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This Handbook supersedes all prior handbooks and has been updated on February 25, 2020

MISSION STATEMENT

At Spectrum Montessori at Woodbury, our mission is to create a nurturing environment and high-quality academic program for your children using the philosophy and curriculum of Dr. Maria Montessori. Early childhood is the most rapid period of development in a human life. Our individualized curriculum puts your child in control of his/her own learning. The true Montessori classroom is arranged in such a way that enables the students to explore freely and celebrate their abilities. To hold true to our mission, our highly qualified teachers are committed to providing a secure environment that gives your child the stability he or she needs to explore the world at large and the opportunity to build themselves to their fullest potential.

PROGRAMS

Spectrum Montessori at Woodbury is a year-round school (12-month calendar). Our school enrolls children from ages 3 months to 6 years.

Infant	Ages 3 to 18 months
Toddler	Ages 18 to 36 months
Preschool	Ages 2.5 to 5 years
Kindergarten	Ages 5 to 6 years

Infant

Our infant program is carefully prepared as a natural extension of a child's home. With a ratio of four infants to one teacher, your child is being cared for in the hands of our experienced teachers in a nurturing, safe, and comfortable environment. At this stage, quality and continuity of excellent care matter.

Our classroom is prepared so that everything is proportioned to the child's size. Your child has access to child-sized stands and steps for pulling himself up; a quiet nursery with individual cribs for napping; an eating area equipped with child sized tables, and a play area where infants are stimulated through art, language, music, and sensory exploration. Our program enables your child to freely explore and enjoy a Montessori environment where he/she grows, learns, and bonds with other infants.

Infant Needs and Services

As part of the enrollment process, a "Needs and Services Plan" will be completed by the parent that includes instructions on feeding, sleeping, diapering/toilet training, special needs, and allergies. The form will be updated every 3 months or as often as needed. Parents are to provide all food and diapering needs for infants. Bottles must be sent to our center already mixed, labeled, and dated daily.

"Infant Daily Report" will be available for parents to fill out at arrival. This report indicates the wake-up time, last feeding, and last diaper change. Our infant teachers will log all daily activities.

Toddler

Our toddler class is a multi-age group from ages 18 months to 36 months.

Toddlers are curious and their curiosity should be fed. This is how they learn. Our program allows them to discover the world in which they live. Children participate in group and independent activities. Our

curriculum focuses on introducing learning to the children while giving them social interaction with other children their age. As they build relationships with other toddlers, they learn the give-and-take of life through sharing and being part of a group.

Each classroom is equipped with a toddler toileting area to encourage beginning training and bathroom independence. Children must be 18 months to enter, but advancement to our Preschool program is based on the individual child's readiness. Readiness is determined by toilet training, as well as self-feeding, listening, and verbal skills with the ability to follow directions. Advancement can occur as early as 2.5 years but no later than 3 years old. By the end of this program, your toddler is well prepared for advancement to the Preschool classroom.

Preschool

Our preschool classroom is a multi-age group of children from ages 2.5 to 5 years and Kindergarten is from 5 to 6 years.

Children in this age group possess a remarkable ability to absorb the world around them. Our program offers interest-based activities that encourage children to develop a love of learning and trust their ability to learn. Each preschool classroom contains a full range of Montessori materials necessary to meet the needs of the learner.

Our preschool classroom is a mixed age environment with an expanded academic curriculum. The young child learns from the older child and from imitation. For the older child, learning is reinforced by providing an example to the younger ones. The teacher will prepare the child for a larger spectrum of works with a focus on self-care, internal self-discipline, math skills, reading, and writing. Our program allows the child to "learn by doing", designed for his or her optimal development. Each child is encouraged to proceed according to his interest and capabilities. We place emphasis on good work habits to prepare the child for later life. We instill in them a sense of responsibility and respect for self, their peers, teachers, and other members of the community. Upon completion of our program, your child is well prepared for Elementary.

STAFF

Spectrum Montessori at Woodbury is staffed by passionate and dedicated teachers who possess the skills and training to create an enriching learning environment to help your child achieve academic excellence. Our highly qualified teachers act as facilitator in the classroom, providing the necessary guidance and instruction to the students so the students can work independently and progress at their own pace. Lessons are presented individually or in small groups. The teachers observe and interact with the students frequently to monitor progress in their work. The students are praised and recognized for their effort and achievement.

Our teachers are encouraged to continue preparation in Early Childhood Education, to participate in staff development opportunities, and to maintain current First Aid/CPR certification. Our preschool and toddler lead teachers are Montessori certified or currently enrolled in a Montessori Certification Program.

CURRICULUM

Academic Curriculum

Early childhood is the most rapid period of development in a human life. Our individualized curriculum puts your child in control of his/her own learning. Our Montessori classroom is prepared in a way that enables

the students to explore freely and learn by “doing”. Children are encouraged to progress at their own pace. Our program focuses on the five core areas of exploration: practical life, sensorial, language, mathematics, and cultural studies.

At Spectrum Montessori at Woodbury, children will have opportunities to:

- Benefit from the academic program tailored to the individual
- Develop independence and positive self-esteem
- Increase coordination, fine-motor skills and focus
- Build relationships and develop individual and group identities within the community
- Build themselves to their highest excellence

Enrichment Curriculum

In addition to our Montessori based curriculum, Spectrum Montessori at Woodbury provides resources for enrichment classes and activities. We value opportunities for each individual child to flourish their inner talents and become well-rounded individuals. Music and fine arts are integrated into our regular academic day and no additional fees are required.

Optional extra-curricular activities are NOT included in our curriculum and require additional fees that are paid directly to the specific enrichment program. We are not responsible for child injury, rescheduling, payments, and refunds. The types of programs available change periodically due to demand and desire of the children. Please check with the administrative team to inquire about current offerings.

Faith Based Curriculum

The Christian faith is brought into all classrooms at the discretion of the lead teachers. Each classroom will contain a Children’s Bible. Teachers are encouraged to provide a weekly Bible lesson and/or other opportunities to promote Christian values including daily prayer, grace before meals, music and stories. Also, please note that all children will participate in Christmas and Easter celebrations.

NON-DISCRIMINATION POLICY

Spectrum Montessori at Woodbury provides quality care and cosmic education to children of the community we serve. Every child in our care is provided with a stimulating and respectful environment led by qualified Montessori teachers. Spectrum Montessori at Woodbury does not discriminate on the basis of race, sex, religion, disability, creed and national origin with respect to the admission of students.

OPERATING POLICIES

Hours of Operation

Our school is open from 7:00 am to 6:00 pm from Monday to Friday. Please see our school calendar for holidays.

Program Hours

Half Academic Day	8:30 am - 12:30 pm
Full Academic Day	8:30 am - 3:00 pm
Extended Day	7:00 am - 6:00 pm
Morning Extended Care	7:00 am - 8:30 am
Afternoon Extended Care:	3:00 pm - 6:00 pm

We strongly encourage consistency in your child's schedule. This is the most helpful in allowing the child to adjust to the Montessori environment and bond with teachers and peers.

Eligibility Requirements:

- The child must be ambulatory between the ages of 18 months and 6 years old and be able to benefit from our program. Preschool children ages 2.5 to 6 years must be toilet trained.
- The child must have a physical examination by a licensed pediatrician and complete the Physician's Report form provided in the Enrollment package. This copy and/or any other physician's notes will be kept in the child's permanent file.
- In accordance with the State of California's Department of Health Services, the child must have a valid up-to-date immunization record on file throughout the year or a legally permissible written exemption. We cannot enroll your child until we have a copy of the immunization record on file.
- We require written documentation if your child has any disability or newly diagnosed condition (an allergy, asthma, a diagnosed or suspected psychological or developmental difference, or any other medical conditions). This is necessary to determine whether our program has the means and resources to provide for the best interests of your child.

Sign-In and Sign-Out Procedure

As part of the California state law and our safety procedure, Spectrum Montessori at Woodbury requires all parents/guardians to sign their full, legible signature (initial not allowed) when dropping off and picking up the child from school. All others picking up your child must have their ID checked and sign out (please see **AUTHORIZED PICK-UP**). Should you or an authorized person forget to sign your child in or out, the staff of Spectrum Montessori at Woodbury will act on your behalf to sign for you as you have granted permission with your signature on the **Statement of Consent** form.

Please read the "Child Drop-Off and Pick-Up Policy" provided in this handbook. All parents must follow guidelines for safe and courteous child drop-off and pick-up procedures.

Authorized Pick-Up

The child's parents/legal guardians are the only adults that are allowed to pick up him/her from school unless you list the person(s) you authorize to do so on your behalf. If someone is not already on the pick-up list, then a written authorization is required from you in order for us to release your child. The authorized person will ring the guest doorbell, show identification, and sign out.

Family Commitment

All admission, medical, and consent forms will be completed prior to school entrance. Emergency and immunization records will remain current and updated. It is the responsibility of the parent(s)/legal guardian(s) to notify the school of any changes in residence, work, emergency numbers, email address, and authorized pick-up information. Parents must adhere to the sign-in and sign-out procedure and sick policy. In addition, Spectrum Montessori at Woodbury requires documentation if your child has any medical, physical, or mental health condition(s) that would hinder him/her in participation of any activities that are part of our program.

School Commitment

There will be a First Aid and CPR certified staff member in the building at all times during operation hours. It is imperative that our teachers actively supervise and ensure the safety of the children at all times, in the

classroom and on the playground. Our school does not tolerate any type of abuse or neglect and will report any evidence of such immediately to local authorities. Children will be treated with compassion and consideration.

First Day at School

On the first day of school, your child may experience separation anxiety. To make your child's transition to school as smooth as possible, we ask parents to stay positive and refrain from lingering in the building as this will make drop off more difficult. We recommend a quick good-bye hug and kiss at drop off. Parents can work with staff members on drop-off routines to ease your child into this process. An alternative way to smooth the transition for your child is to set up a meet and greet with your child's teacher and a few visits in the classroom. This is a good opportunity for your child to become comfortable with the school atmosphere before the first day.

Community Care Licensing Division (CCLD) Visitors

In accordance with the State of California's Department of Health Services, our facility may be inspected at any time without prior consent. This may include conducting private interviews with the children and staff members, as well as auditing children's files and all records relating to the operation of the child care center.

Holidays

Please see the holiday schedule for a list of days our school is closed and special events. We try to keep these days to a minimum for working parents.

NUTRITION

Lunch

Parents have an option to order hot lunches from an outside vendor, CaterTots, or pack a lunch for their child. We provide organic milk for children with lunch and snacks.

- CaterTots: An outside vendor that provides hot lunch for families who wish to purchase it. Please check our front desk for more information on menu, ordering, and payment.
- Lunch from home: Remember to label lunch boxes and bags, containers, and lids. Each child must bring a healthy lunch. Sodas, desserts (cake, doughnuts, cupcakes, and other pastries), or candy will be sent home if packed for lunch. There is no access to a microwave for warming lunches.

Snack

The snacks provided by the school are nutritious. Morning and afternoon snacks are provided for our infant and toddler programs. Preschool students participate in a morning "snack host" program. Parents can sign up for a day to host snack for the classroom. Monthly menus are posted on the bulletin board at the front of the school.

HEALTH AND SAFETY

Health

We will always inform you of any contagious disease or condition occurring at our center. The information will be posted next to the sign-in sheet. In accordance with the State of California's Department of Health Services, our school must keep your child's updated immunization record on file throughout the school year. Parent must notify our school immediately of changes in emergency and identification information and change of physician.

Sick Child Policy

Spectrum Montessori at Woodbury staff will perform an informal health observation of each child for symptoms of illness upon arrival. To protect the health of our teachers and other children, your child may not return to school if he/she shows any of the following signs of illness:

- A fever within 24 hours (temp of 100 or higher)
- Vomiting or diarrhea in the past 24 hours
- Impetigo (strep or staph infection of the skin)
- Any unidentified rash
- Untreated conjunctivitis (pink eye)
- The beginning of a cold (first 2 to 3 days of a cold)
- A persistent cough with sore throat
- Any other communicable disease or condition

Parents must notify the front office if your child has not been feeling well. Please contact our school immediately (by phone or email) if your child has been exposed to head lice, chicken pox, measles, meningitis, or any other contagious disease. We will inform the parents of your child's classmates (without stating your child's name) so that they are aware their child has been exposed. Regarding head lice, your child must undergo a lice removal treatment and be free of head lice and eggs before returning to school.

If your child appears to have symptoms of illness while at school, you will be notified and asked to take your child home within one hour. Please keep your contact information current. Your child must remain home the following day or until he/she is fever free (without the use of any fever reducer) or vomit free for at least 24 hours. Certain illnesses will require a note from the child's pediatrician before he/she may return to school. We ask for your assistance in helping us keep a healthy school.

Medication Policy

As a general policy, the school recommends that children receive medication at home whenever possible. In the event the child must receive medication during the school day, you must follow certain procedures.

Types of Medications: Spectrum Montessori at Woodbury will only administer medications via the oral route. NO medications will be provided by intravenous, intramuscular, subcutaneous, rectal, NG-tube, otic, or ophthalmic routes. The only exception shall be the use of an EPI-PEN or equivalent epinephrine injectable for emergency allergic purposes only. Spectrum Montessori at Woodbury will not provide nutrition or pharmaceuticals through a nasal gastric tube or other tube directly placed in the stomach. Spectrum Montessori at Woodbury will not provide any monitoring requiring the access to bodily fluids such as blood glucose testing, stool samples, and/or urine collection. Below is a list of medications that Spectrum Montessori at Woodbury will administer:

- Oral antibiotics such as cephalexin (Keflex), Amoxicillin, Augmentin, etc.
- Oral corticosteroids such as prednisone or prednisolone
- Inhaled rescue medications such as albuterol

Records and Authorization: All of the following conditions must be met in order for medications to be administered at Spectrum Montessori at Woodbury:

- A written statement signed by the licensed physician/dentist specifying the reason for the medication/dosage/time/route/side effects.
- A signed **Authorization Medication** form from the parent/guardian for each medication.
- Medication must be in the child's original bottle with the pharmacy label written in English affixed

to it. Do not provide more or less medication as prescribed.

- Any tablets requiring partial doses (1/2 or 1/4) must be sent to the center already cut.
- All liquid medication must be accompanied with a syringe or measuring device.
- It is the parents' responsibility to check that the medication is not expired. However, staff will double-check the expiration date prior to administering.

Storage: Medications will be stored in a secure location during the entire day. Medications not requiring refrigeration will be stored in a locked location in the Director's office. Medications that require refrigeration will be stored in a locked clear box in the refrigerator. The locked box will be stored in the accounting office until the time arises for its use. Medications will not be stored in classrooms, the children's cubbies, or any location in the school. They shall be locked up at all times until ready for use.

Medication will be administered by either the Director or Assistant Director according to the physician order and prescription label.

Injuries

At least one teacher in each classroom holds a current pediatric CPR and First Aid certification. Your child's safety is our priority. Our teachers are very diligent about reminding the children to play safe and treat each other in a friendly and polite way, both in the classroom and out in the playground. If minor injuries occurred, parents will be contacted by phone or in writing, such as an "Ouch Report" explaining the incident and the steps taken to comfort the child. Please keep all phone numbers, emergency numbers, and other pertinent information current.

Allergies

Please indicate whether your child has an allergy or sensitivity to nut products in your child's enrollment packet. Spectrum Montessori at Woodbury has a "nut-free" policy. Parents are asked not to send nut products to school, including peanut butter. Nut products include walnuts, almonds, hazelnuts, macadamias, pistachios, pecans, and any kind of food that may include any type of nut.

School Safety

Spectrum Montessori at Woodbury is equipped with an electric lock to maintain a safe and locked entrance to the building. The parents will have their own 4-digit personal identification number as security door code to enter the building. Please DO NOT share your PINs with anyone. All others picking up your child must ring the guest doorbell, have their ID checked, and sign out (please see **AUTHORIZED PICK-UP**).

Please read all pertinent information outlined in the "Security Plan" provided with this handbook. We take this policy very seriously as your child's safety and protection is our priority.

Parking Lot Safety

Please follow the parking lot safety rules:

- Your child's safety is your responsibility until he/she is under our care after signed in and before signed out.
- Please park in the parking stalls and designated areas allowed.
- Do not drive faster than 5 miles per hour in the parking lot
- Please walk together and hold your child's hand at all times in the parking lot.
- Be sure to observe in all directions before backing up from a parking space

Child Safety

- For your child's safety, please do not leave your child in the car unattended at any time. Kaitlyn's law states that no child under the age of 6 years of age may be left alone in a car for any amount of time when 1) conditions exist that would present a significant risk to the child's health or safety or 2) when the vehicle is running or the keys are in the ignition. The staff of Spectrum Montessori at Woodbury is mandated by law to report all suspected or known instances of abuse and neglect.
- Please keep in mind that California law generally requires Children under the age of 8 years old to be secured in a child safety seat in the back seat of the car. Safety belts should be used at all times.
- Do not share your 4-digit door code with anyone. All doors and gates must be closed and latched behind you when you enter or leave the building. Do not hold the door for anyone behind you. Remember that you are protecting the safety of your child and the other children at the school.

Child Abuse Policy

- In accordance with Section 11166 of the Penal Code, every employee of Spectrum Montessori at Woodbury is required by law to report any suspected instance of child abuse to a Child Protective Agency immediately or as soon as practically possible by telephone. Thereafter, within 36 hours, a written report must be filed with the same Agency.
- Spectrum Montessori at Woodbury reserves the right to question the child or parent(s)/legal guardian(s) regarding cuts, scratches, bruises, bites, lumps, and other physical injuries or sudden emotional distress involving their child to enable the school to comply with the above stated law.

ENROLLMENT AND TUITION

Enrollment Requirements

All forms of the enrollment packet (medical, emergency, immunization record, and payment) must be completed prior to child's entrance to the school. Spectrum Montessori at Woodbury requires emergency contact information to be current, accurate, and on file at the school. It is the responsibility of the parent(s)/legal guardian(s) to provide updated immunization record and to notify the school of any changes in residence, work, emergency numbers, email address, and authorized pick-up information.

Registration

The initial registration fee (plus material fee) is paid for the initial enrollment into the program: \$225 for infant, toddler, or preschool students and \$350 for kindergarten students. This fee is **non-refundable**. Continuing students are required to pay an annual re-registration fee. A **two-month** notice must be given prior to withdrawal.

Tuition Deposit

A deposit of one-month tuition (shall be applied to the last month tuition) is required at the time of enrollment in order to reserve your child's spot at Spectrum Montessori at Woodbury. If you change your mind on enrollment or would like to delay the enrollment date, please contact us at least 60 days before the expected date for enrollment. If you elect to withdraw enrollment and provide a 60-day notice, the one-month tuition deposit is fully refundable. The registration fee is **NOT refundable**. If you elect to delay enrollment, we cannot guarantee a spot will be available for the desired new start date. However, if a 60-day notice is provided for delayed enrollment, then the deposit will remain on file for the future date. If less than 60-day notice is provided for a delayed start, then the entire deposit amount is **NOT refundable**. Once enrollment begins, the tuition deposit is NOT refundable and will only be used towards the last month of tuition.

Tuition Payment

The undersigned parent/guardian(s) are responsible for all tuition payments. The monthly tuition is due and payable on the **24th of the month** prior to the month of education. A late fee will be assessed on the 29th of the month prior to the month of education (please see LATE PAYMENT FEES for penalties). Tuition Express, our child care software management system, is recommended. For those using Tuition Express, the tuition will be processed on the last day of the month prior to the month of education.

There are no refunds or make-up days for absences. Monthly payments do not vary. To ensure our school expenses are not diminished by a child's absence, regretfully no allowances can be made for illnesses, holidays, or voluntary absences.

Late Payment Fees

Payments received after the 29th of the month prior to the month of education are considered late and must include a \$35 late fee. If tuition payment is not received by the 10th of the month of education, your child will be denied admission until the account is paid in full, including late fees. A \$35.00 fee will be charged for any checks returned from the bank. If two checks are returned by the bank, then payment must be either money order or cashier's check at this point. If fees are left unpaid after 30 days, Spectrum Montessori at Woodbury reserves the right to turn Payers and/or authorized representatives over to a debt collector.

Late Pick Up

Spectrum Montessori at Woodbury closes at 6:00 PM. Children picked up after 6:01 PM will be charged a late pick-up fee of \$1.00 per minute. This fee applies to each child and will be paid directly to the staff member on duty at that time. Children enrolled until 12:30 PM will incur late fees beginning at 12:35 PM (charged in 4-minute increments at \$15.00 per hour). Children enrolled until 3:00 PM will incur late fees beginning at 3:05 PM (charged in 4-minute increments at \$15.00 per hour). Please call to inform our staff if you will be late.

Proration

Children may enroll in our program at any time during the year pending availability. Children that enroll mid-month will pay a prorated first month's tuition. Any requests to change the child's program, either to increase or decrease, in the number of days or hours must be in writing and granted only if there are available spots. Proration is calculated by dividing the remaining weekdays after enrollment by the total number of weekdays in the entire month. Weekdays are calculated regardless of holidays or scheduled days off.

Two-Month Notice for Withdrawal

A two-month notice for withdrawal is required regardless of the reason. The term of enrollment continues within two months of receipt of the notice whether or not the child attends school. Withdrawals from Spectrum Montessori at Woodbury will be honored at the end of the calendar month through the next calendar month. For example, a two-month written notice was received on 4/15, tuition should be paid through 6/30. The undersigned will lose the initial deposit if he/she failed to give a two-month written notice.

Refund Policy

Except as otherwise provided in this agreement, the undersigned understands and agrees that **THERE WILL BE NO REFUNDS.**

Rate Changes

Spectrum Montessori at Woodbury will issue a written notice at least ninety (90) calendar days prior to any base rate tuition change. Tuition increases usually occur in September prior to the beginning of the academic school year and are typically determined in February/March prior to re-enrollment time.

Sibling Discount

There is a 5% discount on the second child's tuition (deducted from the lesser tuition).

Absences

If your child is absent due to illness or vacation, please call or email the school to make us aware. Regular tuition is due regardless of absences. There are no "make-up days". As school expenses are not diminished by a child's absence, no reimbursements or deductions can be made for absences caused by illness, vacations, holidays, or any other reason.

Termination

The school reserves the absolute and unilateral right to discontinue a student's enrollment, with or without prior notice, when a serious ongoing issue cannot be resolved. We will make every attempt to work with the child and family to develop an action plan to address and resolve the issue. Good communication between teachers and parents, role modeling, consistency at home and at school and active participation will greatly reduce most aggressive tendencies. Other reasons for termination of a student's enrollment include, but are not limited to:

- If the school concludes that the child's specific and unique needs cannot be met by the facility or program.
- If the unacceptable behavior persists and cannot be resolved after several parent conferences and a reasonable amount of time has been given for improvement in the child's behavior
- If the child or his/her parent(s)/legal guardian(s) pose any threat to the safety and well-being of other children or staff member(s) of Spectrum Montessori at Woodbury (ex. use of profanity, character defamation, physical harm, etc.).
- If the emergency information and medical information are incomplete.
- Excessive delinquency in tuition payments (including Late Fee penalties)
- Lack of cooperation with school policies and procedures outlined in the Handbook
- If a parent is uncooperative or attempts to slander the school or staff in any way

DISCIPLINARY POLICIES

Spectrum Montessori at Woodbury believes in positive reinforcement for good behavior, including praising the child for appropriate behavior, providing reminders and cues, and facilitating problem solving among children. Our teachers model appropriate behavior to help create an optimal learning experience. Our goal is to help the children develop self-control and responsibility for their actions.

Discipline Strategies

1. Encourage children to use their words when having a disagreement with another child. Facilitate children in their attempts to settle their own disputes.
2. A child with inappropriate behavior will be redirected to a new activity to help the child change behavior. "Inappropriate behavior" is considered as followed.
 - Inflicts physical or emotional harm on other children, teachers, or themselves.
 - Disrespectful behavior towards people, materials, and school environment

- Consistently disobeys the classroom rules.
3. If inappropriate behavior continues, the teacher may remove the children from an activity in order to maintain order in the classroom.
 4. Counseling children individually about their behavior will occur after child is removed from classroom activity.
 5. The teacher and/or administration will communicate with parents on disciplinary concerns by phone and/or "Incident Report".

Discipline Procedures for Disruptive Behavior

1. Disruptive behavior will be addressed in an incident report. This report, which will be shared with the parent, will document the child's inappropriate behavior and how the behavior has impacted other children, staff members, or the group as a whole. It will also explain how the situation was resolved. The incident report will be at the front office for parents to read, sign, and take home. A carbon copy of this report will be placed in the child's file.
2. If the child has difficulty managing his/her behavior on a recurring basis, a parent will be asked to meet with the child's teacher and school director to develop an action plan for the issue.
3. In the event the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it will be necessary for the child to be sent home for the day.
4. If disruptive /aggressive behavior persists and cannot be resolved after the above listed procedures, the child may be removed from the school program altogether. When a decision is made to withdraw the child from our program, the school will notify the parents, and disenrollment will take place immediately. The decision to remove a child from the program will be made by the Director and/or the President. There shall be no refunds of monthly tuition or deposit.

CLASSROOM

Sharing Days

On sharing days, the children are encouraged to bring an item of interest to them such as books, family pictures, items collected, musical instruments, or items relating to the monthly curriculum. Please make sure to label the item with the child's name on it. Each child will be assigned to a sharing day on the classroom newsletter.

Birthdays

The "Celebration of Life" is a unique way that we celebrate your child's birthday in the Montessori classroom. Your child may bring in photographs of each year of his/her life from birth to the present. These photographs may be designed and decorated on a poster board. This event can be scheduled to coincide with your child being the snack host for the week. You can pick a healthy snack of your choice or pick from our list of recommended snacks to donate. Your child will have the opportunity to help set up snack for his/her peers. You may arrange with your child's teacher to attend the "Celebration of Life" ceremony and take pictures or use a video camera.

Nap Time

Individual cots are provided for napping to all toddler and preschool children enrolled in our full or extended day program. Each infant under the age of 12 months is assigned to a crib in our infant nursery for rest time. Please provide a crib-sized bedding sheet and a small blanket for your child the first day of the week your child attends and then bring them home over the weekend to be washed. Soiled bedding will be sent home to be washed as needed. All children must keep their shoes on while napping for safety reasons in case an emergency occurs during nap time.

Clothing

We encourage you to dress your child in comfortable clothes that can be soiled. Sneakers are best! No backless shoes, flip-flops, Crocs, or open-toed sandals because they are not safe for running and climbing. Please provide your child with at least two sets of clothes in case of a spill (paint, water, milk, or potty). All items (including sweaters, jackets, and coats) should be labeled with his/her name and sent to school in a Ziploc bag. Please replace these clothes right away when soiled. Spectrum Montessori at Woodbury is not responsible for lost items.

Lost and Found

Children's names should be written on all belongings to enable prompt return to the rightful owner. We recommend parents to check the lost and found bin in the front lobby occasionally. If you cannot find an item in the lost and found, please notify our staff and we will try to help locate the missing item. Unclaimed clothing will be donated to Good Will after 6 months.

Toys

Children may not bring toys to school.

Transportation

Transportation to and from school is the responsibility of the parents/guardians. Employees are not allowed to transport child to and from the school. Also, please follow the parking lot safety rules.

Volunteers

According to SB 792, this bill mandates written proof of vaccination or legally authorized exemption for measles, pertussis, and flu vaccine for any volunteer spending time in the classroom. Volunteers at child care centers, must still establish that they are in good health through a public health screening that includes a tuberculosis test (Title 22, California Code of Regulations section 101216(g); Health and Safety Code section 1597.055(a)(5)). If you are interested in volunteering, please speak to your child's teacher and turn in proof of vaccinations and health screening to the front office.

Field Trips

The staff of Spectrum Montessori at Woodbury will not take students on out-of-school field trips.

Open Door Policy

Spectrum Montessori at Woodbury has an open-door policy for all enrolled families. You are always welcome at your child's school. We ask that you contact the office to schedule the observation before you come in.

COMMUNICATION

Parent-Teacher Conferences

Parent conferences are scheduled twice a year. During our Fall conferences, parents have the opportunity to discuss with your child's teacher on general goal setting and exchanging information. During our Spring conferences, our teachers will evaluate each child's developmental and academic progress.

Parent-Teacher Communication

Parents are always encouraged to communicate with the lead teacher regarding their child's progress during school hours that the lead teacher is present. Keeping in touch with your child's school and teacher is important to the academic success of your child's education. Please note that it is our policy for the lead teacher to be the main contact for providing updates on your child. The lead teacher has the most training and experience to provide the most informed progress update. We also ask the assistant teachers to limit the discussion about progress to only the information that the lead teacher has provided to them. We ask all communications to occur during the times in which the lead teacher is working at the school which is typically from 7:00 am to 3:00

- School activities such as Back-to-School Night, Parent-Teacher Conferences, and Open House are important for communication and understanding the Montessori philosophy.
- Each child is assigned a classroom folder. Please check your child's folder daily for information from his/her teacher.
- Emailing the teacher is another source of communication. However, please be aware that responses may be delayed if the email is received after normal working time. Any urgent questions after 3:00 pm on weekdays or on the weekend should be directed to the administrative staff as they will be able to provide more timely responses.

BABYSITTING AND TUTORING POLICY

Spectrum Montessori at Woodbury does NOT allow staff members to babysit or tutor currently enrolled families, under any circumstances. This policy is designed to avoid conflicts of interest, liability, and confidentiality issues that may arise.

DISASTER PREPAREDNESS

In the event of a national or state disaster, Spectrum Montessori at Woodbury has a disaster plan to maintain safety and care for enrolled children. Our school is prepared with first aid, water, food, and other emergency supplies for each student and staff member for up to 72 hours. The staff members are trained and certified in first aid and Pediatric CPR. Fire and earthquake drills are held regularly to ensure children and staff will know how to respond to an emergency and disaster quickly and safely.

Children will be released only to a parent or designated person listed on your Emergency Information Form kept on file at our school. Therefore, it is imperative that you notify us immediately if there are any changes. In the event you cannot be reached, we will contact the person(s) who have permission to come and take your child home from school.

If the children and staff are ordered to vacate the facility, information will be posted at the regular entrance to the center.

Evacuation locations:

Trabuco Senior Center - 5701 Trabuco Rd Irvine, CA 92620 (949) 724-7300

Jeffrey Trail Middle School - 155 Visions Irvine, CA 92620 (949) 936-8700