

PARENT HANDBOOK

2016/2017

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Lake Hills Montessori

Lake Hills Montessori
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WELCOME

Welcome to Lake Hills Montessori! We strive to provide an educational program of excellence based upon the original Montessori principles of humanity, focusing primarily on the fundamental law of self-construction. At LHM the child develops his or her own will, self-control, concentration and intellect. Utilizing time-tested Montessori principles engenders self-esteem, independence and a sense of responsibility. We are honored that you have chosen LHM to nurture, support and love your child. Thank you.

MISSION STATEMENT

LHM's mission is to provide a safe, loving, accepting and stimulating environment for all children. LHM celebrates racial, ethnic and religious diversity and believes all differences in each child make our environment richer. We believe that all children are capable of learning. We create a noncompetitive atmosphere where each child can enjoy success in appropriate learning experiences at their developmental level. We adhere to the unique Montessori philosophy of education, which enables the students to become confident, competent and enthusiastic learners for life.

ADMISSION PROCEDURES

At LHM, we do not discriminate, but encourage racial, ethnic, religious, and economic diversity in our student body. Our acceptance decisions are determined by the degree that our Montessori program can meet the needs of each individual child. We also strive to maintain equilibrium between gender and age level in every classroom in order to create a well-rounded group of children.

LHM may, at its discretion, dismiss or suspend a student at any time if the student fails to conform to regulations established by LHM; or if a parent or guardian fails to assist Lake Hills Montessori in the implementation of its policies.

ELIGIBILITY

Children may begin in our Young Primary program at the age of 2 and continue their education in the Primary environment when they are at least 2 years and 6 months and toilet trained. They will remain in the Primary classroom through Kindergarten. When the child is ready, around the age of 6, they can move on to a Montessori Elementary environment or enter First grade in the local public school system. A completed enrollment packet is required on or before your child's 1st day of school. Siblings of current students and Montessori transfer students receive preference.

THE THREE-YEAR CYCLE

We at Lake Hills Montessori want every student to receive the full benefit of the Montessori Method and feel that in order to do this, each student must complete at least the three year cycle which ends in their important leadership year of Kindergarten. Our education, experience and knowledge aid us in preparing and managing the classroom for your child to thrive via this very special philosophical aspect of the Montessori Method. Every year is an important year for your child. The first year is one in which they are learning how to care for their self and the environment. The children begin to learn to focus and to concentrate. Many changes occur as your child finds confidence in achieving important self-related goals. As your child looks around in their new environment, they notice older children working on fascinating materials. The Montessori Method has found that the younger children in the classroom respond faster when emulating the older children.

The second year is just as important. An ease and comfort of the environment allows your child to jump right into choosing work – no adjustment time is wasted. Your child now has concentration and can learn how to teach themselves anything in which they show interest. Your child now has the world to explore and a willing Guide ready to show them how to access that world. Your child notices older children using materials just out of their reach, giving your child motivation to practice their lessons further.

The third and fourth years are very important in the Montessori program. Your child becomes more capable of learning even greater riches through the now very familiar materials, and they are now at the top of the class where they feel confident, secure and independent with high self-esteem. Your child now shares work and lessons with the younger children in the class, solidifying the knowledge of all that they have learned in the past 2 years. Your older child is now a leader! The new, younger children look up to them and the cycle starts again.

Through this strategic Montessori Method, each child is allowed to experience being the “youngest”, “middle”, and “oldest” student. With this comfortable exploration in a known environment and with the help of their peers and teachers, your child is provided with the security and consistency that is so important at this age. This also means that parents and teachers will develop a close working relationship. We feel it is important that everyone in your child’s life (parents, teachers and peers) work together to assure a successful school year. The staff at Lake Hills Montessori is committed to providing your child with a stimulating successful learning environment through a complete three-year Montessori cycle. Please do not hesitate to ask us if you have any questions about the importance of this complete three-year cycle, we would love to share our philosophy!

PARENT SCHOOL VISITS / OBSERVATIONS

Prior to enrolling, we ask parents to schedule a time to visit the school so you can observe the children in the classroom setting, and experience the Montessori learning environment. During this time, you are able to observe the interactions between teachers and students. We have an open door policy to parents and you are welcome in our school!

If you would like to observe the classroom during the year, please contact the Lead Guide to arrange a time. Safety is a priority on our school campus, so please make sure that your children and their siblings are with you at all times when visiting or leaving. We have an amazing campus that is fun to explore but requires close supervision at all times especially when in the parking lot where there could be moving cars!

ENROLLMENT PROCEDURE

You may hold a spot for your child by submitting the completed Application Form along with a \$200 enrollment fee. When the enrollment fee and application have been received, we will send you a confirmation letter within 10 days acknowledging the receipt of these items

Within 30 days of your child's start date, he/she will be assigned a classroom. The Lead Guide will contact you at that time to officially welcome your child into their classroom and give you any pertinent classroom related information. Feel free to contact the Director with any questions that may arise in the meantime.

ARRIVAL & DISMISSAL

Arrival: At Lake Hills Montessori, we strongly believe that it is important for your child to arrive before school begins. Please make sure that your child is at school and in their classroom between 7:30 and 8:15am. This provides Guides the opportunity to greet each child and welcome them to the classroom and assures that your child will be ready to start their day! Class begins promptly at 8:30.

Dismissal: We have three dismissal times available, 12pm, 3pm or 6pm. It is important that you are here promptly to pick up your child at the time that you have designated. Should you arrive after this designated time, there will be a \$10 per hour fee starting with the first minute. Late fees can be added to your tuition or paid separately. There is a \$50 late fee for any parent arriving after 6pm.

Your child may be released only to people listed on your enrollment form. Exception to this would be a written note from you giving permission to release your child to another designated person. For the safety of your child, the Lake Hills Montessori staff will ask anyone unfamiliar picking up your child to provide identification.

ATTENDANCE

The Montessori philosophy promotes consistency and order and therefore believes that children need a consistent and orderly routine, which in turn gives them a sense of predictability and security. The children who benefit most from the prepared environment are those who attend regularly. There are several reasons for this:

- A consistent routine provides security for the young child. This enables the child to learn more readily.
- A child's experiences in the classroom and with the materials are cumulative; consistent attendance bolsters learning.
- Your own commitment to your child's presence in school affirms the importance of school and learning.
- Intermittent attendance or periods of long absence can affect both your child's adaptation to school and learning. It is important for your child to attend regularly in order to fulfill your child's need for consistency and order. This also enables your child to participate fully in class lessons and other learning experiences.

We request that a parent contact the school when a child is absent.

Lake Hills Montessori makes keeping up with state regulations a priority, to ensure that we are able to do this, please sign your child in and out each day on the roster that is located outside your child's classroom.

BIRTHDAYS

Children enjoy celebrating their birthday during group time on a day that is prearranged with the parents. Please check with your child's Lead Guide to determine how they celebrate your child's birthday inside their particular classroom.

Birthdays for children at this age are a momentous occasion so it is important that if you are planning a birthday party for your child outside of school that you are careful to discretely place the invitations in parent mailboxes (rather than children's cubbies) and do not send gifts to school.

COMMUNICATION

At Lake Hills Montessori, we want parents to feel that they can speak to their child's Guide anytime about a concern or suggestion. If your concern was not resolved or if there is a particular sensitivity after speaking to the Guide, please make an appointment to speak with the Director. Our goal is to make sure that every parent feels 100% confident that every staff member at Lake Hills Montessori is providing their child with a loving, nurturing environment where they can feel safe and learn. The Guide's have a place outside of their classroom where you can always leave a note! [Please note:](#)

Staff is not available for babysitting

Lake Hills uses an email service called Constant Contact to send reminders and notifications about school events to communicate with our parents. If you would like to receive school related emails, please set your spam filters to accept emails from Constant Contact and be sure to complete the Parent Communication Form.

Emergency Notifications such as delays and closures due to weather are sent via text message. To subscribe, send the message @cuer to 81010. You may also log on to the Eanes ISD website or the KXAN website for notice that Eanes ISD has cancelled or delayed classes as LHM will follow their schedule.

WEBSITE

LHM does have a website; www.lakehillsmontessori.com. On this website you will find links to helpful Montessori websites, bios on our wonderful staff, downloadable forms and calendars, etc. You are also encouraged to email the director; Sandra@lakehillsmontessori.com with any questions you may have (a link can be found on the website).

COMMUNICABLE DISEASES

If your child has a communicable or contagious disease, please contact us right away so that we can alert the parents of other students who may have been exposed. Children with communicable diseases may not attend school until the disease is no longer contagious. We will require written notification from your child's doctor to return to school.

DAILY SCHEDULE

- Please see classroom bulletin board for individual classroom schedules

DISCIPLINE

Discipline is approached in a positive manner. Teachers model appropriate behavior, extend encouragement, and provide the children with positive choices. Our goal is to promote effective problem solving techniques for the children and to help them take responsibility for and learn from their actions. Discipline at LHM does not involve corporal punishment, humiliation, verbal abuse, or other forms of cruel or severe punishment. Aggressive behavior (ie biting, kicking, hitting, etc.) is not acceptable and will result in asking you to pick up your child immediately. If the behavior becomes excessive, your child will be required to withdraw (as determined by the director).

Lake Hills Montessori School is licensed by the state of Texas and while we feel our discipline policy is appropriate and adequate the state requires that we give all parents the following information: The guidelines for discipline and guidance as mandated by TXDPRS are as follows:

Discipline must be: individualized and consistent for each child, appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self control. A care giver may only use positive methods of discipline and guidance that encourages self-esteem, self-control and self direction, which include at least the following: using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by

using clear, positive statements; redirecting behavior using positive statements and using brief supervised separation or time out from the group when appropriate for the child's age and development which is limited to one minute per year of the child's age. There must be no harsh, cruel or unusual treatment of any child. The following types of discipline are prohibited: corporal or threats of corporal punishment; punishment associated with food, naps, or toilet training; pinching, shaking or biting a child; hitting a child with hand or instrument; putting anything in or on a child's mouth; humiliating, ridiculing, rejecting or yelling at a child; subjecting a child to harsh, abusive or profane language; placing a child in a locked or dark room, bathroom or closet with door closed and requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

EMERGENCIES

In the event that your child is involved in an emergency situation, he or she will be brought to the school office and receive the appropriate care. You will be notified immediately. If necessary, we will send your child to the nearest hospital in an ambulance, accompanied by at least one member of Lake Hills Montessori faculty. We will send the medical consent form, signed by his/her parent, with the child to ensure immediate treatment. It is **imperative** that parents keep all emergency information updated.

EMERGENCY DRILLS

At Lake Hills Montessori School, we will have regularly scheduled emergency drills. These drills will include a fire drill once a month and a tornado or disaster drill once every six months. This is a great opportunity to instill safety awareness in the children.

EMERGENCY PREPAREDNESS PLAN

In the event local, state or federal officials order us to evacuate the school, all children and adults will walk to the alternate shelter: The children will be at the open field, north of the school.

We will follow standard evacuation procedure as practiced in our monthly fire drills. In addition to taking the daily sign-in log and emergency contact information binder, the Director (or designate) will take a fully charged cell phone. A sign with the location of the alternate shelter will be posted on the front door of Lake Hills Montessori. Once we arrive at the alternate shelter, parents and/or emergency contacts will be called for each child. We also encourage you to subscribe to receive notifications via text as described in the Communication section of this handbook.

If you would like to review the full Emergency Preparedness Plan, a copy is posted in the lobby of our school.

EXTENDED DAY (KINDERGARTEN)

(2nd work cycle for our oldest students when they are developmentally ready)

Extended Day is between 12:30 and 3:00pm. By the third year of the cycle, children are invited to stay for the full day and enjoy activities that deepen their connection to their community. This will be their

Kindergarten year and they will matriculate to first grade after completion. Extended Day is a rich, full and advanced experience that traditionally builds upon the previous 2 years. This program naturally provides students with a wonderful foundation for future learning. Students have the opportunity to model leadership, explore a full range of materials in the morning and to work in an intimate and respectful setting in the afternoon. Their achievements of self-knowledge, and self-direction and their sense of self in the community are established in the 3rd year of the Primary program. Our Extended Day program allows children to work individually and in groups on deeper investigations in language, mathematics, science, geography, and history. During the Extended Day year, children have greater opportunities to practice tasks that require stamina, concentration, and cognitive as well as physical skills. The core of the curriculum has parts: the Montessori math sequences and the creative writing process. In addition there may be movement activities, foreign language, art projects, and the occasional outdoor adventure.

Our extended day is offered to students who:

- Have been in the environment for at least one year
- Can work comfortably the whole school day – has the stamina and will to sustain an additional 2-3 hour afternoon work cycle
- Shows readiness to engage in and contribute to lengthier activities as determined by his/her Lead Guide
- Is starting to exhibit signs of unfolding as a leader
- Is able to join lengthy group experiences without distraction
- Can maintain sustained independent work
- Is no longer routinely needing naps in the afternoon
- Has developed the social awareness and graces to respect the work environment
- Shows interest in new work
- Has increasing desire to expand socially and is more comfortable in a larger group setting
- Follows directions as well as rules in the classroom

FIELD TRIPS

During June and July we have “field trips” which aren’t trips away from the school, rather they are performances (e.g. zoo , puppet show) at our school. If we do go off campus, which is rare, you will be notified in advance and asked to sign a permission slip before the trip.

FINANCIAL INFORMATION: 2016/2017 SCHOOL YEAR

Young Primary		Primary	
7:30a.m. – 12:00p.m.	\$850/mo	7:30a.m. – 12:00p.m.	\$750/mo
7:30a.m. – 3:00p.m.	\$1000/mo	7:30a.m. – 3:00p.m.	\$900/mo
7:30a.m. – 6:00p.m.	\$1,150/mo	7:30a.m. – 6:00p.m.	\$1050/mo

FINANCIAL POLICIES

The school operates on a planned budget and must meet its many financial obligations promptly. It is the responsibility of parents to pay all tuition and other charges incurred on or before the 5th of each month. Late fees in the amount of \$10 per day will be assessed beginning on the 6th of the month. Tuition is subject to periodic increases upon written notification to parents.

When withdrawing, 30 days written notice is required. LHM will not prorate refund or reduce any part of the tuition or other fees and charges because of illness, school holiday, vacation, suspension or withdrawal of a student either before or during the school year. LHM may suspend or dismiss a student if tuition and other charges have not been paid by the specified due date. When changing from one pick up time to another, 30 days notice is required.

Payment Procedures: On or before the first of each month, a tuition statement will be emailed to you. It is your responsibility to place a check in the tuition box for the amount specified on the statement. Many families participate in the "Tuition Express" program, which is an automatic draft program (ACH debit) out of your bank account. We encourage families to do this; it has proven to be safe and efficient. In addition it saves the school significant processing time. Enrollment forms are available in the office and require a voided check attached.

REGISTRATION & FEES

After a child's acceptance and payment of \$200 registration fee has been received, parents must complete, sign, and return all enrollment forms to LHM before your child's first day of attendance. This \$200 registration fee is non-refundable. There is an annual supply fee of \$600 per child; you can either pay in full September 1st or break this into two payments of \$300 due in September and January. An additional \$150 will be due in June for children enrolled in June and July. Supply fees are not subject to proration.

There is a \$35 fee for each returned check. If LHM receives more than one returned check per family, we reserve the right to request the parents to pay on a cash basis.

There are no refunds given for vacations, illnesses, absences, or holidays, as the school must continue to meet all expenses incurred for the operation of the facility.

ILLNESS

Children with a fever of 100 degrees or greater must be kept at home until they are fever-free (without fever reducing medication) for 24 hours. Children will be sent home if they have diarrhea and/or vomiting. LHM reserves the right to send your child home, if in the judgment of the faculty, your child is contagious to other children, too ill or uncomfortable to be in school, or unable to participate effectively in class activities. We will call and inform you of your child's illness and you must arrange to pick up your child within 60 minutes. If you are unable to pick up your child, you will need to contact someone to pick her/him up at the school within the hour. If your child is recovering from an illness and you do not feel that he/she can fully participate in our special programs and outdoor play, please keep your child at home. We are staffed so that we may provide a clean and safe environment for a collective group of children and are not able to take time out to provide individual attention for ill children during these activities.

IMMUNIZATIONS

At the time of enrollment, LHM and the State of TX require you to provide one of the following:

- A copy of your child's immunization records which must be current at the time of enrollment and updated any time additional immunizations/boosters are given. You may request this form and the required updates from your child's pediatrician.
- An Affidavit of Exemption from Immunization for Reasons of Conscience. You may request this form from: TXDHS, Immunizations Branch, 1100 W 49th St. Austin Tx 78756

MEDICATION

We do not dispense medication at school. If your child needs medication during the day, you will need to arrange for him or her to receive it from someone other than a Lake Hills Montessori staff member.

INJURIES

Staff at LHM will make every effort to ensure the safety of your child while in our care. Unfortunately minor accidents may occur. We will notify you if your child has an illness or accident. Parents are responsible for all medical bills that may occur. In case of a serious accident, we will contact you immediately. If we are unable to reach you by telephone, we will contact the person listed on your enrollment form. If we are unable to reach your emergency contact person, we may take your child to the nearest hospital.

LICENSE

LHM is fully licensed by the Department of Protective and Regulatory Services. It is our responsibility to maintain the minimum standards published by TXDPRS (phone #834-3195 website: www.dfps.state.tx.us (most recent reports are on line). Also the child abuse hot line is 1-800-252-5400.

LUNCH & SNACK

Children who are picked up after 12:00 each day will need to bring a sack lunch Monday – Friday. We may have pizza delivered occasionally and you will be notified ahead of time.

LHM is not responsible for the nutritional value of your child’s meals or for meeting your child’s daily food needs. However we do place great emphasis on the importance of good nutrition as the first step in lifelong wellness. It is important to send their lunch in a labeled (with his/her name) insulated lunch box. It is best if this is a container they can open. We encourage the use of thermoses for hot/cold items and reusable freezer packs to keep perishables fresh. We want the children to eat well. The challenge is to help them discover that wholesome, sugar-free foods can taste even better than junk food and don’t have the negative effects on our bodies. With younger children, it is a good idea to prepare food in small, easy-to-handle servings such as: cutting sandwiches into quarters, slicing up fresh fruit, and preparing bite sized pieces of cheese.

When preparing your child’s lunch, please balance it by including at least one serving of each of the following: grains, protein, and fruit/vegetable. Suggested lunch items include but are not limited to:

- Finger Sandwiches: Ham & Cheese, Tofu, Tuna/Chicken/Egg Salad, Cheese, etc
- Tortillas wraps with Cream Cheese, Ham & Cheese, sliced Hot Dogs, Chicken Strips
- Tacos/ Burritos/ Tostados
- Chicken wings/legs/nuggets/ strips
- Egg Rolls
- Soups (in thermos)
- Bagels with Cream Cheese, Ham & Cheese, Tuna/Chicken/Egg Salad, Pimento Cheese
- Homemade Pizza (a slice of bread, English muffin or bagel, spaghetti sauce & cheese)
- Pasta (warm, in a thermos or cold) with Vegetables, Butter, Spaghetti Sauce or Chicken
- Yogurt, alone or with Fruit, apple sauce
- String Cheese, sliced or cubed cheese
- Crackers, alone or with Cheese “sandwich style”
- Raw Vegetables; Carrots/Celery Sticks, Broccoli, Cauliflower with ranch dressing for dipping
- Fruit: Sliced Grapes, Bananas, Strawberries, Orange/Apple Wedges, Kiwi, Peaches, Mangos
- Nutri-grain bars
- Raisins, Cranberries, Apricots, Prunes (or other dried fruit)

Drink items: Water (preferred), milk (w/o flavoring such as chocolate or strawberry), sugar free: kool aide/lemon aide. If you send fruit juice please read the label, some have high sugar content.

Please do not send **lunchables**, soda pop, candy/chocolate/pudding/jello (or any item with greater than **13grams** of sugar) or food that requires heating. If you would like your child to eat a certain food warm, please heat it up in the morning and send in a thermos. If you feel the food you send should be served chilled please freeze the night before or send an ice pack in the lunch box – both these methods work wonderfully!

The snack menu is posted on the “Parent Information Board”.

If your child has food allergies or is a vegetarian, please notify us and plan to provide him/her with a snack on the day there is an item that he/she cannot eat.

LOST & FOUND

When your child loses something, please inquire with your classroom teacher and in the office. All unmarked and unclaimed articles are donated to charity on the first Friday of every month. LHM is not responsible for lost or stolen items. Please mark all belongings and do not send valuables to school.

MESSAGES & TELEPHONE

Please check your child's mailbox on a daily basis for newsletters and messages from teachers. Please direct all telephone calls to the school. The teachers will return telephone calls when they are not directly involved with the children. Only in cases of emergency will we notify teachers immediately. If no one answers the telephone, please leave a message and we will get back to you promptly.

PARENT – TEACHER CONFERENCES

Parent – Teacher Conferences are scheduled annually (early spring) or on an as needed basis. This time enables parents and teachers to discuss the child's development and any concerns the parents may have. Usually these are in the form of informal meetings. Parents are welcome to request a conference at any time throughout the school year.

PARENT MEETINGS

LHM will host parenting workshops or parent pot luck dinners at various times throughout the year. We strongly encourage you to participate. The topics will be of interest to most parents (e.g. positive discipline, Montessori philosophy, safety, raising healthy children, creating a stimulating environment at home, etc.) In addition to providing information to parents, it also encourages school spirit and unity among teachers, students, parents, and staff in order to provide the best education for your children

A private breast-feeding area is available upon request.

PARENT VOLUNTEERS

We invite parents to volunteer your time and talents at LHM. We are always in need of volunteers to help in many different areas and welcome your support. Please contact the Director to see how you can get involved.

REST TIME

All children who nap will be provided a "nap roll" (a mat, blanket and a small pillow) for rest time (at no extra charge). Your child's nap roll will be placed on a padded mat for rest time. These items will be sent home each Friday to be laundered and returned to school the following Monday. These become your child's personal property and may be taken when withdrawing from LHM. Please do not send stuffed animals or dolls or any item too large to fit inside the roll and please do not send more than one.

SCHOOL HOURS

LHM is open Monday through Friday from 7:30 a.m. to 6:00 p.m unless otherwise noted on the school calendar.

SMALL SCHOOL ITEMS

We have many small items among our classroom materials here at school. Inevitably, some of these seem to find their way home with the children. Any work on our shelves, which is missing a piece, must be removed from the classroom until the missing piece can be replaced. Because many of our materials are purchased from Montessori suppliers throughout the country, this can sometimes take quite a while. Please help us to avoid the inconvenience of having to remove schoolwork from the classroom by seeing that anything brought home from school is promptly returned.

SNOW DAYS

LHM follows the closing schedule for Eanes ISD . You may subscribe to our texting service, Remind 101, to receive text alerts. The instructions to do so are in your enrollment packet. If you choose not to subscribe to this service, you may log on to the Eanes ISD or KXAN website to obtain delay or closing information.

SPECIAL PROGRAMS

Spanish: Primary students are taught Spanish weekly by a bilingual teacher. The instruction is geared to the developmental level of the class. The children learn beginning Spanish through songs, poems, stories, games, and movement activities.

Music: Music is an integral part of our curriculum at LHM. All children participate in musical activities daily in the classroom.

Physical Education: Children engage in a daily free play on the playground (weather permitting). LHM students have a wide variety of equipment to use for their large motor development as well as a large shaded playground.

After School Program: We offer an After School Program from 12:00 p.m. until 6:00 p.m. each day. LHM's After School Program teachers provide a supportive and caring environment for children. Children participate in art, Spanish lessons, athletic activities, music, cooking, cultural and science projects daily in addition to outdoor play.

Summer Program: LHM is a 12 month program and extends through the months of June and July. Adding to the Montessori environment, children participate in exciting activities such as art projects, nature studies, theatrical performances and water play. They also learn about the world around them through in-house field trips or special guests that are scheduled for group presentations. The objective of the summer program is to foster creativity, discovery, and friendship in a loving, supportive atmosphere.

If you enroll your child in our Summer Program, here are some things to keep in mind:

LHM requires *30 days notice* for ANY change to your child's enrollment whether that is time off for vacation, a change in pick up time, withdrawal, or for any other reason.

Children currently enrolled and their siblings will get first priority, as we DO have a wait list.

The summer supply fee of \$150 will apply June 1 and cannot be prorated.

Children enrolled in our extended day program will spend their time working on fun projects. The additional \$100 Extended Work Period tuition fee will be waived for June, July and August.

If you are traveling during the summer and would like to take a month off, you may do so if you prepay your child's tuition in advance *30 days prior* to their return. Failure to do so will result in **re-application and associated fees**. We are unable to prorate tuition for children who are out for only a few weeks during the Summer Program.

Our transition to our Fall Semester begins August 1. Children who will be transitioning to another school in August are welcome to stay. We will require 30 days notice of withdrawal.

STUDENT CLOTHING

The clothing worn by the children becomes a part of the classroom environment and has an effect on the ambiance. We ask that children dress within our dress code each day.

Boys: Any solid/striped colored pants, shirts, or shorts. Any closed toed shoes.

Girls: Any solid/striped colored pants, shirts, dress, jumper, skirt, or shorts. Any closed toed shoes

*** Please make sure your child has an extra set of clothes in dress code (including shoes) at school in case of accidents.**

*** Children should not wear or bring jewelry to school.**

- * Please do not allow your child to wear Crocs, brightly colored shoes (also; super hero/cartoon characters) cleats, lighted shoes, cowboy boots or open toed sandals.
- * Sweaters and jackets must be within the dress code if worn in the classroom.

STUDENT RECORDS

We treat all information contained in a child's record as privileged and confidential. Records will be released to other educational institutions only with written consent from the child's parents. If parents wish to review their child's records, they may ask the Director.

TOYS & PERSONAL BELONGINGS

Please leave all toys, money, purses, belts, stickers, sunglasses, jewelry and hats in the car or at home. Even items left in the cubby can be a distraction, since when your child is in the classroom he/she may think about these items and may try to slip them into their pockets and bring them into the classroom/playground. We do welcome books or other educational material for sharing. Please label all personal belongings. LHM is not responsible for the loss or damage of your child's personal property. "Special Day" days, in the Primary Classes, are posted on the classroom calendar. Again, please encourage "educational" items- books, postcards, photos, found nature items, rather than toys, cars, trucks etc. On your child's "special day" you may fix a snack with your child to be shared with the class (please make this sugar free). This is to teach the concept of hosting therefore your child should actively participate in the preparation of the snack.

PHOTOS

On occasion your child may be photographed at LHM for advertising, classroom displays or parent gifts. If you do not wish your child to be photographed please let your child's teacher and LHM director know prior to his first day of school.

SPECIAL DAYS (PRIMARY)

Approximately once a month your Primary aged child will have what is known as a "special day", please check your classrooms calendar to find out when your child's day is scheduled. On this day your child can bring a show-n-tell item to share with the class; something he/she made, from nature, photograph, etc. Please no toys. These items can be placed in his/her cubby. On this day he/she will be the classroom helper and can choose to serve as the host or hostess in the classroom. This can include a snack prepared/planned at home (enough for 30 small servings); suggestions: bagels with cream cheese, English muffins, cinnamon toast, crackers and cheese, prepared fresh fruit w/or w/o yogurt, celery or carrot sticks with dip (nut butters, hummus, ranch), lunch meat and crackers, or your own healthy, low-sugar baked snack.

YOUR CHILD'S FIRST DAY AT LHM

You can help prepare your child for his/her first day of school by engaging in discussion with your child about his/her new classroom, new teacher, new friends, and all of the fun things that your child will do while at LHM. It is important that your child feel your trust that his/her day will be wonderful. He/she needs to know who will pick him/her up and when (ie "after nap daddy will pick you up"). Kind words and words of reassurance almost always alleviate their fears. Please arrive between 7:30 – 8:15 a.m. on the first day.

After your child is greeted by the classroom teacher and welcomed into the classroom, please give your child a good-bye kiss and hug, then depart. It is our experience that children transition easier when the good-bye is kept brief. Although some children become very upset the first time that their parent leaves them at school, they usually settle down shortly after saying goodbye. Allow your child to enter the classroom independently, when help is needed please allow one of our staff members to escort him/her into the classroom. Please feel free to call the Director throughout the day to see how your child is doing.

Children who are not yet potty trained should bring diapers or pull-ups, a box of wipes, and a change of clothes (in dress code). Primary children should bring a change of clothes (in dress code). As the seasons change, please remember to change out your child's spare clothing so that they are dressed appropriately for the weather. Again, please remember to label all items brought to school.

Please let us know if we can help in your child's transition; we are always glad to aid in the process and assist newly adapting children with their entry into the environment. Please know most children tend to do just fine once they are inside. Your confidence is key and your child will eventually adopt your trust/confidence, this is a gift you can give to your child.