



2020 - 2021

PARENT HANDBOOK

**TODDLER, PRIMARY, ELEMENTARY, AND
JUNIOR HIGH**



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INTRODUCTION

WELCOME TO ARBORLAND MONTESSORI CHILDREN'S ACADEMY

You are your child's first educator and the primary influence in your child's life. We believe that you want to be their best mentor. We, at Arborland Montessori Children's Academy, will help you grow and learn alongside your child. Together, we can watch your child develop independence, knowledge, and compassion.

Philosophy

The Montessori Method develops the whole personality of the child, nourishing their emotions, intellectual faculties and powers of deliberation. As the child grows, their initiative and ability to make independent choices will also prosper under the Montessori Method. The teacher guides the child to work at their own pace, building the child's concentration and self-discipline.

It is our belief that each child is a unique individual with their own special needs, background and experiences, and should be recognized as someone special. In order for the child to grow, they must first feel safe, accepted, and competent in an environment that is encouraging, nurturing, supporting, and challenging.

Arborland Montessori Children's Academy is directed towards the application of the highest standards and interpretation of the Montessori Method through the techniques and philosophy developed by Dr. Maria Montessori.

Dr. Maria Montessori

Born in 1870, Maria Montessori was the first woman to be granted a medical degree by an Italian university. At the age of 28, she was a medical professional assessing the physical needs of "defective" children. Influenced by the work of Sequin and Itard in France, Montessori designed materials and techniques that allowed the children to work in areas previously considered beyond their capacity. Montessori's great triumph came when these children took state examinations alongside normal children—and her "defective" children passed the exams. Montessori concluded that if children with disabilities could be brought to the same academic level as normal children, something must be drastically wrong with the education of normal children.

Her life's work began with a group of slum children in 1907 when she opened her famous "CASA DEI BAMBINI." Through her observations from working with the children, she discovered their remarkable, almost effortless ability to absorb knowledge from their surroundings. Children teach themselves. This simple profound truth inspired Montessori in her

lifelong pursuit of educational reform, curriculum development, methodology, psychology, teaching, and teacher training—all based on her dedication to furthering the self-creating process of the child.

Though Dr. Montessori passed away in 1952, her Montessori Method lives on. Today, after 100 years of international application, the Montessori Method thrives in the United States, with more than 5000 schools established since 1957. Montessori schools are not only found in the private sector, but are also increasingly implemented within the public school systems and federal day care programs. The Montessori philosophy focuses on the development of the individual child, the peaceful unfolding of self, and the prepared classroom environment. It reminds the educators to think unconventionally while assisting the children.

What is Montessori Education?

Montessori education is both a philosophy of the child's growth and a rationale for guiding such growth. It is based on the child's developmental needs for freedom within limits in a carefully prepared environment. The Montessori Method guarantees exposure to materials and experiences that develop intelligence as well as physical and psychological ability. It is designed to take full advantage of the self-motivation and unique ability of the child to develop their own capabilities once exposed to life's possibilities. The premises of Montessori education are as follows:

- 1) Children are to be respected as different from adults, and as individuals who differ from each other.
- 2) The child possesses unusual sensitivity and mental powers for absorbing and learning from their environment that are unlike those of the adult, both in quality and capacity.
- 3) The child's most important years are the first six years of their life when unconscious learning is gradually brought to the conscious level.
- 4) In Primary, the children learn to be individuals and we give the children keys to the world. In Elementary, the children learn to be good members of their society and learn to make society better for others. The children are the agents for peace. We open up the universe to the children so that the children can see the whole, the relationship among its parts, and interdependence of the parts on each other.
- 5) The child has a deep love and need for purposeful work. However, the child does not necessarily work as an adult for profit and completion of a job, but for the sake of the activity itself. The child's most important goal is "the development of themselves – their mental, physical, and psychological powers."

In summary, Montessori education is a careful blending of environment and philosophy designed to maximize a child's potential in a non-threatening, self-actualizing manner. The Montessori Method develops the whole personality of the child, encouraging intellectual growth, self-discipline, self-knowledge, independence, enthusiasm for learning, and an organized approach to problem solving.

Our Staff

Our lead teachers are experienced and Montessori credentialed teachers who believe in cultivating a love of learning in your child. With an average 17+ years of tenure with Arborland, our Montessori teachers treat each child as an individual to help them find their place in the world. All of our staff must pass through criminal and criminal record checks, reference checks, and health examinations prior to starting at Arborland. We believe that learning is a life-long process for children as well as adults. Our staff are offered professional development opportunities throughout the school year to continue our own development.

CURRICULUM

Toddler Curriculum

Arborland Montessori Children's Academy nurtures, loves, and continually interacts with the children to support the growth and development of toddlers.

1) PRACTICAL LIFE:

At this stage, intellectual development is very much connected to physical development. Running, climbing, jumping, and hopping will assist the child to develop large muscle coordination. Self-feeding with cups and utensils, finger plays, and instrument usage will develop the child's small muscle harmonization. The purpose of the Practical Life exercises is to help the child be independent and teach respect for one's self, other living things, and the environment. The curriculum encourages the toddler to take care of themselves and the environment. To develop self-expression and coordination, the toddler listens and dances to music in the classroom. They also use materials such as play dough, bubbles, chalk, and water to help develop their concentration, motor skills, and independence. The warm and nurturing environment will help the child build their confidence in order to express themselves more clearly through language. The Practical Life exercises cultivate a child's physical and social development.

2) SENSORIAL:

The young child meets the world around them through the constant use of all five senses. Sensorial activities allow the toddler to concentrate on one sense at a time

without feeling overwhelmed. By performing activities such as playing with play dough, stacking nesting boxes, listening to music, and feeling rough and smooth textures, the child begins to recognize qualities such as color, size, shapes, sound, and texture. These activities help the toddler recognize and comprehend the elements in their environment.

3) MATHEMATICS:

The toddler is introduced to the concept of numbers and shapes. Dr. Montessori observed that a child who becomes interested in counting likes to touch or move the items as they enumerate them. Thus, she designed physical materials to represent all types of quantities. The child starts to recognize the numbers as quantities beginning from 1 through 10.

4) LANGUAGE:

The young child first discovers that spoken language has meaning when the adults become excited and responsive to their verbal expression. To develop language skills, the child is encouraged to repeat after the teacher. They are then introduced to phonetic sounds and the letters of the alphabet. The teachers read stories to them daily with dramatic expression to enhance the child's comprehension and enjoyment of books. The child works with many different picture books, objects, and flashcards to establish their vocabulary, as well as with the flannel board to create stories. Through constant interaction with teachers and peers, the toddler is encouraged to openly express their feelings. They also sing songs with other children to help develop their verbal skills.

5) ART:

The Montessori curriculum strives to maintain the great joy that the child finds in creating something of their own. Through arts and crafts, painting, and coloring, the toddler is encouraged to explore their imagination and apply artistic principles in other areas of the curriculum.

6) MUSIC:

Music is a great way of expression without spoken language. Different melodies set up the tones for various daily activities. Music integrates motor skills, control of muscle movement, social activities, number games, and language acquisition. Nursery rhymes, singing, and movement games are implemented daily in a Montessori environment.

Primary Curriculum

The primary level curriculum at Arborland Montessori Children's Academy is organized to foster knowledge, lifelong learning skills, self-esteem, competence, independence, and responsibility in each individual child.

1) PRACTICAL LIFE:

The young child is attracted to activities that foster independence and control of their own life. The special Montessori materials enable them to tie, button, snap, and use many other fastening devices. Some other activities include water pouring, shoe polishing, frame dressing, bead stringing, gardening, etc. These activities help to further develop the child's concentration, self-sufficiency, self-esteem, coordination, independence, organization, and cleanliness.

2) **SENSORIAL:**

In this area of the classroom, the child finds materials that are designed to sharpen the five senses. Each of the sensorial materials isolate one defining quality such as color, weight, shape, texture, size, sound, and smell. The Montessori sensorial materials help the child to distinguish, categorize, and relate new information to what they already know. Because the child finds a sense of order in these materials, they acquire the joy of learning in the Montessori environment.

3) **MATHEMATICS:**

The mathematics materials introduce the concept of quantity and its related symbols starting from the numbers 1 through 10. In a Montessori environment, a child not only sees the symbols for 1, 10, 100, 1000, or $1/2$, but they can also hold each of the corresponding quantities in their hand. The exercises not only teach the child to calculate, but they also provide a deep understanding of how numbers function. The child learns mathematical concepts with concrete materials so that their understanding has substance. Due to the concrete nature of the materials, the child is able to work with the basic concepts of fractions, geometry, and algebra.

4) **LANGUAGE:**

After the child discovers that sounds have meaning, they begin to isolate the parts of speech. Finally, they grasp the use of sentences. A young child is amazed by oral language and stories with expression. The constant assimilation of language results in a sudden expansion of vocabulary. The sandpaper letters provide a phonetic basis for reading. The child's desire and sensitivity to touch are utilized by these letters that are cut out of sandpaper and mounted for tracing. They not only hear the sound and see the shape, but also train their muscles for when they begin writing. Coding and decoding exercises reinforce phonics awareness, while listening to a daily story enhances literature appreciation and proper usage.

5) **SCIENCE:**

The science curriculum exposes the child to the world around them. There are collections of shells, rocks, bugs, and plants available for the child's examination. Simple science experiments are done in group lessons to help the child understand the workings of the universe as well as the immediate environment.

6) **GEOGRAPHY:**

Dr. Montessori created a colorful set of puzzle maps to teach geography. The child will learn the shapes and names of the seven continents of the world. Using these puzzle maps, they will be introduced to the geography of the North American countries and the United States. The child will also work with land and water forms such as the island, lake, isthmus, strait, etc.

Elementary Curriculum

Montessori education at the elementary level continues on with many of the same principles used in the primary level. However, one difference is that the primary child learns to read while the elementary child reads to learn. Reading is the key that opens up the child to the fascinating universe. Arborland Montessori follows California Content Standards to ensure that all students achieve a proficient or advanced level with many research instructional strategies.

1) HISTORY:

Early work in elementary emphasizes anthropology and social history rather than memorization of dates and names of famous people. The lessons are geared to enliven the imagination of the child and build a framework for which all other studies will fit. The timeline is implemented in the cross curriculum to provide a historical background.

2) LANGUAGE:

Grammar presented to the child early in elementary gives great enjoyment to them because it integrates drama and movement. The purpose of grammar work is to improve the child's reading and writing. At this age, the child is no longer interested in working for their own sake, but chooses activities that make sense and sound pleasing to themselves and others in their society.

3) GEOMETRY:

In geometry, the child begins with a whole figure and then learns to analyze parts of the whole. Elementary work in geometry includes polygons, angles, and lines. The child is given a sensorial introduction and works up to deriving formulas.

4) MATHEMATICS:

The child begins with a concrete and sensorial exploration of mathematics. Subsequent presentations become more symbolic until abstraction is eventually reached. Ultimately, the child can solve the problem using only pencil and paper.

5) SCIENCE:

Science is a combination of several interrelated subject areas. At the elementary level, the lessons are divided into three main sub-units.

a) Life Sciences

The child is introduced to different aspects of biology and botany. Learning about food chains, food webs, and ecosystems are the basis for understanding the relationships between living and non-living organisms. In zoology, the child is introduced to mammals, birds, fish, reptiles, amphibians, and the major body functions of each.

b) Earth Sciences

Geography includes the various aspects of science as it relates to the Earth. The child will study the earth's formation, the cycles of the winds, the cycle of water, the rotation of the Earth, and the reasons why geological processes work the way they do. The child will also study the adaptations that humans have made in order to survive in the geographical conditions in which they were placed.

c) Physical Sciences

Related effects within this sub-topic, such as magnetism and electricity, have many useful applications in everyday life. The child will be introduced to the roles of parallel circuits, magnetic fields, electric motors, electric generators, and simple devices such as batteries, light bulbs, and magnets.

6) ADDITIONAL CURRICULUM:

Additional curriculum helps develop the child into a more well-rounded individual. Physical education not only develops physical strength and coordination in the child, but can also help teach history and math through interdisciplinary learning opportunities. With music, the child will learn notation, instruments, composers and interpretation. Art elements are introduced and applied through beautifying personal work and pride. Songs can teach history and science. Computer applications and research skills are fundamentals for acquiring knowledge in science and social science. The Spanish language is also incorporated into lesson plans to enhance the child's foreign language interest and capability.

7) TECHNOLOGY:

The elementary technology curriculum at Arborland focuses on teaching our students computer skills that they will need in our highly digitalized world. The elementary students will learn how to use word-processing, presentation, and other software that will give them real-world skills. They will be producing documents, keyboarding, taking tests, and researching on their devices. We want to emphasize that technology in our classrooms has always been used as a learning tool, not for entertainment.

We encourage students in grades 1st – 6th to bring in their own personal technology device. Due to the requirements of the testing readiness programs and the fully integrated math and literature curriculum, the device must have a screen size of at least 10 inches and must have a physical keyboard (or a detachable keyboard). The devices will be used as academic learning

tools only. No non-academic games during school hours—in or out of the classroom—will be allowed at any time.

Junior High Curriculum

Montessori education at the junior high level integrates rigorous academic studies with purposeful work, preparing teenagers to become contributing adult citizens who are self-confident and possess the skills needed to thrive in society. Additionally, Arborland Montessori follows California Content Standards to ensure that all students achieve a proficient or advanced level with many research instructional strategies.

1) MATH (Pre-algebra, Algebra, Geometry):

The purpose of math is to strengthen the student's overall mathematical thinking abilities and at the same time help students master algebraic and geometric concepts. Upon completion, the students will have a more abstract ability to use an algebraic approach to problem solving with enhanced critical thinking skills. Additionally, they will learn to model real-world phenomena with a variety of mathematical functions.

2) LANGUAGE ARTS (Literary Analysis, Oral and Written Communication, Speech & Debate):

The language arts curriculum encompasses an integrated study of vocabulary, literature, grammar and mechanics, and writing. The curriculum seeks to teach students to value reading and writing well, to self-initiate reading and writing in their own lives, and to see reading and writing as tools to change themselves and the world around them. Students read and write in a wide range of genres for a variety of authentic purposes and learn to communicate with a variety of audiences. With an emphasis on critical analysis of literature, students practice a variety of writing types to complete thoughtful responses to literature. Speech is included in daily communication that focuses on grace and courtesy, listening skills, active participation, in-group discussions, articulating ideas, and making formal presentations. Speech and debate provides students an opportunity to develop skills in research, critical thinking, organization, persuasion and communication. Once students are able to articulate their own ideas, they will learn to set aside personal bias and previous knowledge to objectively debate both sides of an issue.

3) SCIENCE (Health, Biology, Chemistry, Physics):

Science is a combination of several interrelated subject areas. At the junior high level, the lessons are divided into four main sub-units.

a) Health

The child is introduced to different aspects of health, including nutrition and physical activity, growth and development, sexual health, injury prevention and safety, alcohol, tobacco, drugs, mental health, emotional health, social health, personal health and community health.

- b) **Biology**
The biology curriculum includes the study of patterns in nature, cells and organisms, evolution, genetics, and ecosystems.
 - c) **Chemistry**
The chemistry curriculum includes the study of the structure, classification and properties of matter, scientific measurement, and atoms.
 - d) **Physics**
The physics curriculum includes the study of forces, motion, power, energy, waves, work and machines.
- 4) **SOCIAL SCIENCE (World History, American History):**
The social science curriculum focuses on the progress of people from World History to American History. The focus is on asking large questions and looking for patterns in history and integrating this information into other disciplines. Through a mix of individual and group work, students have the opportunity to dive into topics of interest and create hands-on projects and make presentations.
- 5) **FOREIGN LANGUAGE:**
Learning a foreign language allows the adolescent to develop a global understanding of the world. In addition to learning vocabulary, grammar, reading and writing, students will practice language orally to improve their conversation skills. Students will have the opportunity to choose between Spanish or Mandarin Chinese.
- 6) **PHYSICAL EDUCATION:**
Physical education not only develops physical strength and coordination in the student, but can also help release physical energy that builds up during this period of rapid growth.
- 7) **PERSONALIZED ELECTIVE:**
Electives are chosen by the students themselves each year. Through personalized electives, adolescents learn how to understand themselves and figure out their interests and potential future career options. Sample electives include computer animation, art, culinary arts, robotics, coding, multimedia journalism, dance, music, leadership, yearbook, and more.
- 8) **TECHNOLOGY:**
Technology is integrated into all other subjects as computer skills are needed in our highly digitalized world. From producing documents to taking tests, from doing research to creating presentations, technology is a critical learning tool. No non-academic games during school hours—in or out of the classroom—will be allowed at any time.

9) SERVICE LEARNING:

Service learning is a 7th grade component determined by student needs and interests. Service learning goes beyond community service by including preparation, participation and reflection. It is a method by which students learn through active participation in thoughtfully organized service experiences that meet a genuine community need and are coordinated in collaboration with the school and community. The students participate in the planning and decision-making. It is integrated into the academic curriculum and includes time for thinking, talking, or writing about their experiences. It provides opportunities to use newly acquired academic skills and knowledge in real life situations in their community. It extends student learning beyond the classroom and helps to foster the development of a sense of caring for others.

10) MENTORSHIP:

Mentorship is an 8th grade component determined by individual student needs and interests. Adolescents need opportunities to engage with role models in the community who are not the parents in order to continue their exploration of self. With mentorship, the student will be able to create meaningful contact with professional and pre-screened adults who can provide the student with insight into a potential future career.

ADMISSION & ENROLLMENT

Admission

Children at least three months old may be considered for admission regardless of gender, race, color, religion, nationality, or political belief. The infant program is designed for children 3 to 18 months old. The toddler program is designed for children 18 to 36 months old. The primary program is geared towards children 2½ (potty trained) to 6 years old. The elementary program is designed for children 6 to 12 years old. The junior high program is for students 13-14 years old. In order to be accepted into the school, the child must be able to follow directions (except infants).

Enrollment Procedure

It is necessary to fill out the "Application for Admission" form and return it with the annual registration fee and tuition deposit per child to the school. (The registration fee and tuition deposit is refundable only if your child is not accepted for enrollment.) Please call the school for current tuition and fees.

State law requires that every parent must complete and return the following forms to the school on or before your child's first day:

- 1) Identification and Emergency Information
- 2) Physician's Report for primary children or Health Examination Report for elementary children.
- 3) Child's Pre-Admission Health History (Parent's Report)
- 4) Emergency Medical Consent Form
- 5) Enrollment Agreement
- 6) Signed and dated "Notice Parent's Rights" Receipt
- 7) Signed and dated "Child Abuse Prevention Pamphlet" Receipt
- 8) Signed and dated "Personal Rights" Receipt

Classroom Assignments

Montessori classrooms emphasize a well-balanced, social representation of the world around us for all the children to learn and cope with individual differences. When a child is accustomed to working and playing with other children of different genders, ages, cultural backgrounds, and personalities, they are establishing good interpersonal skills. At Arborland, we are dedicated to providing the best education for the children. Therefore, we place each child in the classroom that is the best for them to learn in. Placement requests cannot always be granted. Please trust our professional expertise and objective look towards the best interests of your child.

Waiting List Registration

Since our capacity is limited, your child will be registered on the school's waiting list if classroom space is unavailable at the time of your application. The application form, registration fee and tuition deposit are required to be enrolled on the waiting list. The registration fee is refundable anytime prior to the acceptance of the child for enrollment. When an opening occurs, priority is granted to according to the waiting list.

Waiting List/Classroom Placement Priorities

- 1) Continuing children.
- 2) Children who transfer from one Arborland campus to another Arborland campus or from one classroom to another.
- 3) Returning children.
- 4) Staff's children.
- 5) Current children's siblings.
- 6) Registered children on a first come first serve basis.

Summer School

Arborland provides an academically enriched summer school along with fun field trips. If you would like to enroll your child in our summer school programs, please fill out the summer enrollment form in May and return it to the office to ensure your child's space.

PAYMENT POLICIES

Annual Registration Fee and Tuition Deposit

The annual registration fee is not refundable. Annual registration fee is the same for all children throughout the school year regardless of the child's actual starting date.

The tuition deposit will apply to your child's last month's attendance at school, if you provide the school with a 30-day advanced written withdrawal notice prior to March 1, 2021. If your child is enrolled during the 2020-2021 school year and their last day of attending Arborland Montessori Children's Academy is on May 26, 2021, you may deduct the tuition deposit from the April 25, 2021 payment. Any tuition deposit not applied to their child's last month's tuition may be picked up from the Arborland Montessori office after accounts closed at the end of summer school.

Please note that our staff members make the commitment to educate your child for the whole school year. **There will be no refunds for children withdrawn from school, or an optional program, after March 1, 2021.** If no notice is given by March 1, 2021, parents are responsible for the tuition fees for the remainder of the academic school year, until May 26, 2021.

Tuition and Tuition Payments

Arborland is completely supported by tuition and fees to provide a high standard of education for your children. If the tuition is past due or uncollected, the increased expenses such as collection costs, extra bookkeeping, and loan interest will be charged and deducted from your tuition deposit.

Tuition is based on 180 school days (not calendar days) for the academic school year, which starts on August 11, 2020 and ends May 26, 2021. The tuition may be divided into 10 equal payments. Payment is due on the 25th of every month from July 25, 2020 to April 25, 2021. The monthly tuition payment has already excluded school holidays. A detailed breakdown of the tuition coverage for the 2020-2021 school year is listed as follows:

Payment	Due Date	School Days	School Days Covered
1	7/25/2020	18	8/11/2020 - 9/03/2020
2	8/25/2020	18	9/04/2020 - 9/30/2020
3	9/25/2020	18	10/01/2020- 10/26/2020
4	10/25/2020	18	10/27/2020 - 11/20/2020
5	11/25/2020	18	11/30/2020 - 1/07/2021
6	12/25/2020	18	1/08/2021 - 2/03/2021
7	1/25/2021	18	2/04/2021 - 3/03/2021
8	2/25/2021	18	3/04/2021 - 4/05/2021
9	3/25/2021	18	4/06/2021 - 4/29/2021
10	4/25/2021	18	4/30/2021 - 5/26/2021

If you do not enroll your child for summer school, their last day for the 2020-2021 school year will be May 26, 2021. (Please refer to the current calendar and the tuition schedule.)

- A. **Payments are due on the 25th of the prior month.** The monthly payment coupon will be emailed to you on or before the 18th of each month, starting with July and ending in April. Please attach the proper monthly coupon with your child's tuition payment and drop it off in the administration mailbox in the office. A written notice of at least 30 days in advance must be given for withdrawal of a child from school or from an optional program.
- B. Payments made **after the first** of the month will be considered delinquent and subject to a **\$10.00 late fee**. A **\$20.00 late fee** will be charged for payments received after the **third** of the month. The late fee increases to **\$30.00** if payment is received after the **fifth** of the month. ****If the due date falls on a school holiday, please be sure that your payment is received before or by the due date to avoid any late fees.****
- C. If payment is not received by the **tenth** of the month, the child is no longer considered enrolled in the school and their enrollment will be terminated.
- D. You may apply for readmission for your child by paying a \$100.00 non-refundable re-registration fee and the full balance due.
- E. There will be a **\$30.00** surcharge for all unpaid checks and batch declined credit cards returned to the school. When a check is returned, you are expected to pay the current due amount by money order, cashier's check, or cash.

- F. After 2 returned checks or declined credit cards, only cashier's check, money order, or cash will be accepted for the remaining tuition payments.
- G. If a child is enrolled after the school year starts, their tuition will be prorated by the number of school days that have passed.
- H. There will be no make-up days and no refunds for days missed.
- I. There is no fee deduction for holidays, illness, or vacations. An advance written notice of at least 30 days must be given for withdrawal of a child from the school for any reason. There will be no refunds for children withdrawn from school or an optional program, after March 1, 2021.
- J. A 10% annual percentage rate will be applied to the uncollected balance.
- K. Tuition on your account ledger can now be viewed at www.myprocare.com at your convenience. There is no need to call school for an updated balance. To register, go to www.myprocare.com and enter the email associated with your invoices and follow website instructions. If you have an account with both Arborland Montessori and Arborland Education center, you will need two different email addresses, one for each account. Please call the office to specify the emails for the accounts.
- L. For your convenience and ease of payment, Tuition Express is offered as an online payment system. Tuition Express is a payment processing system that allows secure, tuition and fee payments to be made directly from your BANK ACCOUNT or credit card. If you authorize Electronic Fund Transfer, Arborland will collect tuition from your bank account through automatic monthly ACH transactions or charge your credit card. The Tuition Express payment authorization form can be found at www.tuitionexpress.com by scrolling down to the For Parents and Family section of the website. Complete Section A for credit card or Section B for ACH and return the form to our office for processing. A voided check must be attached to confirm accurate routing and account numbers for ACH. Once confirmed, Arborland will provide you with a Tuition Express ID with which to register and manage your Tuition Express account online. Monthly tuition will be withdrawn **on the first day of each month**. Please check your account statement for accuracy.

Absence & Vacation

There is no fee reduction for holidays, illnesses, or vacations. Staff members receive full salaries all school year.

Holiday Childcare

Due to Covid-19, Holiday Childcare will not be provided during the 2020-2021 school year. Arborland will take the time to deep clean our facilities to ensure the safety of the students and cleanliness of the environment.

Refunds

Arborland is not able to refund tuition for absences of children from school due to illness, vacation or any other reason. There will be no refunds for children withdrawn from school or an optional program, after March 1, 2021. The annual registration fee is not refundable. The registration fee and tuition deposit is refundable only if your child is not accepted for enrollment.

To request a refund, fill out and turn a Withdrawal Form with the Office. Refunds require about 6-8 weeks for processing. If you request a refund after April 25 of the school year or over the summer, please note that processing will occur at the end of summer once accounts are closed.

HOURS OF OPERATION

School Hours

Montessori Programs are scheduled Mondays through Fridays at the following times:

	Hughes Campus	Valencia Campus
Toddler/Primary Half-day	8:30 a.m. to 12:00 noon	8:30 a.m. to 12:00 noon
Toddler/Primary Full-day	8:30 a.m. to 3:00 p.m.	8:30 a.m. to 3:00 p.m.
Elementary Grades 1, 2, 3	8:30 a.m. to 3:00 p.m.	8:30 a.m. to 3:15 p.m.
Elementary Grades 4, 5, 6	8:30 a.m. to 3:30 p.m.	-----
Junior High Grades 7, 8	8:00 a.m. to 3:45 p.m.	-----

The children and staff of Arborland will very much appreciate it if you would bring your children to school and pick them up from school **ON TIME**. We also request that during class time, only staff members and students should be on the campus. See ARRIVAL AND PICK-UP PROCEDURES for pick-up and drop-off times.

Office Hours

The Valencia Office is open from 8:30 a.m. to 5:30 p.m. while the Hughes Office is open from 8 a.m. to 6 p.m. Our administrative staff is responsible for assisting existing and prospective parents. In addition, they also substitute in the classroom, assist children with special needs, and support teaching staff members. Therefore, if we are away from our desks, please call (714) 871-2311 for the Valencia Office and (714) 871-3111 for the Hughes Office. One of the administrative staff members will assist you as soon as possible. Please expect a wait during peak hours (drop-off and pick-up time). If it is not an urgent matter, you are welcome to leave us a note or email us: info@arborland.com. We will take care of your request after peak hours.

Childcare Hours

Childcare is available Monday through Friday, except for school holidays. An afternoon snack will be provided to students who are enrolled in the after-school childcare program. Childcare is not provided for junior high school students.

Valencia Campus	6:30 – 8:30 a.m. & 3:00 – 6:30 p.m.
Hughes Campus	7:00 – 8:30 a.m. & 3:00 – 6:30 p.m.

DROP-OFF AND PICK-UP PROCEDURES

Montessori Program Drop-Off Hours

To facilitate the flow of traffic, drop-off hours for our Montessori Program are according to the following times and locations:

Hughes Campus		
Classroom	Drop-off Entrance	Time
Primary 1 & 3	2121 Main Office Lobby	8:30 to 9:00 a.m.
Primary 5 & Toddler 7	2121 Primary Gate	8:30 to 9:00 a.m.
Lower Elementary 9 (Grade 1)	2121 Primary Gate	8:00 to 8:30 a.m.
Lower Elementary	2111 Office Lobby	8:00 to 8:30 a.m.

105/107 (Grades 2, 3)		
Upper Elementary 205/206 (Grades 4, 5, 6)	2111 Elementary Gate	8:00 to 8:30 a.m.
Junior High 103 (Grades 7, 8)	2111 Elementary Gate	7:50 to 8:00 a.m.

Valencia Campus

Classroom	Drop-off Entrance	Time
Infant A2 & Toddler A1	Valencia Gate	8:30 to 9:00 a.m.
Primary A & C	Main Office Lobby	8:30 to 9:00 a.m.
Primary D	Elementary Gate E	8:30 to 9:00 a.m.
Lower Elementary F & G (Grades 1, 2, 3)	Elementary Gate E	8:00 to 8:30 a.m.

If your toddler or primary child is not enrolled in our childcare program, they must be dropped off at the times specified above. There is a **\$10.00** per hour or fraction of an hour charge for children not enrolled in the childcare program who arrive earlier than scheduled.

If you have one elementary and one primary child who are not enrolled in childcare, please drop off both of your children at 8:30 a.m. Or you may drop off your elementary student first, then wait until 8:30 a.m. to drop off your primary child to teachers for the school to stay within state licensing regulations.

COVID-19 Drop-Off Procedures

Due to the COVID-19 pandemic, Arborland is following strict guidelines for the safety of our students, parents, staff and community. Upon arrival, please adhere to the following:

1. Parents and students will have their temperature measured. Anyone who is sick or with a temperature of 100.4°F and above will be asked to stay home.
2. Once your child's temperature has been taken, please sign your child in and a teacher will pick up your child and bring your child to the classroom.
3. Everyone must wear a mask on campus except for children who are 2 or younger.
4. For everyone's safety, our campus is only open for students and employees. Parents and visitors, please remain in the designated drop off or main lobby area and ask our office to help you.
5. Only one adult is needed to drop off and pick up the student. Siblings and other family members not enrolled in our in-person learning need to stay at home or in the car to avoid the accumulation of crowds.

6. Social distance is expected at all times and we will remind the students to socialize with physical distance.

Montessori Program Pick-Up Hours

Your child should be picked up by the end of the specified time each day. To allow for COVID-19 safety procedures, Arborland will be increasing pick-up locations per schedule below.

Hughes Campus

Classroom	Pick-up Entrance	Time
Toddler/Primary Half-day	2121 Main Office Lobby	12:00 to 12:15 p.m.
Primary 1 & 3 Full-day	2121 Main Office Lobby	3:00 to 3:15 p.m.
Primary 5 & Toddler 7 Full-day	2121 Primary Gate	3:00 to 3:15 p.m.
Lower Elementary 9 (Grade 1)	2121 Primary Gate	3:00 to 3:15 p.m.
Lower Elementary 105/107 (Grades 2, 3)	2111 Office Lobby	3:00 to 3:15 p.m.
Upper Elementary 205/206 (Grades 4, 5, 6)	2111 Elementary Gate	3:30 to 3:45 p.m.
Junior High 103 (Grades 7, 8)	2111 Office Lobby	3:45 to 4:00 p.m.

Valencia Campus

Classroom	Pick-up Entrance	Time
Toddler/Primary Half-day	Main Office Lobby	12:00 to 12:15 p.m.
Infant A2 & Toddler A1 Full-day	Valencia Gate	3:00 to 3:15 p.m.
Primary A & C Full-day	Main Office Lobby	3:00 to 3:15 p.m.
Primary D Full-day	Elementary Gate E	3:00 to 3:15 p.m.
Lower Elementary F & G (Grades 1, 2, 3)	Elementary Gate E	3:15 to 3:30 p.m.

Please do not wait until the last minute to pick up your child as the time extension is a courtesy to allow children and parents to get home safely. Please anticipate busy traffic during class dismissal time and allow yourself enough time to park your car, walk to school, sign out your child, wait for your child to be called by the office, and take your child home. Please **do not honk** your horn for your child when you have arrived to pick them up. If you would like for your child to wait for you, please tell them what time you will be picking them up or call the office ahead of time so we can have them waiting for you when you arrive.

If your child is not enrolled in the childcare program, there is a \$10.00 charge per hour or fraction of an hour for children remaining after 12:15 p.m. (half-day), 3:15 p.m. (full-day toddler, primary), 3:30 p.m. (Hughes lower elementary), or 3:45 p.m. (upper elementary and Valencia lower elementary). The late pick-up charge is based on the record keeping of the Administrator and the childcare teachers. The late charge is payable to Arborland at pick-up time or will be billed to your monthly tuition statement.

It is important for parents to pick up your child on time because the school arranges staff for the number of children who are enrolled at any particular time. Please understand that when children are not picked up at the contracted time, the school may not have sufficient staff to student ratio to cover the unexpected number of children.

Childcare & Childcare Ticket

Additional facilities and activities are provided for children enrolled in the before school and after school Childcare Program. Please refer to our fee schedule for charges and Childcare Hours for times.

If you need childcare on an occasional basis, parents may purchase a Childcare Ticket from the office for \$100.00. This Childcare Ticket will allow for 10 hours of childcare services instead of billing your account each time. If you do not use all of the hours on the coupon, you will be credited or refunded the remaining balance at the end of the school year. If you pick your child up late, you will be billed for a Childcare Ticket.

Childcare Drop-Off and Pick-Up Times and Locations

If your child is enrolled in childcare, please drop off and pick up your child at the following locations at the following times:

Hughes Campus

Classroom	Drop-Off Time	Drop-Off Location	Pick-Up Time	Pick-Up Location
Primary 1 & 3	7:00 - 8:30 a.m.	2121 Main Office Lobby	3:15 - 6:30 p.m.	2121 Main Office Lobby

Primary 5 & Toddler 7	7:00 - 8:00 a.m.	2121 Main Office Lobby	3:15 - 6:30 p.m.	2121 Main Office Lobby
	8:00 - 8:30 a.m.	2121 Primary Gate		
Lower Elementary 9 (Grade 1)	7:00 - 8:00 a.m.	2121 Main Office Lobby	3:15 - 5:00 p.m.	2121 Main Office Lobby
			5:00 - 6:30 p.m.	2111 Office
Lower Elementary 105/107 (Grades 2, 3)	7:00 - 7:30 a.m.	2121 Main Office Lobby	3:15 - 6:30 p.m.	2111 Office
	7:30 - 8:00 a.m.	2111 Elementary Gate		
Upper Elementary 205/206 (Grades 4, 5, 6)	7:00 - 7:30 a.m.	2121 Main Office Lobby	3:45 - 6:30 p.m.	2111 Office
	7:30 - 8:00 a.m.	2111 Elementary Gate		

Valencia Campus

Classroom	Drop-Off Time	Drop-Off Location	Pick-Up Time	Pick-Up Location
Infant A2 & Toddler A1	7:00 - 8:30 a.m.	Main Office Lobby	3:15 - 6:30 p.m.	Main Office Lobby
Primary A & C	7:00 - 8:30 a.m.	Main Office Lobby	3:15 - 6:30 p.m.	Main Office Lobby
Primary D	7:00 - 8:30 a.m.	Main Office Lobby	3:15 - 6:30 p.m.	Main Office Lobby
Lower Elementary F & G (Grades 1, 2, 3)	7:00 - 8:30 a.m.	Elementary Gate E	3:15 - 6:30 p.m.	Main Office Lobby

The Childcare Program ends at 6:30 p.m. Any toddler, primary or elementary child left after 6:30 p.m. will be charged \$10.00 per child per 10 minutes late. The late pick-up charge is based on the record keeping of the Administrator and the childcare teachers. The late charge is payable to Arborland at pick-up time or will be billed to your monthly tuition statement, separately from the Childcare Ticket.

Parking Lot

The parking lot is designed as a one-way circulation area for the easy drop-off and pick-up of the children. Since there are many young children walking in the parking lot, please be extremely cautious when you drive in and out of our parking lot. The young children are hard to see through the rear mirror. Please be sure to hold your child's hand when you walk in the parking lot to protect your child's safety.

If your child is a half-day student at the Valencia Campus, please park your car on the street and walk through the sliding gates to the parking lot when picking up your child at noon. The elementary students will be using the parking lot for their lunch recess.

For the Hughes Campus, parking is only allowed in the designated parking spaces or on the street. Please be considerate of others and do not block the driveway areas. Parking in the driveway is not permitted as it is very dangerous and blocks school operations & maintenance.

Late Arrival

Please be aware that late arrival causes the late child to feel uncomfortable. It also interferes with your child's prime, precious work time. However, in the case of those rare emergency situations that cause your child to arrive after class begins, please have your child go to the classroom by themselves. **If there is any problem, our staff will take your child to the classroom for you to minimize the disturbance to the classroom.** Please understand that late arrivals cause interruptions to the Montessori class already in session. It is certainly to your child's advantage that they arrive during morning playtime to socialize with other children and prepare for class.

Unlike a day care center, the Montessori environment is a structured environment, which provides your child with organization, concentration and independence. Please note that **arriving on time for school and remaining until dismissal time is important and will be of considerable benefit to your child and their class.**

Early Pick-Up

Early pick-up shortens your child's class time. It also causes interruptions to your child's class that is still in session. In consideration of the child's benefit, please minimize early pick-up. In the rare event that you need to pick up your child before class ends, please come to the office and our administrative staff will help accommodate.

Daily Sign-In & Sign-Out Sheet

California State Law requires a sign-in and sign-out procedure to transfer responsibility between the parent/guardian and the school for infant, toddler and primary children every day. There is a \$10.00 charge per missing signature after your child's name has been highlighted three times.

During Montessori Program drop-off and pick-up hours, the sign-in & sign-out sheets will be located at the designated drop-off or pick-up location (see Montessori Program Drop-Off Hours and Montessori Program Pick-Up Hours above). The sign-in & sign-out sheets are separated by class and listed in alphabetical order according to the children's last names. Please sign your name and the time you drop off or pick up your child everyday.

During non-Montessori Program drop-off and pick-up hours, the sign-in & sign-out sheets will be located in the Main Office Lobby.

Your child will only be released to a parent or a person whose name is on the Identification and Emergency Form unless specific written arrangements have been made with the office. You may give written permission by completing a form that allows your child (eight years or older) to sign themselves in and out of school. If you choose to use this method, you must understand that the school will not be responsible for your child once they have left the school grounds.

Daily Inspection for Illness

California State Law requires that Arborland is responsible for ensuring that children with obvious symptoms of illness, including but not limited to fever or vomiting, are not allowed to attend class to prevent germs from spreading to other children. With the COVID-19 pandemic, teachers will err on the side of an abundance of caution when inspecting your child for symptoms daily. If your child is ill, they will be sent home because the child needs to rest and may infect other children at school. If your child has a high temperature over 100.4°F, they should be normal for at least 24 hours before returning to school. Refer to the Illness section for more information.

Absences

A phone call, email, or note in the office mailbox is very much appreciated if your child is to be absent. However, we are not able to refund tuition for absences of children from school due to illness, vacation or any other reason.

CODE OF CONDUCT

All students are expected to know and follow the school rules. It is important for the students to dress in appropriate school outfits and show proper manners at all times. These rules were designed to provide a safe and creative learning environment for every child.

Classroom Rules

Appropriate behavior is very important in the classroom. Without proper behavior, the child is not able to apply their knowledge in the correct manner.

- 1) Listen to your teacher.
- 2) Keep your hands to yourself.
- 3) Use soft voices.
- 4) Walk nicely.
- 5) Respect other people and their property.
- 6) Work nicely on the table and floor rug.
- 7) Keep the classroom neat and tidy.
- 8) Only one child is allowed in the bathroom at a time.
- 9) Do one activity at a time; no eating and working/walking at the same time.
- 10) Children who cannot follow the above classroom rules may not stay inside the classroom.

Playground Rules

The playground rules are developed to create a fun and safe environment for all children to play in.

- 1) Stay in your designated playground area under your teacher's supervision.
- 2) Keep your hands to yourself.
- 3) Respect pets, trees, plants and all school property.
- 4) Play safely and peacefully with your friends.
- 5) Use balls and other playground equipment for their designed purpose.
- 6) No screaming unless someone is in danger.
- 7) No pulling grass or digging in the dirt.
- 8) No climbing or standing on gates, walls, fences, trees or tables.
- 9) Put away the equipment properly after you use them.
- 10) No personal toys should be brought to school. Please talk to the classroom teacher if you would like to donate educational toys or balls to school.

- 11) The primary children are not allowed to swing the tire swing outside the yellow line (Valencia Campus).
- 12) No chasing games allowed.

Additional COVID-19 Safety Rules

Due to the COVID-19 pandemic, additional rules are developed to maintain a safe environment for all children to learn in.

- 1) Social distance of 6 feet is expected at all times and we will remind the students to socialize with physical distance.
- 2) Frequent hand washing is expected and all students will wash hands before food, after restroom, upon entering classrooms, and more when needed.
- 3) The children will not be sharing materials. Please send your child with his/her own personal stationery. They will have their own tables (and cots if nappers) at least 6 feet apart from other children.
- 4) Regular lunch options and snack service will be available but served to individual students to prevent sharing of any kind.
- 5) Any school equipment/materials must go to the "cleaning table" to be disinfected before other students may use them.
- 6) Outdoor activities are encouraged at a safe social distance.
- 7) Face masks are required at all times. If students need a breath of fresh air, they are encouraged to let their teacher know so they can go outside with supervision.

Remote Classroom Rules

Just as appropriate behavior is very important in the in-person classroom, the same appropriate behavior is expected in the remote classroom. Without proper behavior, the child is not able to apply their knowledge and learn in the correct manner.

- 1) Listen to your teacher.
- 2) Use soft voices.
- 3) Respect other people and their work.
- 4) Work nicely at your home table.
- 5) Keep your home work space neat and tidy.
- 6) Do one activity at a time; no eating and working/walking at the same time.

Our teachers are excellent in engaging our students to ensure everyone is learning. However, your child is not physically with us. In order for your child's learning to be successful, we need your help in the following:

- 1) Prepare a quiet learning environment with needed learning materials including water and stationery.
- 2) Establish a routine and let your child visually see and understand the routine.

- 3) Please make sure your child has gone to the restroom before school starts.
- 4) Do not let food interrupt lessons.
- 5) Help the child to learn that school is school. It does not matter whether the location is home or school. The child should dress appropriately, sit on a proper chair with a table for writing, and log on to the teacher's link a few minutes before school starts.
- 6) In the beginning, the child may need some assistance in logging on, please be patient. All children do learn quickly.
- 7) Please give the teacher one cell phone number for contacting you when needed.
- 8) Please find out the best way to contact your child's teacher.

Parental Support

While we are helping the students to learn proper manners and appropriate behaviors, while keeping them as safe as possible during the COVID-19 pandemic, your support and positive reinforcement is an invaluable necessity. The students look up to their surrounding adults, parents and teachers, and repeat our behavior or recite our language usage. It is crucial that all of us watch our manners and language patterns as we only want to have a positive impact on the children. Please wear a mask, maintain social distance, wash your hands, and more to role model the behaviors required to keep our school community safe. Please do not expose children to any foul language and use soft voices when indoors.

Additionally, the children are not allowed in the classroom or on the playground without teacher supervision at any time. We want to ensure our students' safety at all times and need your help. In order to comply with our insurance policy and protect the well-being of all the students, please do not allow your child to go back to the classroom unattended or wander around the school premises without a staff member's close supervision. Due to our insurance policy regulations, Arborland is unable to assume any responsibility or liability after you pick up your child from your child's teacher.

Freedom and Discipline

We claim that an individual is disciplined when he is a master of himself, can control himself, and follow the rules of his life. The children are taught to speak to their classmates with quiet voices inside the classroom, to use the materials nicely, to not harm others, and to not speak unkindly to others. We are not only preparing them to be disciplined in school, but also through life. Our goal is to help the children develop their internal discipline. The children learn to behave well, because that's the right thing to do and not because that's what they are told or how they are bribed.

Discipline has to be based upon love and consistency. At times we find some children do deviate from the normal path of development and are not acquiring the internal discipline we are looking for. The consequences are given as the children's own choice. All children need to feel

safe and able to play nicely with their friends. If a child is not able to play nicely, he chooses not to play. When he chooses to play nicely, he is welcome to play. Time out is given for the child to cool down and think about proper behavior. If time out cannot calm the child down, the child will be sent to the office for a private talk and temporary isolation from other children. If the private talk cannot calm the child down, the parents will be called to pick up their child.

DISCONTINUING SERVICES

Withdrawal

A written notice of at least 30 days in advance must be given if you plan to withdraw your child from school or any optional program for any reason. The child's term of enrollment extends 30 days beyond the date of your written notice whether or not your child attends Arborland. Your child's tuition will be prorated by the number of school days. Any excess money paid to the School will be refunded except if the child is withdrawn after March 1, 2021. There is no withdrawal of services after March 1, 2021. The tuition must be paid for the rest of the school year.

Discharge of School Services

At Arborland, it is important that we provide quality service that meets the needs of your child. We reserve the right to discontinue services based on the following criteria:

- The services the child needs cannot be provided by Arborland.
- The child is absent for a length of time that exceeds our ability to maintain active status.
- The child's behavior support needs pose a significant danger to other children and/or staff and cannot be safely managed by staff.
- The family is no longer able or willing to partner with Arborland on their child's development.
- Failure to pay after reasonable and appropriate notice.
- Failure to meet Arborland policies and the Code of Conduct.

We will provide a two week written notice of discharge, except for the case of an Emergency Discharge.

Emergency Discharge

Emergency discharge will be initiated to protect the immediate health, safety or well-being of the child, other children or staff if voluntary discharge is not possible or likely. In the event of an

emergency discharge, a child may be discharged without any prior notice for his/her own safety and/or for the safety of the other children or staff.

HEALTH

Immunizations

To protect the health of all children, state law requires that upon admission to a school, each child must be immunized against the following diseases: Polio, Diphtheria, Tetanus, Pertussis (Whooping Cough), Measles, Rubella, Mumps and Varicella. You are required to provide the school with a current record of your child's immunizations and TB test results. We maintain the right to deny attendance if immunizations are not current.

Hand Washing

Keeping hands clean is one of the simplest and most effective methods for preventing the transmission of infectious agents that cause common colds, diarrhea, influenza and food-borne illnesses. In order to control the spread of germs, we require hand washing before eating, after using the restroom, after playing outside, and at any other appropriate time. We also strive to help teach your child valuable personal hygiene skills.

Illness

We want every child to stay happy and healthy. Do not bring your child to school if they show any traces of illness. Please be sure that your child has completely recovered before sending them back to school. We assume that if a child is well enough to come to school, then they are well enough to fully participate in all activities. If your child has a high temperature above 100.4°F, they should be normal for 24 hours before returning to school. If your child has a communicable disease, please notify Arborland immediately so that we may take any precautionary measures. In some instances, a physician's certificate of good health may be required before a child will be allowed to return.

If your child becomes ill at school, you will be contacted immediately. Arborland provides a first-aid room with a cot, sheet, and blanket for your child to rest separated from the other children. You must make arrangements for your child to be picked up within one hour of notification.

COVID-19

As we are looking forward to a safe and educational school year, Arborland will be maintaining strict COVID-19 safety procedures to ensure everyone's health and safety. We do follow the Center for Disease Control and Prevention (CDC) guidelines so as guidelines change, we reserve the right to update the handbook and school procedures accordingly. See the CDC website for most updated information:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>.

- Prior to the start of the school year or any extended school break, parents will be required to fill out an online COVID-19 Screening Questionnaire. School staff will follow-up with individual families on an as needed basis to ensure the health of the school community. Students may not attend school until the Screening Questionnaire has been completed and cleared.
- Upon arrival at school:
 - Only one adult may bring the student to the designated sign-in location noted in Drop-Off Procedures.
 - Face masks must be worn at all times.
 - Respect social distance floor markings and keep 6 feet away from other families.
 - Parent and student temperatures will be taken. If the student or parent has a temperature of 100.4°F and above, the student will need to stay home.
- Due to the need for an abundance of caution, anyone who exhibits any of the following symptoms may also be asked to stay home: fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting or diarrhea.
- Arborland staff are not medical professionals and can only evaluate visual symptoms. If your child is sick, please stay home. If your child has allergies or another chronic medical situation, please get a doctor's note.

Medication

Medication should be taken to the office in person. No medication will be administered without a signed Medication Release Form. Please sign the Medication Release Form each day you would like us to administer medication. The medicine must be in its original container and clearly labeled with the name of the child, the date, the medication, and dosage instructions. Medication can be given at 10:00 a.m., 12:30 p.m., and 4:00 p.m. each day.

Medication must be taken home at the end of the authorization period. Any medication left without a current consent permission slip will be disposed of.

Allergies

Please inform the office and your child's teacher if your child has an allergy. An emergency health care plan will be required prior to initial start day and updates as needed. If your child has food allergies or requires a special diet, we must be provided with written notification to work with you to accommodate your child's needs. Our school is a nut-free facility.

Emergency Care

If a child becomes ill or injured, a parent will be notified and instructions for the next course of action will be requested. If the parent cannot be reached, or if the nature of the illness or accident requires immediate action, then emergency care will be obtained from your child's doctor or at St. Jude Medical Center in Fullerton.

NUTRITION

The school observes a "**no candy, no gum, no soda**" policy in the interest of the children's health and would appreciate the parents' cooperation.

Lunch

If your child brings lunch to school, we suggest that your child participate in the preparation of his or her own lunches as an extension of cooking and nutrition lessons at school. Please do not send food that requires preparation, heating, or refrigeration to school. Yogurt, cottage cheese, etc., can be packed in a small snack thermos designed for this purpose. Soups, stews, rice, noodles, gelatin, and items that are especially messy can be very frustrating for a young child. Please be sure to provide napkins and necessary utensils in the lunch box daily. A child is expected to learn to care for their own lunch independently and clean up after lunch. Please help them pack food that they enjoy and are able to manage.

Arborland also offers a monthly paid lunch program to the children. Each month a school lunch menu will be provided. Milk is included in school lunch.

Snacks

Nutritious snacks and beverages will be provided to toddler and primary children each morning by the school, such as sandwiches, cheese, crackers, cereal, fruit, vegetables, butter cookies, milk, and juice. Afternoon snacks will be provided to all the children who stay for the Childcare Program. **Elementary children need to provide their own snacks during the day.**

Forgotten Lunches & Lunch Ticket

A Lunch Ticket good for 10 lunches can be purchased for **\$100**. The ticket will be kept by the child's classroom teacher and marked each time the child eats school lunch. If your child forgets their lunch, you will be billed for a Lunch Ticket. If at the end of the school year, if your child has not used up all the tickets, you will be credited or refunded the unused portion. Daily lunch will be billed at the same rate as a Lunch Ticket of \$10/day.

If your child wishes to purchase school lunch by using their lunch ticket on an occasional basis, please notify the office by 9:15 a.m. that day so we can order a lunch for them. If we are not notified by this time, we may not have enough food to serve your child.

CLOTHING

Dress Code

Clothing for school should be comfortable, allow freedom of movement, and independence of dress. Slacks with elastic waistbands usually fit more snugly for young children and it is easier for the younger ones to handle them. Belts with heavy buckles or slacks with heavy snaps are impossible, even for most of the oldest children. Long or fancy dresses and clothes with droopy straps frustrate children and can be in the way when they are climbing or doing outdoor activities. Also, words and illustrations on T-shirts need to be appropriate for the environment.

The children climb, jump, and run during recess time. High heeled shoes, crocs and sandals can easily cause foot injury and should be kept at home. Comfortable closed toes walking shoes and tennis shoes protect the children's feet and are recommended. Jewelry and trinkets should be kept at home.

Face Coverings/Masks

Due to the COVID-19 pandemic, face coverings/masks are now considered part of our daily clothing. Face coverings/masks must be disposed of, washed, or switched out for a clean one daily to prevent the spread of germs. Please send extra face coverings/masks in a clean plastic Ziploc bag to school in case your child needs a new one during school. If a child's mask is no longer appropriately covering the child's mouth and nose and the child has no additional coverings from home, he/she will be provided a disposable mask from school and parents will be charged \$1 for the mask.

Change of Clothing

Each toddler and primary child must bring a complete change of clothing in a clearly labeled Ziploc bag. If the child uses the clothes, they will be sent home and must be replaced the following school day. It is the parent's responsibility to replace them as the child grows into a new size. Elementary children should wear tennis shoes, and their Arborland t-shirt for P.E. classes.

Marking of All Personal Belongings

Parents are advised to mark your child's name clearly on all their belongings including sweaters, jackets, Arborland t-shirt, extra clothing, lunch box, books, pencils, erasers, etc. Each child must keep track of their belongings. Arborland cannot be responsible for any lost items.

COMMUNICATION

Communication is vital between parents and teachers. In order to educate your child and report to you outside of our instructional time, we have established many methods to keep us on the same page:

Parent-Teacher Conference

Parent-Teacher Conferences are scheduled in November and April. Please sign up for a 30-minute conference slot with your child's teacher. The sign-up sheets are available two weeks prior to the conference dates. Additionally, written progress reports are given to parents multiple times a year. We believe that the communication between you and our school is critical to your child's experience in Montessori education and we will make any reasonable effort to meet with you.

Missed Conference

Missed appointments can only be rescheduled for remaining open slots that have already been set aside for conferences. Please understand that missed conferences create a considerable hardship on the teachers because they must prepare for the conferences and while continuing to teach your child.

Making Appointments

Please be reminded that all the teachers are required to be with the children during class time. They are not allowed to have conferences with the parents when they are expected to teach your children. If you have a simple question to ask your child's teacher, ask the office to help. If you need to discuss something that requires more time, please leave a note in their mailbox, email, or make an appointment to discuss it virtually or over the phone. All of our parent-teacher discussions are confidential.

Bulletin Board

All updated policy and notices are posted on the Parents' Bulletin Board located in the lobby. Please take the time to read through these.

Mailbox and Phone Calls

For communication purposes, every Arborland staff has a mailbox in the office and an email address. Your comments, suggestions, and opinions are important to us and we want to communicate with you. Please feel free to email or drop a note in any one of our mailboxes. If you need to talk to your child's teacher for urgent matters, please call Valencia Campus at (714) 871-2311 or Hughes Campus at (714) 871-3111 for an immediate response.

Website and Email

We post announcements, pictures, and pertinent information on our website www.arborland.com to keep you informed. Please check our website on a regular basis. Each teacher has a mailbox in the office and an email address with their name @arborland.com. We encourage you to use regular school mailboxes or email to communicate with your child's teacher. We also request that you send an email to your child's teacher in the beginning of the school year to confirm both parents' email addresses. Providing us with your current email addresses gives us the opportunity to email notices and reminders directly to both parents. Please understand that even though we have easy Internet access, we work with your children during school hours and will not be able to check our emails until after hours. If something is urgent, please call us. Teachers email addresses are listed below:

Valencia Campus:

Classroom A1: MsCharlene@Arborland.com
Classroom A: MsSalzman@Arborland.com
Classroom C: MsSnider@Arborland.com
Classroom D: MaestraVallejo@Arborland.com
Classroom F: MsCynthia@Arborland.com

Hughes Campus:

Classroom 1: MsCole@Arborland.com
Classroom 3: MsCurrey@Arborland.com
Classroom 5: MsChas@Arborland.com
Classroom 7: MsSayra@Arborland.com
Classroom 9: MsGutierrez@Arborland.com
Classroom 107: MsSebial@Arborland.com
Classroom Upper Elementary: MsHo@Arborland.com ; MsMelissa@Arborland.com ;
MsYuri@Arborland.com
Classroom 103 Jr. High: MsSimms@Arborland.com

Primary Remote:

Classroom 8: MsJanice@Arborland.com
Classroom 10: MsVillaverde@Arborland.com

Emergency Texting

In the case of emergencies, Arborland will send mass communication via text. In order to provide authorization to receive emergency text messaging, please email your cell phone carrier information (AT&T, Sprint, Verizon, T-Mobile, etc.) to info@arborland.com. Note that this communication will only be used for emergencies and the text message cannot be replied to.

MISCELLANEOUS

Naps

Napping facilities are provided for children who want or need a nap. A labeled crib sized sheet and thin blanket should be brought from home every Monday morning. On Friday afternoon, the child's linen should be taken home to be laundered.

Toys, Candy, Gum, and Soda

The school will provide plenty of educational equipment for the children. Your child may bring special items and books on Sharing Day, as specified by the teacher. **Toys, candy, gum, and soda are not allowed at school. The teachers are requested to throw them away or to donate them to charity.** The school will not be responsible for lost or broken toys. No guns, knives or other destructive toys are allowed at school.

Birthday Parties and Programs

Your child's birthday is a very special day to you, your child, and us. Although we do our best to keep track of the birthdays that occur during the school year, we would also appreciate you reminding the teacher in advance so that none are overlooked. The teacher will take a special time during the day to recognize your child. Birthday celebrations are held between 11:30 a.m. and 12:00 p.m. (half-day students) or between 2:30 and 3:00 p.m. (full-day students).

To make the day as special as possible, it would be nice if your child brings a plant, educational music, or book to share with their class. Another special remembrance that is welcomed is a birthday book to be donated to the class library in your child's name. Your child should also bring pictures of themselves, one for each year of age, so that they can participate in composing a timeline of their life. If you wish to bring in a treat, please make sure that it is a healthy treat that is individually wrapped. If you bring a treat, you must also supply any necessary utensils. We use birthday recognition as another learning opportunity and impress a healthy diet on the child. **We respectfully request that you save birthday parties, balloons, goody bags, party hats, or other party favors for home celebration.** Please communicate with your child's teacher in advance.

Potluck and Holiday Celebrations

During the school year there are many opportunities for parents to show support for our healthy eating efforts. Holiday celebrations and International Culture Day are events where parents may bring in food for potluck and celebrate. Halloween, Valentine and Easter are occasions where children are targeted by the stores to consume large quantities of candy. **Since we do not allow children to eat candy on school premises, we request you to make healthy choices and keep the candy at home.** (Please note that guidelines may be modified during the COVID-19 Pandemic.)

Pets

Personal pets are not allowed on campus due to the COVID-19 Pandemic. Please understand that your child's welfare is our primary concern.

Lost Materials

From time to time, the children become much attached to small pieces of Montessori materials and take them home. We would appreciate that you check your child's pockets and the washing machine and send them back to the school.

Childcare Expense Tax Credit

If you paid someone to care for a child under age 13 so you could work or look for work, you may be able to reduce your tax by claiming the Child and Dependent Care Credit on your federal income tax return. The credit is a percentage of the amount of work-related child and dependent care expenses you paid to a care provider. The credit can be up to 35 percent of your qualifying expenses, depending upon your income. You may use up to \$3,000 of the expenses paid in a year for one qualifying individual, or \$6,000 for two or more qualifying individuals. These dollar limits must be reduced by the amount of any dependent care benefits provided by your employer that you exclude from your income. For more information on the Child and Dependent Care Credit, please see Publication 503, Child and Dependent Care Expenses. You may download these free publications from IRS.gov or order them by calling 800-TAX-FORM (800-829-3676).

Earthquake Preparedness Kit

In order to be totally prepared in the event of an earthquake, each child must have an emergency kit stored at the School. The emergency kit should contain the following items:

- Three or more canned tuna, meat spread, or chicken (cans should be pop-top, or a can opener should be included)
- Three or more canned fruit, dried fruit, or fruit sticks
- Snacks such as graham crackers, unsalted crackers, or granola bars
- Three or more canned juice or water
- Flashlight and extra batteries
- Extra small blanket
- Family photo with an out of state relative's name, relationship, and phone number on the back of the photo

All items should be clearly labeled and placed in gallon size Ziploc bags. The child's name should also be clearly written on the bag.

Advertising

Photographs of school activities will be used for commercial purposes including website posting. If you object to your child being photographed for such purposes, you must

submit written notification to the office during the first two weeks of your child's admission.

Technology Agreement

In order for students to participate in the statewide digital assessment, Arborland Montessori Children's Academy encourages students to bring personal technological devices, such as laptops or tablets with detached keyboards, to class to use as a learning tool. Additionally, due to the COVID-19 pandemic, students are encouraged to bring their own devices so that teachers can train students to use the device in the case that the school will need to conduct remote learning.

For better use and control of the equipment, we have created the following User Agreement, which all students, parents, teachers, and staff are expected to comply with.

- 1) Label your personal technological devices, including accessories.
- 2) The devices will be used as academic learning tools only. No non-academic games will be allowed at any time on the school campus.
- 3) Students will only be using their devices for test practice, typing programs, presentations, writing curriculum, and research per teacher's instruction.
- 4) No sharing or lending/borrowing personal technological devices to/from other students.
- 5) Students are expected to provide sleeves with either handles or straps to keep their personal technological devices protected.
- 6) Students will transport their devices to and from school in their protective sleeves or cases every day and will store them in a secure location provided in the classroom, when not in use.
- 7) Personal devices are properties of the family, not the school. Arborland is not responsible for students' personal technological devices; however, Arborland will do its best to protect them.
- 8) Students will bring their laptops/tablets to school with batteries fully charged and take them home every day.
- 9) Certain websites not conducive to learning will be blocked to ensure students stay on task.
- 10) While students walk with their device, they must keep the device closed and in its sleeve to prevent damage.
- 11) Students will keep their laptops/tablets and sleeves clean with no items that would be a distraction from the learning process.
- 12) Laptop/Tablet hard drives will be expected to have sufficient storage space for the students' learning process. Bring a flash-drive if students do not want to store information on the computer's hard-drive.
- 13) Loss of any equipment must be reported to the teacher immediately. Any malfunction of the laptop/tablet or shortage of hard drive space is expected to be rectified by the parent as soon as possible.

- 14) Students will only use the wireless network connection at Arborland and will not physically connect their computers to any wired connections. A security software should be installed in your personal technological devices to avoid viruses or other malware.
- 15) Bringing a laptop/tablet is not mandatory. However, those who do not bring and use their own laptop/tablet must share computers provided by Arborland.

Cell Phones, PDAs, Electronic Toys

Cell phones, PDAs, and other electronic toys are not necessary at school. The children are not allowed to use any of them during class time, with the exception of learning devices, such as computer, laptop, E-Readers and iPad. Cell phones and PDAs are required to stay on silent, or vibration mode at all times to avoid interruptions. If your child has any need to call you, they are welcomed to call you from the office. If your child uses a cell phone or PDA as a game or toy, the device will be sent to the office for you to claim at the end of the day. After two warnings, the child will not be allowed to bring such devices to school.

Valuables

Please leave all valuables at home. If students bring any personal belongings to school, they are responsible for their own personal belongings at all times. Arborland will not be responsible for any lost items.

Lost & Found

A Lost & Found is located in the office at each campus. Please check for lost articles periodically. **Items remaining for more than a month will be donated to charity. Food and optional program bags will be discarded daily for sanitary purposes.**

Field Trips

Field trips provide a variety of education experiences for students to learn outside of the classroom or supplement what they are learning inside the classroom. They often create hands-on memorable experiences that your child will remember for a lifetime. However, due to safety concerns, field trips will not be running during the COVID-19 Pandemic.

For post-pandemic field trips, guardians/parents are required to document permission for their children to attend any off-site field trips. The Field Trip Consent Form provides details for the specific field trip location, date of event, transportation mode, costs associated, dress code and requests for parent chaperons. The form also indicates the time children will depart from the center and return from the activity.

If parents choose to not have their child participate in a scheduled field trip, you will be asked to keep your child at home for the duration of the scheduled field trip time. Your child's teacher will be on the field trip and therefore there will be no staff at school to care for your child.

Safety on any field trip is always our first priority. Therefore, your child's teacher may request that you or a trusted family member attend the field trip to ensure your child's safety. If you or a trusted family member cannot attend, then you will be asked to keep your child at home for the duration of the scheduled field trip time.

PARENT'S CLOTHING CHECKLIST

- Face mask
- Underpants
- T-shirt
- Pants
- Socks
- Crib sized sheet
- Small blanket
- Jacket
- Earthquake kit
- Diapers (Toddlers)
- Wipes (Toddlers)
- Diaper Ointment (Toddlers)