

# Lincoln Learning Center

A Montessori Preschool

## Parent Handbook



Offering Year-Round Enrollment

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Open 7:00 a.m. – 6:00 p.m.

Lic. 313605696

Dear Parents,

One of the most important traits we are trying to teach our students at The Lincoln Learning Center is that of independence. We use a number of different ways to achieve this goal. One of the most effective methods is to emphasize that the classroom belongs to the student. When the parent or guardian drops the child off at the door and signs the child in, only the child should enter the room. Responsibility for putting their belongings away and joining their friends in the class or at circle, belongs to the child. Even at this tender age they are perfectly capable of doing these things for themselves. If we as adults step in and do these tasks for them, we have robbed them of the opportunity to learn these valuable life lessons.

Please say your goodbyes, give your kisses and hugs etc., well before reaching the classroom. In this way, by the time your child meets their teacher they are ready for a greeting and are prepared to start the day off right. Please feel comforted in knowing that we do everything we can to help the children transition into their day, if they are upset we help them find an activity that they enjoy. If they are inconsolable we will definitely let you know.

Thank you all so much for your help in this matter and allowing class time to go on without interruptions. Please remember to address any needs or concerns on a note and place it in the tuition folder in either classroom.

At the Lincoln Learning Center, we provide children a safe and secure learning environment that strengthens self-direction and encourages exploration. Under the teaching philosophy pioneered by Maria Montessori, the Lincoln Learning Center offers students freedom within a structured setting.

Following a fundamental principle of Montessori education that the most important years of a child's growth are the first six years of life, when unconscious learning is gradually brought to the conscious level, the Lincoln Learning Center curriculum is designed to harness a child's innate desire to learn and student's unique ability to develop their own capabilities.

### **Curriculum**

It's our mission to provide an integrated curriculum aimed at students' social development and intellectual growth, aimed at preparing a child for kindergarten. Through our program, each child is given the tools needed to encourage the growth of the whole child.

#### **Goals of the Curriculum.**

- To provide a positive sense of identity and emotional well-being
- To develop age-appropriate social, physical, language and literacy skills
- To encourage thinking, reasoning, questioning and experimentation
- To provide exposure to the arts and encourage creative expression
- To demonstrate proper health, safety and nutritional practices
- To respect gender, age and cultural diversity

### **Organic Garden**

In the Spring of 2009 we started an organic garden and in 2012 we added a greenhouse. The children help start the seedlings for our Spring and Fall gardens and see it through to harvest time. They learn how to make healthful food choices, grow a love of nature, strengthen their social interactions, learn life skills and so much more!

### **Parent/Guardian Information**

We will provide you with continuing information regarding our program at the Lincoln Learning Center. We will keep you informed of field trips, holidays, curriculum and other important information through our monthly newsletter. Please do not request a "doorstep" conference with your child's teacher. The teacher has a full schedule of activities planned for their students and it is important that class is not interrupted. If you have a concern about your child, you may leave a message for any of us in the correspondence folder or contact us by email. It will be handled in a timely manner.

## **Daily Schedule**

7:00-8:15	Extended Care
8:15-9:00	Books / Job Demonstration Circle (Prep classes head to their class.)
9:00-10:30	Job time / Snack
10:30-11:00	Circle - songs, story, calendar, discuss theme
11:00-12:00	Outside play
12:00-12:05	Wash up / Half day children get picked up
12:05-12:45	Lunch / Clean up
12:45-3:15	Nap time / Quiet time
3:15-3:30	Pack Up
3:30-4:30/5	Snack / Outside play
4:30/5-6:00	Extended Care / a movie once/week

## **Separation from the Parent/Guardian**

The process of separation from the parent/guardian as the child enters and attends preschool is one of the most important accomplishments of the preschool child.

At each age level, a child will react differently. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent/guardian, your child is learning.

- To develop an interest in the activities of the preschool
- To feel comfortable with others at preschool
- To understand that his/her parent/guardian will come back and pick him/her up
- To understand that all parents/guardians leave their children and come back for them
- To understand that parents/guardians often must concentrate on their own interests and duties which are separate and different from those of a child
- To develop an acceptance and willingness to allow the parent/guardian an open-door policy

It is important to point out that sooner or later, after the initial successful adjustment at school is made, all children want to explore the limits of not going to school, it usually lasts only a short time. When this occurs, here are some suggestions which may help you handle the situation.

- Place an emphasis on what the child is doing at school rather than what your activities are while they're in school
- See that the child is involved in a specific activity or is in the hands of a teacher before you leave him/her
- Tell the child when you are leaving. Avoid prolonged good-byes
- Ask the teacher for help in separation. We expect the crying and usually the tears are for the parent/guardian's benefit.

**Enrollment Process**

The following forms must be completed and turned in to The Lincoln Learning Center BEFORE your preschooler may be admitted into the program: Copy of Admission Agreement, Health and History Report, Notification of Parents Rights, Personal Rights, Identification and Emergency Information, Consent for Emergency Medical Treatment, Physician's Report, And Immunization Requirements. Your child's spot at The Lincoln Learning Center will be held ONCE all paperwork is turned in and the \$75 non-refundable enrollment fee is paid.

**Financial Policies**

**Enrollment Fees**

There is a one-time, non-refundable, non-transferable enrollment fee of \$75.00 per family, due before enrollment in the program.

**Rates.**

Preschool Program 8:00 a.m. - 12:00 p.m.	
3 days/week	\$351/month
4 days/week	\$486/month
5 days/week	\$594/month

Full Day Program	
3 days/week	\$442/month
4 days/week	\$612/month
5 days/week	\$748/month

Children who are in diapers or potty training are an additional \$5/day.

Monthly tuition and fees are based on an average of days.

3 days/week is considered 13 days of attendance monthly, 4 days/week is considered 18 days of attendance monthly, and 5 days/week is considered 22 days of attendance monthly.

**Discounts**

We offer a 10% sibling discount to the lower tuition if one child is coming at least three full days per week.

We offer a 5% military discount to any child coming full days.

Only one discount can be used per family and is only applied to a full month's tuition and not other fees such as, potty training, late fees or extra days.

### **Tuition**

Tuition in the form of check, cash or money order is due by the first of every month and late at the end of business on the 5th, 10% of the tuition due will be assessed for all late payments. If you have pre-arranged to make bi-monthly payments, the tuition will be split into two equal portions or a late fee will be assessed to the remaining first half. The second half is due by the 15th and late on the 16th, 10% late fee will be assessed. If a due date falls on the weekend or a holiday, the due date will be beforehand. Tuition two weeks in arrears will lead to dismissal from the school until the account is paid in full. Re-entering the program will be based on "space available" openings after the account is paid in full. Chronic late payment will lead to dismissal. Tuition is subject to change with a month's advance written notice.

### **Returned Checks**

Tuition checks returned by the bank are subject to a \$25 return check charge. If two checks are returned within a three month period, payment by cash or money order will be required.

### **Drop-ins or Extended Care**

Drop-ins will be on a space available basis only. Please do not just show up, you will need to call or get preapproval to see if there is space available for that particular day. Please add \$2 to your child's daily rate. The cost to extend your child's day from 8 a.m.-12 p.m. to a full day is \$15.

### **Early Drop Off / Late Pick-Up Charge**

It is imperative that all parents pick up their children on time. The charge for the half day program is \$3 if your child is dropped off 5 minutes early, picked up 5 minutes late or a combination of both resulting in 5 minutes. After 1:00 p.m. the charge will be \$15. The charge for full day students is \$1.00 per minute starting at 6:01 p.m. and ends when you and your child exit the school's outside gate. Continued late pick-ups will result in termination of services.

### **Schedule Information**

If a child is absent on their scheduled day(s) there is no substitution of days.

### **Vacations**

One week of vacation credit will be allowed after each six full months of continuous enrollment for children who come three or more full days/week. Written notice or an email must be received two weeks in advance of the month the vacation will take place or a credit will be issued the following month, in which case we will still need a two week notice to receive credit.

### Illnesses

There is no credit, refund or make-ups given in the event of an illness. If there is a severe illness ( of two weeks or more), arrangements may be made at the discretion of the Director.

### Changes in your Child's Set Schedule

Any changes that are made by the parent/guardian during the actual month will become effective on the first of the following month. That means the tuition for the month will remain the same until the beginning of the next month. If you wish for your child's schedule to change for the next month, you must notify us at least two weeks prior to the beginning of that month in writing or in an email.

### School Closings

The Lincoln Learning Center will be closed on the following holidays.

Martin Luther King Jr. Day	Independence Day & Day after (4th & 5th)
President's Day	Labor Day
Friday before Easter	Thanksgiving day and the following Friday
Memorial Day	Winter Break ( Dec. 24th - Jan. 1st)

There is no tuition credit or make-ups for these days

### Sign-In / Sign-Out

When dropping off your children, California law requires Sign-In / Sign-Out sheets. We become responsible when you sign in, and you assume responsibility when you sign out. You, as the adult, must sign your child in and out. Please use your full signature and not just initials.

### Special Pick Up

Please inform us with a note or phone call if someone other than those you have originally authorized will be picking up your child. The authorized person must be over 18 years of age and present a photo ID.

### Meals

Good eating habits and positive attitudes toward food should be established at an early age. At the Lincoln Learning Center, we provide nutritionally balanced morning and afternoon snacks. Milk, juice or water is provided with every snack, menus are posted in each class. If your child is full day, they will need their own lunch. Students who have no lunch will be given one at the cost of \$3. You may bring in items that need to be warmed up, on Wednesdays and Thursdays only, if they are in a microwavable container, requiring 30 seconds or less to warm. Water is available at all times and encouraged especially at recess. Please bring in a lidless cup, 8 oz or less, with your child's name on it.

### **Nap Time**

There is a rest period during the day from 12:40 p.m.–3:15 p.m. for all children. Please bring in a crib size sheet and blanket for your child to rest with. They rest on nap mats and we wash their bedding weekly. The children are invited to bring a special blanket/lovie/stuffed animal from home to sleep with. Please note that your child is asked to put it in their cubby after nap, we can not leave the children when you pick up to help look for it. We will do our best to look for it as soon as we are able to.

### **What your Child May Bring From Home**

Share day is every Wednesday (Thursday if they do not attend on Wednesdays) at which time your child may bring one toy to share with his/her class. Books, cassettes and CDs are welcome at any time. Please do not allow your child to bring items on other days. Violent toys and weapons may not be brought to school.

### **Lost and Found**

Please mark all personal items with your child's name. We will make every attempt to locate and return lost items, please write down a description of it and leave it in the correspondence folder. This task is much easier if your child's name is on the item(s). We cannot be responsible for any personal items that your child brings to school.

### **Shoes/laces**

We foster independence, please send your child to school in shoes they can put on themselves. Untied shoelaces become a safety hazard and typically occur multiple times per day. Please send your child in shoes that tie only if they are able to tie it themselves.

### **Birthdays**

Birthdays are special and important occasions. You are welcome to bring cupcakes, muffins or cookies to share with your child's class. Please make arrangements with your child's teacher for any special plans to make your child's birthday one of a kind.

In a Montessori classroom the birthday child holds a globe of the Earth and walks around the sun. The walk represents the earth revolving around the sun. The child walks around as many years old he or she is and stops on the month he or she was born. The birthday celebration is a fun way to introduce the concepts of months of the year, the earth, the sun, and how the earth revolves around the sun. A form will be sent home with more details as your child's birthday approaches.



## **Medication**

As a service to our parents/guardians, we will administer medication prescribed by your physician.

Medication must be in the original container with the child's name on the label, as well as the prescription number, name of the medication, dosage, and expiration dates. A permission to administer medication form must accompany the medication, please ask a teacher for the form.

## **Illness**

Colds, flu and other contagious diseases seem to occur frequently and spread easily among preschool children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home until they are symptom-free for 24 hours before returning to school if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Severe sore throat
- Productive cough
- Complaints of ear pain
- Diarrhea or vomiting
- Fever
- Eyes that are pink, burning or itching or producing discharge

If these symptoms of possibly contagious conditions or other conditions deemed contagious are observed in your child during the day, you will be called to come pick up your child immediately.

When your child has a fever, please keep him/her at home until their temperature returns to normal. If there are any lingering signs of illness, i.e. glassy/watery eyes, listless, and/or drowsiness, etc., please keep your child home an additional day. This will help to ensure that the illness has actually passed and that your child will be well enough to resume school activities.

## **Discipline Policy**

### **Positive Measures To Produce Acceptable Behavior**

In order to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, care of self, care of the classroom, good habits, rules of conduct and consideration and respect for others. Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus on discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child.

### **Constructive Measures to Discourage Unacceptable Behavior**

When a child exhibits unacceptable behavior or attitudes, he/she is instructed as to what is wrong and then directed to a positive alternative approach/behavior. Along with these new attitudes and behaviors, the child is guided in the direction of self-discipline by encouraging him/her to make as many decisions as possible within limits. The limits are as follows:

If a child strikes another child, he/she and the other child are respectfully separated. Each child is asked to explain what happened (define the problem). After each child has verbally given information, they are asked to help solve the problem, talk to each other, reconcile with one another and are redirected to another activity.

If a child is disruptive, he/she will be respectfully asked to stop the behavior. If the child persists to the point of disruption again, he/she is reminded of his/her behavior and how it affects others. If the disruption continues, and the child willfully refuses to yield to instruction, he/she will be separated from the other children. After the child has been separated from the class activity for a short period of time (2 to 5 minutes) he/she will be invited to rejoin the class.

If a child continues to misbehave and disrupt the class, the parents/guardians will be asked to come in for a conference to discuss how we can best meet the needs of the child.

**Conditions of Termination**

As mentioned above The Lincoln Learning Center has the right to terminate this agreement and ask a parent/guardian to withdraw enrollment, if any of the following occurs:

- The child presents a health or safety threat
- Repeated discipline problems
- Lack of parental cooperation
- Inappropriate parental/guardian behavior to children, teachers or staff
- On-going late pick up
- Chronic lack of payment