



# **PARENT HANDBOOK & TUITION AGREEMENT**

## 2015-2016

Ventura Montessori School, Inc.

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## PARENT HANDBOOK

### I. GENERAL INFORMATION

The Ventura Montessori School, Inc. is a nonprofit corporation organized under the laws of the State of California and governed by a Board of Directors. All parents who have children enrolled in the school are voting members of the corporation and may participate in the election of the Officers of the Board of Directors. Election meetings may be held when Board positions are available.

Any child who has attained the age of 2 ½ years and is potty-trained is eligible for enrollment in the school. The school is operated on a nondiscriminatory basis and accords equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

Ventura Montessori School utilizes the facilities at the First Christian Church of Ventura; however, neither the First Christian Church nor any other organization sponsors it.

#### a. PURPOSE

The Montessori approach to education recognizes the potential of the young child and attempts to develop this potential by means of a prepared environment, utilizing specially trained Montessori teachers and special teaching apparatus. Montessori provides the vehicle whereby the child may attain inner discipline and control and become the intelligent and responsible master of himself/herself.

#### b. GOALS AND OBJECTIVES

Our main objective is to provide a challenging and nurturing environment which will help the child develop the Montessori foundational habits of order, love of work, care of the environment, concentration, obedience, self-discipline, independence, and joy. These developed habits are essential for a lifetime of creative thinking and learning.

Our goals for the child are:

- o To meet each child's needs by offering a wide variety of challenging activities within the Montessori curriculum.
- o To foster competent, responsible, adaptive citizens.
- o To develop respect for oneself, others, the environment and all forms of life.
- o To encourage curiosity within each child, giving each room to discover and explore, in return gaining independence.
- o To provide opportunity for the use of small and large activities, motor skills for indoor and outdoor activities.
- o To develop the child's innate, ultimate potential through high self-expectation.

#### c. ACCREDITATION

The Ventura Montessori School, Inc., founded in 1969, strictly observes the principles of education set forth by Dr. Montessori. The Directress, Indranee Wijesekera, and assistant Directress Melody Raguini-Olosan, are Association Montessori International trained and the school follows AMI principles of teaching. The staff is trained by the Directress to follow the same principles and teaching methods.

The full implementation of the Montessori program requires much of the parents of the children enrolled in the school. Staff and parents are in constant communication concerning the growth of each child. The home and the school work together to complement and supplement one another.

#### d. EDUCATIONAL PHILOSOPHY

The basic principle in the Montessori philosophy of education is that every child carries within them the potentialities of the person that he or she can become. In order to develop physical, intellectual and spiritual powers to the fullest, the child must have freedom – a freedom to be achieved through order and self-discipline.

The world of the child is full of sights and sounds, which at first appear chaotic. From this chaos, the child must gradually create order and learn to distinguish the impressions that assault the senses. Slowly but surely, the child will gain mastery of self and environment. Dr. Montessori developed what she calls the prepared environment, which already possesses a definite order and disposes the child to develop at his or her own speed, according to his or her own capabilities, and in a noncompetitive atmosphere in the first school years. “Never let a child risk failure until he or she has a reasonable chance of success”, says Dr. Montessori, understanding this necessity for the acquisition of a basic skill before its use in a competitive learning situation. Providing positive direction, the Montessori Directress and parents realize the importance of allowing a child to develop in his or her own time, not in a preconceived time frame.

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The years between two and a half and seven are the years that a child most easily learns the ground rules of human behavior. Character is fundamentally formed by the time the child reaches seven years of age. These years can be constructively devoted to “civilizing” the child, freeing the child through the culture in which he or she lives. The child who has had the benefit of a Montessori environment is freer at a later age to devote himself/herself more exclusively to the development of his/her intellectual faculties.

If the Montessori child is free to learn, it is because the child has acquired from experience with both physical and mental order the “inner discipline, which frees the child”. The child becomes aware, not only of his freedom, but also of the corresponding responsibility to self and to others. This is the core of Dr. Montessori’s philosophy. The aims of Montessori development are of equal value within the prepared environment. The teacher strives to encourage and guide the child to help realize the balanced, happy, aware personality that will perpetuate into life as an adult.

The Montessori approach to education presupposes full cooperation between the parent and the teacher. You as parents can assist your child’s adjustment to school by:

1. Becoming aware of what is expected of your child at school so that you can follow through at home.
2. Re-evaluating your attitude toward your child in light of the basic concepts of the Montessori approach.
3. Setting up a home and play environment to correspond with that of the school so that transition is easier for the child.

### e. THE MONTESSORI PROGRAM

The Montessori program of education is divided into four major categories: Practical Life or Motor-Sensory Exercises, Sensorial, Language, and Mathematics. Other areas, which are provided with material devised by Dr. Montessori, include Art, Music, Pre-History, Pre-Literature, Literature, Science, Geography, Botany, Biology, Algebra, Geometry, and Spanish. Most Montessori programs, ours included, are based on the “multi-age group” concept. Mixed age groups promote an atmosphere of cooperation, teamwork and peer teaching.

**PRACTICAL LIFE EXERCISES** offer many opportunities: to develop coordination, concentration, independence and a sense of order and responsibility. It increases awareness of self, environment and the needs of others.

**SENSORIAL CURRICULUM** offers the child varied opportunities to refine observation skills, perceptual discrimination and judgment. Through the use of sensorial material, the child gains physical experience, which is a prerequisite to mathematical understanding.

**LANGUAGE** development is supported through the child’s expansion of vocabulary and organization of thought in the meaningful context provided by the curriculum. Activities in Language Arts encourage listening and speaking, then build on the child’s own development to introduce more formal levels of language – writing and reading.

**MATHEMATICS** material introduces ideas of set and number, numeration and the decimal system. Using manipulation materials, the child practices counting, grouping, numerical operations and computation strategies; eventually proceeding to memorization of number facts and abstract computation.

**CULTURAL SUBJECTS** – art, music, natural science, history and geography are presented at a sensorial level and are often integrated and explored through topical units of study.

### f. RECOMMENDED READING FOR PARENTS

It is highly recommended that parents of children enrolled in the Ventura Montessori School familiarize themselves with the general Montessori philosophy in order to produce a total environment which corresponds with the natural development of the children. Two books are highly recommended for parents: *The Secret of Childhood* and *The Absorbent Mind* by Maria Montessori. Check with your local library for these and other books relating to the Montessori method.

### g. WEBSITE

Please visit our website at [www.venturamontessori.com](http://www.venturamontessori.com) for additional information about our program, application process and calendar. Information is also available on our Facebook page.

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### II. SCHOOL POLICIES AND PROCEDURES

#### a. NONDISCRIMINATORY POLICY

Ventura Montessori School is open to all children regardless of race, creed, color, national origin, or sex.

#### b. APPLICATION AND REQUIRED FORMS

Your child must have all the necessary forms completed, signed and on file prior to his or her admittance to school. This includes a Physical Report and Immunization Record. All required immunization should be up to date. There is a non-refundable application Fee for each applicant.

#### c. TUITION AND FEES

Annual tuition may be paid on a monthly installment plan or pre-paid annual tuition plan. Sibling discounts are applicable (the Treasurer will confirm that with each qualifying family). Prior to enrollment, each applicant will receive a current Tuition and Fees Schedule and Tuition Agreement for their review and signature. The signed Tuition Agreement and required non-refundable tuition deposit must be received prior to admission to the program. Outstanding balances must be paid before funds are applied to Tuition Deposit.

For a student beginning after the start of the year, the tuition is prorated over the full term of the year based on the actual school days remaining in the term.

**A \$25.00 LATE FEE WILL BE ASSESSED IF YOUR TUITION REMAINS UNPAID AFTER THE 5TH OF THE MONTH. THERE IS A \$25.00 CHARGE FOR ALL CHECKS RETURNED TO US BY OUR BANK FOR ANY REASON.** These charges will appear on your statement. If tuition is not paid in full by May 15<sup>th</sup>, a \$100.00 fee shall be charged to your account. If your account is delinquent more than 30 days, your child may be required to stay out of school until the account is made current.

Vacation time and time out for illness cannot be credited to student's account.

Tuition is payable to Ventura Montessori School. Payments may be placed in the designated tuition box. Parents will be notified by letter if there is a tuition-rate change, 30 days prior to its effective date.

#### d. WAITING LIST PRIORITIES

The waiting list will be established as follows:

- 1st priority is reserved for children in school the previous year.
- 2nd priority is reserved for siblings of children returning to school or of children graduated the previous year.
- 3rd priority is reserved for those on the waiting list (according to the date of application).

The Administration reserves the right to review a student's admittance to maintain a proper age balance within the classrooms – an important requirement for a proper Montessori environment.

#### e. WITHDRAWAL FROM SCHOOL

Two week's written notice is required for withdrawal of children from school. Tuition after this time is refundable and will be prorated on a daily basis. Tuition is not refundable for the absence of children from school, on or after April 1st. See Addendum A – Tuition and Fees Schedule for details.

#### f. ADMITTANCE AND DISMISSAL

##### DAILY SCHEDULE

	Drop off	School Starts	Pick up
Before School	7:30am	9:00am	
Half Day	8:45am-9:00am	9:00am	12:00pm
Full Day	8:45am-9:00am	9:00am	2:30pm
After School	2:30pm		5:30pm

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It is important that arrival be on time because of the teachers' need to prepare the environment before the school day begins and the need for the children to begin their morning routine uninterrupted. Children may be dropped off up to 15 minutes prior to the start of school. Because the sense of time in preschool children is still in the process of development, it is difficult for them to wait for parents who are late to pick-up. Thus, it is important for parents to pick their children up on time. They must be picked up by 12:00 p.m. for half-day students and 2:30 p.m. for full day students. An assessment will be charged for picking up your child after 12:15 p.m. for half-day students or 2:45 p.m. for full day students. The fee will be \$10.00 for every 5 minutes after these times. This amount will be invoiced to you on your tuition statement and payment will be expected with the following month's tuition.

**YOUR CHILD MUST BE BROUGHT TO THE CLASSROOM AND THE PARENT OR GUARDIAN MUST SIGN THE CHILD IN AND OUT EACH DAY. EACH CLASSROOM BULLETIN BOARD WILL POST THE SIGN-IN/OUT SHEET. THIS IS A STATE REQUIREMENT.** Children will not be released to anyone not listed on the Emergency Information sheet unless the school has received written authorization from the parents. The teacher reserves the right to request proper identification, i.e. driver's license, if the person is not familiar to the teacher.

### g. ABSENCES

Consistent attendance is extremely important for a student's success. However, we understand there are times when absence from school is necessary. Please notify the school if your child is going to be absent. Regretfully, we cannot refund tuition for absences from school.

### h. DISCIPLINE POLICY

The aim of the Montessori method is self-discipline through purposeful activities. The idea is "to like what you do" but not "to do as you like." The rights and safety of each person must be preserved. We exercise positive steps for correction.

### i. TERMINATION CONDITIONS

The school reserves the right to terminate any child who, in the opinion of the Head Directress, is unable to adjust to the Montessori program or if the school is no longer able to meet the needs of the child. Other reasons for termination may include: 6 tardy days (late arrivals) per semester, consistently disruptive behavior, aggressive behavior or non-payment of tuition. The Directress and the Board has the absolute discretion to termination any child who fails to comply with the structure and philosophy of the program.

## III. HEALTH AND SAFETY

### a. HEALTH

Please keep your child home and notify the school when he or she has a communicable disease. Do not send a child to school with an active cold. Children with contagious symptoms such as a sore throat, sniffles, runny noses/nasal discharge, coughs or excessive sneezing should be kept at home. If your child had a fever, the temperature should be normal for at least 24 hours before the child returns to school. In order to have your child at school, he or she must be able to participate in all indoor and outdoor activities. If the child stayed home with a communicable disease, you must notify the directress immediately so proper precautions can be taken. You are required to bring a note from the doctor in order for your child to return to school.

### b. MEDICATION

Please do not send any kind of medication, including vitamins, in your child's lunch box. The teachers cannot administer medicine. The child's parent or guardian should administer any and all medications that are needed during the school day.

### c. ILLNESS AT SCHOOL

You will be notified immediately if your child develops any symptoms of illness at school. We will notify you immediately and ask you to pick up your child in the case of symptoms that may be considered contagious, such as fever, nausea/vomiting, cold symptoms, rash or eye problems. Your child will not be allowed to return to school the following day.

### d. COMMUNICABLE DISEASE

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In the event that a communicable disease is diagnosed and the school is informed, notices will be sent to parents of all children who may have been exposed. A doctor's release will be requested upon the return of students who were absent due to a communicable disease and/or conditions such as head lice.

### e. ACCIDENTS AND EMERGENCIES

Minor accidents occurring during class time, i.e. cuts and scratches, receive prompt attention by staff members. Accident reports are filled out in the event of any minor injury sustained by a student during school hours. In the event of a serious accident, the family is notified at once. If parents cannot be reached, emergency procedures, provided for by parent with their application, will be followed.

### f. EMERGENCY PHONE NUMBERS

It is imperative that parents keep the school up-to-date with current phone numbers (work, home and cell) where parents/guardians can be reached at all times. Remember, your child is counting on you!

**IT IS VERY IMPORTANT THAT YOU CONTACT THE SCHOOL IMMEDIATELY IN THE EVENT OF A CHANGE OF ADDRESS, TELEPHONE NUMBER AND PLACE OF EMPLOYMENT FOR ANYONE LISTED ON THE EMERGENCY FORM. PLEASE BE SURE TO KEEP THIS INFORMATION CURRENT!**

### g. CHILD ABUSE

California State Law requires that school teachers and administrators **MUST** report to the appropriate civil authorities any suspected case of child abuse. Child abuse is not restricted to physical injuries. The following **MUST** be reported:

1. Physical injuries
2. Indications of child neglect, such as failure to provide food/clothing or shelter, even when there is no physical injury;
3. Indications of sexual abuse, sexual assault and child molesting. For children under the age of 14, child-molesting includes lewd and lascivious acts.

### h. EARTHQUAKE EMERGENCY PLAN

In the event of a serious earthquake during the school hours:

1. Do not phone the school. Telephone lines must be kept open for emergency use.
2. All students will be held in a supervised evacuation area; playground, lawn or parking lot.
3. Children will only be released to a parent or authorized person after first signing the student out of school.

### i. ASBESTOS EMERGENCY RESPONSE ACT

The Ventura Montessori School is voluntarily complying with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act for elementary and secondary schools. The school has been inspected by EPA accredited inspectors in accordance with EPA established guidelines.

Samples of suspected asbestos containing building materials (ACBM) were taken during the inspection and were submitted to an EPA accredited laboratory for analysis. The EPA lab found no instances of ACBM having the potential for release of asbestos fibers (i.e., friable ACBM). Only non-hazardous (non-friable) ACBM was found.

The School has set up a periodic surveillance and maintenance program to ensure that this ACBM does not become hazardous. A copy of the school's Asbestos Management Plan, including the Inspection and Assessment Report, is at the school. Please ask the Directress if you wish to review this document. If you have any questions or concerns, please do not hesitate to contact a Board Officer.

### j. FIRE SAFETY PLAN

Routine fire drills are practiced by all students and staff. Children exit the classroom in single file and go to a common meeting area outside the building. Attendance is taken immediately.

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### IV. VENTURA MONTESSORI AND YOU

#### a. STAYING INFORMED AND IN TOUCH

It is a priority of the school to maintain a sense of community among the parents and foster positive and efficient communication between parents and teachers. Throughout the school year, please take the time to read and understand any communication coming from the school:

- The school's primary method of communicating with families will be via email. Please make sure to provide us with a current email address that you check regularly so you do not miss out on important announcements.
- Paper updates on events, field trips etc. are handed out from teachers as needed / sent home in folders and backpacks (get in habit of checking your children's folders and backpacks regularly)
- E-Newsletter – The board and/or Director publishes a newsletter every month of the school year to keep you posted on what's happening.
- The Communication Whiteboard next to the main gate displays calendar, event info, and miscellaneous announcements and updates on current events.
- All-Parent Meetings. Ventura Montessori does not hold PTA meetings monthly like many other schools do. Rather, just two general meetings per year are conducted for all-parents. Typically these are in September (back to school night), and in the Spring. One important purpose of these meetings is to hold elections (one time per year) for officers of the Board. You are strongly encouraged to attend and share your voice.

#### b. CO-OPERATIVE RESPONSIBILITIES

VMS's Co-op Program enhances each child's experience in the school by creating a "village" of support that includes many caring adults in the child's life. In addition to promoting community, an active Co-op program helps maintain lower tuition levels. Including parents as resources for projects reduces the budget in a very real way. Each parent is responsible for completing and documenting the required amount of hours. Please refer to the current tuition for details.

#### c. CLASSROOM OBSERVATION

We encourage the parents to visit the classroom and observe their children at work. Please schedule an appointment with your child's teacher if you wish to observe your child. During your visit, please do not work with the Montessori apparatus, and try to maintain a quiet presence in the classroom. If you wish to spend alone time with your child please feel free to take your child off campus.

#### d. PARENT-TEACHER APPOINTMENTS

To meet with a teacher, please make an appointment directly with the teacher involved. Please feel free to do so at any time. Teachers are generally free for consultation from 2:30 p.m. to 3:00 p.m. daily. Since a consistent and calm routine is necessary at the beginning of each day, please try not to confer with teachers before or during class. Their energies and attention are directed to welcoming and directing the children at that time. It is the policy of the staff to facilitate the highest degree of cooperation between parents and teacher. PLEASE DO NOT LET A SITUATION REACH CRISIS PROPORTION BEFORE CALLING US.

#### e. PARENT CONFERENCES

In November and March of each year we conduct parent-teacher conferences. Conferences are scheduled for 15 minutes for each child. We feel that the parent-teacher conferences are invaluable aids for parents as well as the teachers and this type of communication between home and school is beneficial for the children. We would appreciate it if you sign up immediately when the time arises. It is the policy of the school that conferences are held with parents at scheduled times twice a year AND at any time that either the school or parents feel a conference is necessary. In order to have a successful conference, it is important to meet with your child's teacher without any children present.

#### f. SCHOOL CALENDAR

Please consult the current school calendar provided by the school. If conditions require that the Ventura Unified School District schools close on a regular school day, the Ventura Montessori School will also be closed. (Announcement is made through TV and radio.) If at any time we should deviate from this general rule, you will be notified by phone or written notice. (see attached calendar)

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### g. SNACK and LUNCH

Half day and full-day students eat a snack at mid-morning each day. Please provide a healthy snack for your child. Please include a beverage, 2 cloth napkins (one is used as placemat), plenty of water, and appropriate utensils. Half-day students may bring lunch boxes for their mid-day snack. We encourage students to drink water throughout the day but especially at mealtime.

Full-day students bring their lunches in addition to snack. We suggest the use of a wide-mouthed thermos for a hot portion of their luncheon meal. It may be used for soup, stew, tamales, chili, etc. Lunch boxes should be labeled with the child's name. The uneaten portion will be returned in order that parents can adjust the size and variety according to the child's needs. Please send an appropriate beverage, 2 cloth napkins (one is used as placemat), plenty of water and the proper utensils needed for your child's meal. It is very important to avoid foods with additives and foods with high sugar content. We strongly encourage our parents to provide healthy food for lunches and snacks!

### h. BIRTHDAYS

We feel that a child's birthday should be a very special day. Although we do our best to keep track of the birthdays that will occur during the school year, we would appreciate the child or parent telling the teacher in order that none are overlooked. We invite parents to help their child celebrate his or her birthday through a special snack or lunch brought for the class. If you do not wish your child to partake of food prepared away from home, please let your teacher know as soon as possible.

### i. HOLIDAY PARTIES

There will be five holiday parties in the classrooms during the school year. Parents may provide treats for the child's class for one or more of those parties. The holiday parties are for Halloween, Thanksgiving (luncheon), last day of school before Winter Break, Valentine's Day, and the last day of school for the school year. Parent involvement is encouraged.

### j. FIELD TRIPS

The field trips are an integral part of the Montessori curriculum. The field trip is part of the educational program. All staff participate in the scheduled field trips. If your child does not attend the field trip, you will need to make other arrangements for the care of your child off-premises. The school does not have vans or buses for use, so transportation to events will be provided by parents. Parents are encouraged to sign up to drive; sign-ups are posted outside the classrooms.

The children attend field trips during the year to see live stage shows by touring dance and theater companies. The shows are held at the local high schools, the Thousand Oaks Civic Center, the Oxnard Performing Arts Center and other venues. In order to reserve seats for our students, tickets must be purchased in advance of the event. The directress reserves the right to schedule as many field trips as she feels is necessary to enhance the curriculum for the children. If a parent or non-enrolled sibling wishes to attend a field trip they will be required to pay an additional fee for their admittance into the event. **STUDENTS MUST HAVE A SIGNED PERMISSION SLIP AND WEAR A VENTURA MONTESSORI T-SHIRT ON ALL FIELD TRIPS.**

### k. LOST MONTESSORI APPARATUS

From time to time, students become very attached to small pieces of Montessori apparatus and take them home. We would appreciate you checking your child's pockets and around your house and sending whatever you may find back to school.

### l. CLOTHING AND SHOES AT SCHOOL

Removable articles of clothing must be plainly marked with the child's name. Please do not send your child to school with open-toe shoes. Please send a complete change of clothing for your child with the child's name on it in case of an accident.

### m.. NO-TOYS / SHARE DAY

Please instruct your child that the school does not allow toys of any kind to be brought to the classroom. Each child is given the opportunity to share items from home. We encourage sharing of educational materials such as books, CDs, travel souvenirs, or science and nature items. Children may bring a pet (please clear ahead of time with the teacher). All items should be labeled with your child's name.



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### V. FUNDRAISING

The annual budget includes a fundraising goal to help meet the projected annual expenses. Families are encouraged to actively participate in all areas of fundraising, donating cash, giving of time and energy and providing creative ideas for fundraising events. In addition, we are a non-profit organization and your family and friends may make a tax-deductible donation to our school. Please contact a Board Officer for more information about tax-deductible donations.

#### a. THE E-SCRIP PROGRAM

Simple and convenient, all you need to do is to register your Vons card, credit cards, etc. A contribution is made to our school in your name each time you shop using your registered cards at the authorized E-Scrip merchants. Online registration only takes five minutes. Ventura Montessori's Group ID number is 141550575.

#### b. RAFFLE

Raffles have traditionally been held at the Holiday and Spring programs and have contributed significant amount of funding to the school. Please let a Board Officer know if you have an item or service to donate or procure for the raffle

#### c. OTHER

Additional fundraising efforts may include but not be limited to a recycling program, Parents Night Out, Pizza Lunches, etc. If you have any ideas, please let a Board Officer know.

### VI. BOARD OF DIRECTORS

#### a. BOARD CHARTER

Our objective is to ensure the viability of a non-profit school, which applies the methods developed by Dr. Maria Montessori, for the pre-school and kindergarten population of Ventura.

The primary responsibility of the Officers of the Board of Directors is to conduct the general business of the school in accordance with the articles and bylaws of the corporation. This responsibility includes but is not limited to the following:

- Provide business support services
- Administer the budget
- Set and collect tuition
- Arrange for and maintain the needed liability insurance
- Assist the Directress with program support
- Conduct membership meetings including Director elections
- Conduct regular Officers of the Board of Directors meetings and special meetings as required
- Determine employee compensation, including salary and wage and health insurance benefits
- Negotiate building contract, maintenance issues, and other issues of joint concern with the church

#### b. BOARD MAKE-UP AND DUTIES

Each parent is a member of the Corporation and is entitled to vote for candidates for the Board of Directors if an election is called. The Board of Directors then shall appoint officers as they see fit. The terms are staggered in an effort to ensure continuity on the Board. Specified duties of the Officers are outlined below. The duties may be adjusted as needed to better serve the school.

**PRESIDENT:** Responsible for annual agenda of the school, general budget oversight, contracts and services needed for the operation of the school. Conducts Member and Board meetings. Is responsible for appropriate filings and communications with governmental bodies to assure the continued non-profit status of the school.

**VICE PRESIDENT:** Assists the Directress in planning, enlisting volunteers, and carrying out school fundraising functions such as open houses and special events (holiday parties) requiring parental help. Assists the President and may work on special projects.

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**VICE PRESIDENT OF ADMINISTRATION:** Assists the Directress and the President by carrying out school administrative functions such as maintaining student registration and enrollment forms; updating marketing materials such as flyers and notices; updating and maintaining Handbooks (Parent, Board, and Employee) and maintaining database of alumni and community.

**TREASURER:** Administers payroll, maintains member accounts, keeps the general ledger – including payment of bills. Regularly reports the financial status of the school to the Board by budget category and school accounts. Makes tuition and other deposits as needed.

**SECRETARY:** Responsible for the minutes and other pertinent records of the school, handles the general correspondence, oversees Web site, dispenses group communications. Coordinates and assists with school fundraisers. Handles school mail and calendar matters.

**DIRECTRESS:** Ex-officio member of the Board. The directress is the head of the Ventura Montessori School and is responsible for the school's educational program, activities, and staff. She conducts registrations with student's parents and determines the makeup of the school enrollment with respect to the principles of Montessori Education. Has the primary responsibility for the school's license from the California Department of Social Services.

### c. QUESTIONS/SUGGESTIONS

Communication between parents, teachers, the directress and the Board is vital to making Ventura Montessori School the best school it can be. We do everything to make communication as easy as possible. Please take any questions, suggestions, or concerns to the directress of the school, your child's teacher or a Board Officer. Please feel free to add your comments to our suggestion box, located in the Office or to send an email to [venturamontessori@gmail.com](mailto:venturamontessori@gmail.com).

## VII. RESPONSIBILITIES OF THE SCHOOL

### a. RESPONSIBILITY STATEMENT

It is the responsibility of the Ventura Montessori School to provide clean, safe and aesthetic environments of the highest standards within an atmosphere of support and respect for each student. The Ventura Montessori School adheres to policies and procedures that promote the individual rights and safety of students as they are guided to the fullest development of their potential.

### b. RIGHT OF LICENSING AGENCY TO PERFORM THE DUTIES AUTHORIZED IN TITLE 22, CALIFORNIA CODE OF REGULATIONS, SECTION 101195 (B) & (C)

Section 101195 of Title 22 of the California Code of regulations states, in part:

The department of licensing agency shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent.

The [Ventura Montessori School] shall make provision for private interviews with any child(ren) or any staff member; and for the examination of all records relating to the operation of the facility.

The department of licensing agency shall have the authority to observe the physical condition of the children, indicating conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the children.

As the school must be licensed to operate legally, these provisions are mandatory, and will be followed by the Ventura Montessori School.

## VIII. TUITION AGREEMENTS

Section 101219 of Title 22 of the California Code of regulations requires that the school completes and maintains individual tuition agreements with all children or with their authorized representatives. Among other provisions, the following conditions must be met:

1. The agreement must be dated and signed by both parties, no later than seven calendar days following the admission.
2. The licensee shall keep the original of the agreement, with copies to the parent or guardian.

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3. Modifications must be dated and signed. Basic rate changes may not take place without at least 30 days advance notice. It is the policy of the Board to announce tuition for Summer School by April 15 of each year, and to announce tuition for the following September through June by April 15 of each year. The school has not in the past raised tuition during the academic year.
4. Ventura Montessori School shall comply with all terms and conditions set forth in the admission agreement.

### IX. NOTIFICATION OF PARENTS' RIGHTS

State of California-Health and Human Services Agency California Department of Social Services Community Care Licensing Division

This form is intended to meet the requirements of California Health and Safety Code Sections 1596.857 and 1596.859, which pertain to the right(s) of parents or authorized representative to inspect the child care facility their child attends. This facility is required to:

1. Post this notice in a prominent place.
2. Make sure the child's parent(s) or authorized representative completes and signs the acknowledgement at the bottom of this form.
3. Detach the signed parental acknowledgement and file it in the child's record-and give the child's parents(s) or authorized representative the top portion of this form.

#### a. PARENTS' RIGHTS

1. Parents/authorized representatives, upon presentation of identification, have the right to enter and inspect the child-care facility their child attends without advance notice to the provider. This right can only be exercised during the facility's normal operating hours or at any time the child is receiving care in the facility.
2. Parents/authorized representatives have the right to file a complaint against the facility with the licensing agency.
3. Parents/authorized representatives have the right to review, at the facility site, licensing reports of facility visits and substantiated complaints against the facility. The facility is not required to keep this information beyond three years. Only information available in the public file of the local licensing agency is to be made available to parents/authorized representatives at the facility. Public information on inconclusive complaints is only available at the local licensing agency.
4. The law prohibits discrimination or retaliation against any child or parent/guardian should the parent/authorized representative choose to exercise his or her right to inspect the facility or to file a complaint against the facility.
5. The law requires that parents/authorized representative be informed of their rights (see Nos. 1,2 and 3 above).
6. The law requires that this notice be posted in the facility in a location accessible to parents/guardians.
7. The law authorizes the person in charge of the child care facility to deny access to a parent/ guardian if: (a) The parent/authorized representative is behaving in a way that poses a risk to children in the facility; or (b) The adult is a non-custodial parent, and the custodial parent has requested the facility in writing not to permit access to the non-custodial parent.

#### b. PERSONAL RIGHTS – Child Care Facilities

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers. Each child receiving services from a child care facility shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings, and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
6. Not to be locked in any room, building, or Facility premises day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.



## **PARENT HANDBOOK**

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

**California Department of Social Services  
Community Care Licensing Division  
6500 Holister Avenue, Ste 200  
Goleta, CA 93117  
Ph: (805) 562-0400  
Fax: (805) 685-1820**