



## *Foothill Progressive Montessori School and Academy Inc.*

4526 Indianola Way, La Canada, CA 91011 Telephone: 1-818-952-0129

Website: [www.foothillprogressive.com](http://www.foothillprogressive.com)

Email: [foothillprogressiveschool@gmail.com](mailto:foothillprogressiveschool@gmail.com)

## **SCHOOL POLICY**

At Foothill Progressive Montessori School Inc., we aim to provide our children with a quality education and attentive care in an atmosphere of love, which promotes learning and successful socialization. In addition to encouraging academic achievement, we strive to help the children develop a joy in sharing and a pride in self-reliance.

The philosophy of the Montessori Method is consistent with the needs of the child, in the process of learning and developing. The Montessori Method was originally developed by Dr. Maria Montessori, to help the child learn in a more creative and positive way. All the senses are utilized to help the child to read and write with proper understanding and accuracy.

### **AREAS OF STUDY**

#### ***Preschool to Grade 5***

Our four main areas of study are Language, Math, Sensorial, and Practical Life exercises. Our program also includes the study of History, Geography, Science, and Creative Expression. In these areas too, concrete materials are used to enable the child to understand concepts introduced.

### **SCHOOL HOURS**

School opens sharp at 7:00 a.m. and must close by 5:30 p.m. teaching hours for Kindergarten to Grade 4 – 9:00 a.m. to 3:00 p.m. Students must be in class by 9:00 a.m.

### **LATE PICK-UP**

School closes promptly at 5:30 p.m. **Children must be picked up by 5:25 p.m.** Please give yourself time to pick up your children and their belongings, in order for our staff to close the school and leave for the day.

**The late fee of \$1.00 for every minute strictly applies and must be paid at the time of pick up to the person in charge.**

### **ADMISSION**

Children are admitted for a full academic school year. (August 1<sup>st</sup> through May 31<sup>st</sup>)

Ages served: 4-11 year

The School requires the following forms are maintained on file for each child.

1. Registration Form (LIC 100A)
2. Signed Tuition Fees and Payment Schedule
3. Signed Acknowledgement of School Policy
4. Emergency Card completed by parents
5. Identification and Emergency Information (LIC 700)
6. Authorization to Consent for Medical Treatment Form (LIC627)
7. Health Information (PM 171B) filled out by physician
8. Updated Immunization Record filled out by physician
9. Report Card (Preschool to Present)
10. Standard Test (Gr. 1 to Present)
11. Authorization to Request and Release Confidential Form
12. Signed Photo Permission Form

## **CHANGE IN STUDENT INFORMATION**

It is imperative that the school office be notified immediately of a change of address, home or office telephone number.

## **FINANCIAL OBLIGATION**

1. A non-refundable fee is charged prior to enrollment
2. ***Tuition is due on the first of the month. A late fee of \$20.00 will be charged on payments received after the tenth of the month and an additional \$1.00 a day thereafter till all fees are settled. If tuition is in arrears of 45 days, the school reserves the right to consider your child withdrawn and the account sent for collection.*** Legal and any other costs incurred in collecting overdue payments will be charged to the parent.
3. Withdrawal of a student August through May will require two weeks written notice of such intent, which should be either on the 1st or the 15th of the month or two weeks tuition in lieu of notice. Tuition is based on a full 12 month school year and not on attendance. Credit on tuition or pro-rated tuition will not be given for absences from school, vacations taken during the school year, for winter holidays or spring breaks.(Please refer to the tuition Schedule for fees & payments). There is a \$30.00 charge on returned checks and the following 3 months tuition must be paid with alternate payment per school request. The school reserves the right to make changes on tuition and all other fees within 30 days of notification. All parents/guardians must sign in when dropping off and sign out when picking up a student. There will be \$10.00 daily charge if signing in and out is not done on daily basis.
4. \$25.00 will be charged on any return checks.
5. For tuition and material fees, please refer to the Schedule of Tuition Fees and Payments.
6. Two consecutive months of no-payment, failure to pay late fees and failure to adhere to school rules are considered grounds for termination

***We sincerely appreciate your cooperation in making prompt payment.***

## **IMMUNIZATION**

All students entering for the first time, Kindergarten, must have all necessary shots and a copy of the updated Immunization record submitted to the office, before the end of September.

## **EMERGENCY MEDICAL CARE**

If a child requires emergency medical attention, and it is not possible to contact the parent, the guardian, or family member, we will take whatever measures that would be necessary for the child's welfare. Every effort will be made to notify the parent immediately under any emergency condition. If medication has to be administered, a written instruction has to be provided by parent/guardian. No medication will otherwise be administered. (Please request for a medication form from the school office)Medication must be clearly marked with the child's name and must be handed to the teacher or person in charge. ***After use, medication will be kept in the refrigerator for parents to pick up at the end of the day.***

## **ACCIDENT INSURANCE**

Student Insurance must be provided to the school at the time of enrollment. This is mandatory. The school maintains an accident insurance. The purpose of the policy is only to supplement coverage held by the parent.

## **DRESS CODE**

Children must be dressed in appropriate, comfortable clothes and shoes. Ripped pants, tank tops, oversized and tight clothes, thongs, flip flops, sandals, and heeled shoes are not appropriate school attire. Long hair must be combed and tied back away from the eyes. Please avoid unusual hair styles (mohawks, colored and spiked hair etc.). To avoid accidents, please refrain from wearing dangling and loop earrings. Jackets and sweaters must be taken home at the end of the day. All personal items of clothes and belongings must be clearly marked with the child's name.

## **LUNCHES AND SNACKS**

Lunch has to be provided by the parents. Snacks are not served at the Indianola Way location. The school refrigerator may be used for storing medication. Children's food will be warmed up. We will not be able to heat frozen and packaged meals. Please pack your child's lunch with all the necessities such as fork, spoon napkins, ice packs etc. **Due to many kids having allergies we do not permit any kind of nuts** at the school. Please **refrain from sending Doughnuts, gum, peanuts, peanut butter or candies to school**. If found will be returned home.

## **CARE OF SCHOOL PROPERTY**

Any student who vandalizes damages or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action.

## **TERMINATION**

A child may be terminated from school if in the opinion of the Principal/Director, it is in the best interest of the child or the school.

## **ATTENDANCE RULES**

1. Children should not be sent to school if they are ill. Parents must inform the school of a student's absence by 9:00 a.m. If a student is absent by 3 or more days, a Doctor's note and clearance must be provided.
2. All excused absences must be verified by a telephone call or a note from the parents. If assignments are needed while the student is absent from school, please contact the respective teacher giving them time to prepare the work.

## **CONFERENCE**

**Please do not engage the teachers in lengthy conversations, as it takes them away from the students.** If necessary, set up a conference time. Telephoning teachers during class time must only be for an emergency or for matters that need immediate attention.

## **REPRIMANDING A CHILD**

Parents are **strictly prohibited from reprimanding children other than their own**. Please bring any concerns to the person in charge of the facility or the teacher on duty.

## **EXTRA-CURRICULAR ACTIVITIES**

Dance, Piano, Gymnastics, Karate, Amazing Athletes and Computer and swimming (during summer only) classes are available at the school. As they are private lessons, parents must communicate directly with the respective instructors.

## **SCHOOL SAFETY**

All Children must be accompanied by an adult and must be signed in and out of school. **Make the dropping off and picking up process as brief as possible**. Please ensure the gate is securely closed when entering and leaving school.

Toys, games, sharp objects are not allowed in school, unless specified by the teacher on certain days.

## **LEGAL HOLIDAYS**

The following holidays are observed by the school: Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr's Birthday, Lincoln's Birthday, Washington's Birthday, Memorial Day, and Independence Day.

**SCHOOL HOLIDAYS**

School will be closed the day after Thanksgiving, two weeks over the holidays and a week in spring. Day care will be available at an additional charge of \$ 30.00 day/ per child and must be paid for in advance to the teacher in charge and not to the school.

School will close at noon on program days in December and May.

**BIRTHDAY PARTIES**

Children's birthdays may be celebrated at the school during lunch time or after 3:00 p.m. Please speak to the class teacher if you plan on having a party in school.

**FIELD TRIPS**

The cost of field trips has to be met by the parents. Parent participation on field trips will be greatly appreciated. Children under five years will not be taken on field trips.

**SUMMER PROGRAM**

Parents will be informed in advance about our Summer program in the months of June and July.

**OTHER REQUIREMENTS**

All students must have an extra set of clothes, clearly marked with the child's name, at the school. All students must have an earthquake kit.

Students at the Indianola campus do not take naps.

I have read the above school policy and understand my obligations. I have also received a copy of the school policy for my file.

Parent's Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**Shamalie Goonewardene**  
**Director**  
**4526 Indianola Way**  
**La Canada, CA 91011**  
**818-952-0129**

**Padmini Joseph**  
**Administrator**  
**4526 Indianola Way**  
**La Canada, CA 91011**  
**818-952-0129**