10: School Closed (Veteran's Day)

November 20 - 24: School Closed (Thanksgiving Break)

December 18, 2023 - January 2, 2024: School Closed (Winter Break)

January 3, 2024: First Day back from Winter Break!

January 15: School Closed (Martin Luther King Jr. Day)

February 16 & 19: School Closed (Presidents Weekend)

April 1-5: School Closed (Spring Break)

May 27: School Closed (Memorial Day)

June 7: Last Day of School (1/2 Day)

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

June 17: FIRST DAY OF SUMMER CAMP!

*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.

Admission Agreement School Year 2023/2024 (page 1 of 5)

Child's Name: _____

Child's Age: _____

Date of Birth: _____

Name(s) of Child's Parent(s) or Guardian(s):

_____ (Full name of First Parent or Guardian)

_____ (Legal Relationship, e.g., mother, father, or legal guardian)

_____ (Full name of another Parent or Guardian)

_____ (Legal Relationship, e.g., mother or father or legal guardian)

Date of Agreement: _____

This Agreement is made by and between La Jolla Village Montessori School (hereafter referred to as 'school'), and the person(s) named above as Authorized Representative(s) of the child whose name is stated above.

Authorized Representative(s)

The Authorized Representative(s) warrant(s) and represent(s) that his/her or their relationship to Child is correctly stated above, and that he/she is, or they are the legal custodian(s) of Child. If more than one Authorized Representative is listed above, either person named above as an Authorized Representative may exercise any of the rights or duties of an Authorized Representative as specified in this Agreement.

I hereby agree to comply with the policies and procedures of La Jolla Village Montessori School as explained to me through the Parent Handbook, memos, and other correspondence.

Please initial each statement and sign and date below.

1. Basic Services: La Jolla Village Montessori School is a private, co-educational school for children ages 2.5 to 6 years of age. Approximately 42 children attend the school. Authorized Representatives may deliver Child to school no earlier than 7:15 a.m. and pick Child up no later than 5:00 p.m. Monday through Friday. _____

2. Our School Year Runs from September 5, 2023, to June 7, 2024. Please see Holiday schedule and summer schedule for clarification of school closures and summer camp hours.

3. Payment Provisions: _____

a) Basic Rate: The annual tuition for 5 full days of attendance is \$18,900. The tuition for 5 half days of attendance is \$17,175. The tuition for 3 full days of attendance is \$17,175. The tuition for 3 half days is \$15,285.

b) Payee: The child's authorized representative is considered the payee.

c) Due Date: If not paid annually, tuition is divided into ten equal payments, with the first and last payments due by May 25, 2023, for the upcoming year, and eight additional payments spread throughout the year (please see payment schedule). A \$60 LATE FEE will be applied to payments received after the due date. Checks are payable to La Jolla Village Montessori School. Tuition payments are accepted directly at the school, or checks can be mailed to 7427 Fay Avenue, La Jolla, CA 92037. We will also accept payments via *Brightwheel*, money orders, cashier's checks, and cash.

d) Additional Fees: An annual, non-refundable registration and insurance fee of \$300 is due with the

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receipt of the child's application. An annual, non-refundable materials fee of \$50 is due with the January tuition.

4. Injury or Illness Policy: School will not accept any child who, by reason of illness or injury, cannot participate in school activities, or who presents danger to other children in the school. This restriction includes children with fevers, severe colds, lethargy, COVID-19 symptoms, or any sign of illness. School reserves the right to decide whether a child can participate in School activities or whether a child presents a danger to other children. _____

5. Refund Conditions: I understand that my child is enrolled for a full school year. No deductions or refunds will be given during the school year for illness, pandemics, holidays, vacations, withdrawal, or other absences. I understand that the 10th payment of tuition may not be used for final payment in the event of early withdrawal and is not refundable. _____

6. Right of the Department Of Social Services to Perform the Duties Authorized In Sections 101200(b)(c): Authorized Representative acknowledges that pursuant to California regulations, the California Department of Social Services has authority to do the following: (1) interview School children and staff without prior consent; (2) inspect, audit, and copy child or School records on demand during normal business hours; (3) remove records from School if necessary for copying; and (4) observe the physical condition of School children, including conditions that could indicate abuse, neglect or inappropriate placement. School will provide space for these private interviews and for examining records relating to School operations. _____

7. Modification of Agreement: If there is any change in the fees charged to the Authorized Representative, School agrees to notify the Authorized Representative, in writing, at least 30 days before the change taking place. Any other modification of the terms and conditions provided for in this agreement must be in writing, agreed to by each Authorized Representative and by School, and signed and dated by each Authorized Representative and by School. _____

8. Termination: Authorized Representative may terminate this Agreement at any time and for any reason by giving 30 days written notice of termination to School. Representative's notice of termination is subject to the Refund Conditions in paragraph 5. Additionally, School may terminate this Agreement at any time for any reason by providing written notice to the Authorized Representative and at any time for nonpayment of any charges provided in this Agreement, including any charges for regular childcare, and charges for late pickup. Nothing in this section precludes School from immediately removing any child who causes disruption to the school environment or presents a danger to himself/herself, other children, or staff. _____

9. Dispute Resolution Provisions: In the event of any controversy, claim or dispute arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including determination of the scope or applicability of this Agreement ("Dispute"), the parties agree to first attempt in good faith to settle the dispute by mediation administered by JAMS under its applicable rules before resorting to arbitration before a sole arbitrator, administered by JAMS in accordance with its applicable rules, and judgment on the award rendered by the arbitrator may be

Admission Agreement School Year 2023/2024 (page 3 of 5)

entered in any court having jurisdiction thereof. Any controversy or claim arising from or relating to this agreement shall be resolved by arbitration in the city of San Diego. The prevailing party shall be entitled to an award of reasonable attorney fees and costs. _____

10. Late Fees: Tuition must be received by the dates stated on the payment schedule. 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 unless the tuition and the late fee have been paid for that month. Returned checks will be subject to a \$60.00 fee. _____

11. Early Withdrawal: In the event of early withdrawal, I am responsible to fulfill my financial obligation until a replacement for my child's spot has been found. I understand and agree to notify the school in writing thirty (30) days in advance in the event of early withdrawal. If I do not notify the school in writing, I understand that I am fully responsible for payment of all tuition as outlined above. _____

12. RELEASE OF LIABILITY AND EXPRESS ASSUMPTION OF RISK

THIS IS A RELEASE OF LIABILITY. READ IT AND UNDERSTAND IT BEFORE SIGNING. YOU MAY SEEK THE ADVICE OF A LAWYER, AND YOU MAY COMPARE THIS RELEASE TO RELEASES PROPOSED BY OTHER SCHOOLS.

In consideration of La Jolla Village Montessori School providing my child school activities, I agree that I grant my child permission to engage in playground activities, recreation activities, school activities, program activities, or use of any such facility on the premises and the premises in general at my and my child's own risk. This includes, without limitation, presence on the premises, use of any equipment in the facility including but not limited to participation in any activity, class, program, or instruction. I understand that accidents may occur. I agree to release and discharge La Jolla Village Montessori School, and any of their related companies, officers, directors, instructors, employees, agents, and co-participants from all liability whatsoever for injuries, damages, claims or causes of action (known or unknown) arising out of their negligence. This includes, without limitation, injuries or damages which may result from injury, property damage, death and/or any other improper or negligent act or instruction, whether related to school activities or not. I fully understand that if any medical treatment is provided to me, with or without my consent, such treatment will be first aid type treatment, and I waive all claims or causes of action arising from or based upon the provision of such treatment, including claims or causes of action based upon the negligent provision of such treatment. La Jolla Village Montessori School is not in the business of selling recreational equipment, playground equipment, or other products to the public, and the purchase or use of such items is incidental to the service provided by La Jolla Village Montessori School. I acknowledge and agree that La Jolla Village Montessori School does not place such items into the stream of commerce. This release is not intended as an attempted release of claims of gross negligence or intentional acts. By participating in or attending any activity in connection with La Jolla Village Montessori School, whether on or off the premises, I consent to the use of any photographs, pictures, film or videotape taken of me or my child or provided by me for publicity,

Admission Agreement School Year 2023/2024 (page 4 of 5)

promotion, television, or any other use, and expressly waive any right of privacy, compensation, copyright or other ownership right connected to same. **I acknowledge that I have carefully read this Waiver and Release and fully understand that it is a release of liability. I am waiving any right that I or my child may have to bring a legal action to assert a claim against La Jolla Village Montessori School arising out of La Jolla Village Montessori School's negligence. This waiver and release are intended to be interpreted as broadly and all-encompassing as permissible under California law.** _____

ASSUMPTION OF RISK

I agree that if I am present or if my child is present on La Jolla Village Montessori School premises, and/or engage(s) in any program or activity or use any facility on the premises, I and/or my child do so at our own risk. I understand that presence at the premises and/or participation in any activities offered by La Jolla Village Montessori School carries with it certain risks, known and unknown, including but not limited to the risk of personal injury, and fully assume that risk on my own behalf and on behalf of my heirs, assigns, and/or agents. This includes, without limitation, mere presence on the premises, use of any equipment in the facility and participation in any activity, class, program or instruction. I agree that my child is voluntarily present and I am voluntary present and/or participating in these activities and using these facilities and premises and assume all risks of injury including, without limitation, injuries or damages which may result from property damage, injury, or death, including injuries or damages arising out of La Jolla Village Montessori School's negligence. **I and my child hereby release La Jolla Village Montessori School, and any of their related companies, officers, directors, instructors, employees, agents, and co-participants from any duty of reasonable care to protect me and/or my child from injury or damage. This assumption of the risk is intended to be interpreted as broadly and all-encompassing as permissible under California law.** _____

In addition, I agree to indemnify the Released Parties from and against all liability by reason of my child's participation in all activities and programs offered by the school and hold them harmless against all demands, claims, actions, losses, and expenses arising there from, including reasonable attorneys' fees. I, ON BEHALF OF MY CHILD, MAKE THIS AGREEMENT FREELY AND VOLUNTARILY, WITHOUT ANY INDUCEMENT BY ANYONE. I hereby certify that I have legal custody of the student with due authority to authorize this release and indemnification agreement. _____

13. In the event of any illness or injury to my child, I hereby consent to whatever x-ray, examination, diagnosis, treatment, or hospital care from a licensed physician as deemed necessary for my child's safety and welfare. I further agree that any resulting expense will be my responsibility and I hold the school harmless. _____

14. I agree to keep my child home from school due to illnesses such as, but not limited to: COVID 19, lethargy, cold, influenza, fever, and such other related illnesses. I agree to keep my child home for a minimum of 24 hours after the subsidence of fever, diarrhea, or vomiting. I also agree to keep my child at home if any family member has traveled or has been in contact with someone who has tested positive for the COVID-19 or Delta variant. I agree to have my child tested for COVID-19 virus or Delta variant if asked by LJVMS. _____

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15. I agree to keep my child's following information updated: immunization records, phone numbers, e-mail address, home address, and emergency notification information. _____

16. I agree to allow the staff members to sign my child in and out of school in my presence with a legible first and last name at arrival and departure if needed. _____

17. I hereby grant permission for my child's photo and video to be taken, and I grant permission for the school to use such photos and videos on our school website, social media, and for advertising purposes. _____

18. I hereby grant permission for my contact information to be shared with other families in this school in order to communicate and stay connected as this is a wonderful opportunity to reach out, schedule play dates, and invite each other to parties etc. _____

If there is a different phone number and/or email address that you would like to share with other families, please note it below:

Name (Child's Authorized Representative)	Phone Number	Email

19. I agree to respect the school's hours of operation and to have my child at the school on time as to not disrupt other children and teachers during classroom time. Please call ahead of time if you have a conflict in your schedule. _____

20. Expulsion - I understand that if my child is unable to follow safety rules and procedures, causes harm, danger, injury to others, or disrupts the school environment, he/she may be expelled from the school. In case of expulsion, tuition will be prorated for the month and the parent will be released from any financial obligation thereafter. _____

Each Authorized Representative named at the beginning of this Agreement hereby acknowledges that he or she has read this Agreement and agrees to its terms and conditions.

AUTHORIZED REPRESENTATIVE(S)

Printed Full Name: _____ **Date:** _____

Signature: _____

Printed Full Name: _____ **Date:** _____

Signature: _____

La Jolla Village Montessori School ("School")

_____ (Signature of Director)

Date: _____