

# **THE LEARNING VILLAGE MONTESSORI**



## **PARENT HANDBOOK**

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# The Learning Village Montessori Parent Handbook

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## **Chapter 1** ***About Our School***

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### *Welcome to The Learning Village Montessori*

Thank you for entrusting The Learning Village Montessori with the privilege of serving your precious child and your family. We are very excited and honored to have your child at our school and fulfill his/her social, emotional, cognitive/intellectual, and developmental needs.

As we take on the commitment of caring for and teaching your child, we strive to foster the natural curiosity of each child into a lifelong love of learning and a passion for excellence. We look forward to collaborating with you to nurture your child during his/her precious early years.

### *History of Our School*

The Learning Village School originated from the Great Falls Village Green Day School, founded by Lynne Simmons in 1979, at the Village Center in Great Falls, Virginia.

On January 14, 2020, The Learning Village Montessori was renamed The Learning Village Montessori, in conjunction with new ownership, and were modified accordingly, in compliance with the Virginia Department of Social Services.

The Learning Village Montessori is operated by Tiny Miracle Investments, LLC.

### *Our Mission*

Our mission at The Learning Village Montessori is:

- To inspire the growth of the whole child by providing a safe, secure and nurturing environment.
- To nurture the child's creativity and curiosity in a unique path towards self-discovery.
- To provide the child with the very best educational foundation through the Montessori Method, in order for the child to grow to his/her fullest potential and become a "whole" child intellectually, physically, emotionally, and socially.

### *Our Affiliations*

The Learning Village Montessori is a school with the following credentials:

- Associate member of the American Montessori Society (AMS)
- Affiliated member of The Virginia Council for Private Education (VCPE)
- Licensed by the Virginia Department of Social Services (VDSS)

### *Our Philosophy*

At The Learning Village Montessori, we believe that each child is a special gift and should be cared for with passion, love, and guidance. We are committed to the development of the "whole" child through our rigorous curriculum based on the Montessori philosophy education. We desire to prepare the child for life through an emphasis on character development, valuing the importance of integrity, respect and discipline. We strive to nurture the child's curiosity and creativity in order to reach his/her fullest potential, and become a "whole" child intellectually, physically, emotionally, and socially.

### *Our Goals*

#### **Social**

To teach students character-building principles:

- a) Sensitivity to the needs of others, not just themselves.
- b) Kindness and compassion.
- c) Honesty

#### **Emotional**

To develop a positive self-concept while learning to love and accept others as he or she is loved and accepted, helping your child to express both positive and negative feelings.

**Cognitive/Intellectual**

1. To impart to the child a desire for learning. The early childhood years (0-5) are crucial in laying the foundation to prepare the child for life.
2. To provide a rich environment that stimulates the child’s natural desire to discover and explore, which promotes independence, confidence, motivation, and self-discipline.
3. To give the child experiential learning through hands-on and concrete materials to develop cognitive and motor skills.
4. To meet the individual needs of every child through differentiations of developmentally appropriate materials of every age and skill level. The child is encouraged to learn at his/her own pace through individual work and lessons, or groups.
5. To promote independence in the child, in order the child may develop greater confidence, motivation, and discipline in their learning.
6. To allow opportunities to make choices within a structured setting. The desire to explore and learn is in the nature of children.

**General Information**

Admission is on a first-come, first-served basis.

The Learning Village Montessori accepts enrollment for children 18 months to 12 years of age, regardless of race, color, national origin, religion, and sex.

The Learning Village Montessori is a member of the American Montessori Society (AMS).

The Learning Village Montessori is a member of The Virginia Council for Private Education (VCPE) and is licensed by the Virginia Department of Social Services (VDSS).

The Learning Village Montessori is owned and operated by Tiny Miracle Investments, LLC. The board members are Philip Cho and Grace Cho. The school board serves to support the mission, vision, and philosophy of The Learning Village Montessori.

**Organizational Chart and Lines of Authority**

**The Learning Village Montessori**

**Address:**

47722 Saulty Drive  
Potomac Falls, VA 20265

**Telephone:**

(703) 404-4200  
Fax: (703) 450-1572

**Web:**

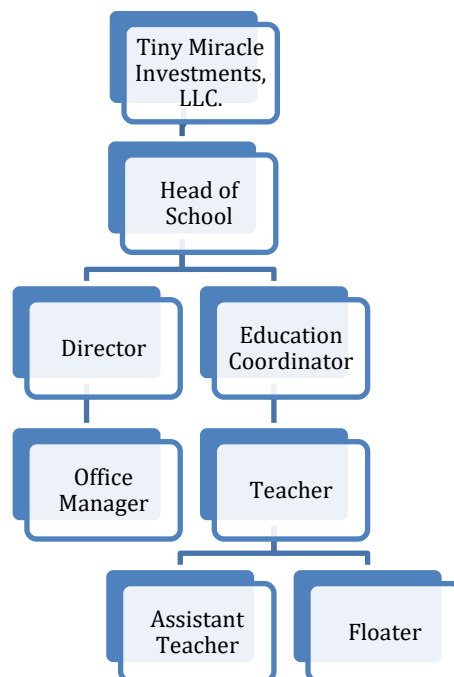
[www.LearningVillageSchool.com](http://www.LearningVillageSchool.com)

**Email:**

headofschool@lvsva.com

**TAX ID:**

84-0412733



The role of the Head of the School is to develop and implement policies that will guide the management and operation of the school.

## Chapter 2 *Enrollment and Financial Information*

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### Admissions Process

To ensure the best service for each family, please follow the instructions below.

1. Schedule a school tour.
2. Submit a registration form (signed by both parents) with a non-refundable registration fee & tuition deposit.
3. The school will send a confirmation/acceptance letter.
4. Submit the following documentation:
  - Proof of the child's identity
  - The Virginia School Entrance Form (needs to be signed by a physician)
  - Emergency Information Card
  - A copy of the child's Immunization Card
  - Medication Authorization Form (if applicable)
  - Parent Handbook Acknowledgment and Agreement
  - Annual tuition in full or the FACTS Enrollment Form
5. The school will send a confirmation letter of enrollment and set up a parent orientation/trial day for the child, to review the curriculum and policies.

**\*All documentation needs to be submitted at least one week prior to the child's first day at our school.  
No child will be allowed to start until the school office has received all necessary documentation.**

### Enrollment and Financial Information

#### General Overview

##### **Preschool Program**

- The Learning Village Montessori accepts enrollment for children 18 months to 5 years of age, regardless of race, color, national origin, religion, and sex. However, by signing this agreement, you agree upon enrollment, your child will respect the school's rules and regulations of Montessori practices daily.
- **The Learning Village Montessori only offers a 12-month contract for the Preschool enrollment.**
- We offer half day and full day programs, year-round to preschool students.
- We operate Monday through Friday from 7 AM- 6 PM. The Fall session runs from August/September to June; the Summer session runs from June/July to August.
- The school has full discretion in the appropriate classroom placement of each child, based upon the child's emotional, social, and cognitive status, and may move the child to a different classroom during the contract year if appropriate.

##### **School Age Program**

- The Learning Village Montessori accepts enrollment for Kindergarten-5<sup>th</sup> grade students for after school care, regardless of race, color, national origin, religion, and sex. However, by signing this agreement, you agree that upon enrollment, your child will respect the school's rules and regulations.
- We operate Monday through Friday from 7 AM-6 PM. on the days identified on the School Age Calendar. The school year session runs from August/September to June; the summer session runs from June/July to August.
- We offer an after school care program to School Age students during the school year, with the opportunity to register for full day care on certain days that public schools are closed (days identified on the School Age Calendar as Special Sign-up). We also offer the opportunity for School Age students to register for full day care during the summer session from June/July to August.
- **The Learning Village Montessori offers a 10-month contract for the School Age enrollment, running for the school year from August/September through the end of the academic year in June. If a School Age child enrolls after the school year has begun, their contract will be less than 10 months and continue until the end of the school year in June.**
- The school has full discretion of appropriate classroom placement of each child, based upon the child's emotional, social, and cognitive status, and may move the child to a different classroom during the contract year if appropriate.

#### **Registration Fee (Non-refundable)**

An annual registration fee is due at the time of enrollment and the registration fee is non-refundable.

- First time enrollment fee/ Re-enrollment fee: non-refundable

### Material Fee

An annual material fee is due in September, or at the time of enrollment, to cover materials needed throughout the year.

### Summer Activity Fee

During summer session, there is an activity fee due to cover all special activities.

### Wait List Fee (Non-refundable)

A wait list fee of \$150 will apply towards the registration fee when space opens up.

### Tuition Deposit

- A one-month's tuition deposit is required and due at the time of enrollment. This will apply to the last month's tuition of the child's contract year. The one-month's tuition deposit will **NOT** be refunded or applied if the child fails to complete the full contract year.
- The one-month's tuition deposit is non-refundable for a student who registers but withdraws prior to their first day of attendance.
- A change of program and/or schedule will also change the amount of the deposit accordingly.

### FACTS Information

- Monthly tuition payments are made to FACTS Tuition Management via automatic bank payments from a checking or savings account on the fifth (5<sup>th</sup>) of each month; this is simply a bank-to-bank transfer of funds that is authorized to pay the child's tuition.
- For tax purposes, parents can access their FACTS payment history online at [www.factsmgt.com](http://www.factsmgt.com).

### Tuition Due & Late Fee

- All payments are due on the fifth (5<sup>th</sup>) of each month.
- **A 2-year-old tuition rate will be applied to the non-toilet trained child at any age.**
- All monthly tuition payments (10 installments for the School Age Program/12 installments for the Preschool Program) are equal, regardless of holidays, student absences, teachers' in-service days, or school closures due to inclement weather, natural disaster, or an "Act of God," which prevents school operations. No refunds will be given regardless of how many days are missed.
- **A Late Fee of \$35 will be due to the school if tuition is paid after the 5<sup>th</sup> of the month. The delinquent payment and late fee must be paid to the school within 2 days. If there are two or more delinquent payments, the child's contract will automatically be terminated, and the child will be dismissed from the school. The tuition deposit will not be refunded or applied in this case.**
- FACTS will attempt to collect a payment for a total of three (3) times. If a payment is returned due to insufficient funds, FACTS will re-attempt to collect that payment 15 days from the first attempt. When this happens, FACTS will also assess a \$30 return payment fee (RPF) that will attempt five (5) calendar days after the bank returns the payment. If the second attempt returns, FACTS will assess a second \$30 RPF and try a third and final attempt 15 days from the previously scheduled payment. In the event that the third payment returns, FACTS will assess another \$30, and the payment will fall into the unresolved balance and will need to be resolved directly with the school.
- The Learning Village Montessori reserves the right to add a collection fee to any delinquent account balance referred to an outside collection agency/attorney for collections; furthermore, the parents will be fully responsible for all court costs, if the payment goes unsettled.

### Sibling Discount

- The Learning Village Montessori offers a 10% sibling discount. A sibling discount of 10% will be applied to the lesser tuition amount when both siblings concurrently attend.

### Additional Fees for School Age Program

#### Inclement Weather Day Care:

- \$12/hour will apply if a School Age Extended Day child stays on an inclement weather day beyond the number of scheduled hours allotted (i.e., 4 hours) for that day.

#### Fees for Special Sign-up Days:

- Care for days identified on the School Age Calendar as Special Sign-up Days can be arranged by registering in advance and will be charged at \$75 per day.

**School Age Finder's Fee:**

- If a school-age child deviates from their normal transportation schedule, parents are responsible for notifying TLVM before our bus departs for the public school.
- **If a child is missing during after school boarding a TLVM bus from the elementary school, and TLVM has not been notified by the parent or guardian of the absence, TLVM staff will begin a telephone search (and physical search if necessary) for the child. A \$50 School Age Finder's Fee will be billed to the child account.**
- After two occurrences, the school reserves the right to terminate the agreement. In addition, the one-month's tuition deposit will not be refunded.
- We take the possibility of a missing child very seriously. TLVM staff will remain at the public school until a public school administrator, a teacher, the student's parent, or the emergency contact has confirmed the child is in the care of a responsible adult and is not supposed to attend TLVM that day.

*Additional Hours and Late Pick-Up*

**Additional Hours (Eligible to only Half Day Preschool Program)**

Additional hours beyond the contracted hours can be arranged by contacting the school office in advance and must be paid to the school by the end of the following day.

- **Authorized** non-contract hours (before closing) will be charged at \$15 per hour or portion thereof; please notify the school at least 24 hours in advance.
- **Unauthorized** non-contract hours (before closing) will be charged at \$20 per hour or portion thereof; unauthorized non-contract hours will apply to any unauthorized late pick-up before closing.

**Late Pick-Up Fees**

**After 6 PM, the late pick-up fee is \$1 per minute for the first 10 minutes, \$2 per minute for the next 10 minutes, and \$3 per minute thereafter, until the child is picked up. The late pick-up fee must be paid to the school by the end of the next school day.**

*Program/Schedule Changes*

- A 30-day's written notice is required to change the child's program/schedule. Requests for schedule changes must be submitted in writing and approved by the school.
 

1 <sup>st</sup> change: free of charge	2 <sup>nd</sup> change: \$50
3 <sup>rd</sup> change: \$75	Every change thereafter: \$90

*Two-Week Trial Period*

A two-week trial period is provided for every student who enrolls at The Learning Village Montessori. During the two-week trial period, the contract may be terminated without any further obligation/explanation on either the school's or parents' part.

- **Tuition:** During this period, the tuition is prorated for the time the child is actually in attendance.
- **Refund of the One-Month's Tuition Deposit:** If the School dismisses a child during the two-week trial period, the one-month's tuition deposit will be refunded. If the Parent decides to withdraw the child during the two-week trial period, the one-month's tuition deposit will not be refunded.

**Dismissal from the School:** In the case the school dismisses a child during the two-week trial period, the child is entitled to a refund of all money paid, except for the prorated tuition charged for the child's actual attendance. If at any time during the trial period, for any reason not prohibited by law, in the sole judgment of The Learning Village Montessori, the school feels that it cannot meet the needs of a child or family, the school reserves the right to decline continued enrollment to the child. In this case, the one-month's tuition deposit will be refunded.

*Withdrawals*

Parents may withdraw their child from The Learning Village Montessori for any reason, at any time. Parents who choose to do so after the two-week trial period must give **a WRITTEN NOTICE 30 days on or prior to the first day of the month, during which the child will cease to attend.** The notice must include the expected last date of attendance and be signed and dated by the parents. Please note that any portion of a month that the child attends The Learning Village Montessori is considered a full month for tuition purposes. In this case, where the child fails to complete the full contract year, the one-month's tuition deposit will not be refunded



### Termination Policy

- Parents may withdraw their child from The Learning Village Montessori for any reason, at any time. Parents who choose to do so must give **a WRITTEN NOTICE 30 days on or prior to the first day of the month, during which the child will cease to attend.** The notice must include the expected last date of attendance and be signed and dated by the parents. Please note that any portion of a month that the child attends The Learning Village Montessori is considered a full month for tuition purposes. In this case, where the child fails to complete the full contract year, the one-month's tuition deposit will not be refunded.
- The enrollment and financial agreements are terminated when the child leaves the program, and **all** fees have been paid.
- If at any time, for any reason not prohibited by law, in the sole judgment of The Learning Village Montessori, the school feels that it cannot meet the needs of a child or family, the school reserves the right to decline continued enrollment to a child.
- **The School's Right to Dismiss a Child:** The school reserves the right to dismiss new/continued enrollment for a child for consistent aggressiveness or disruptive behavior (either physical or verbal), as this is a hazard to the other children and staff members.
- The Learning Village Montessori reserves the right to dismiss new or continued enrollment for a child, due to the parents' irresponsible financial commitment: **two or more delinquent payments or inactivating the FACTS account via FACTS without the school's approval.**
- In the case of Termination, the one-month's tuition deposit will not be refunded.

### Readmission Procedures

Parents who, for any reason, temporarily or permanently withdraw their child from The Learning Village Montessori must fill out a new registration form and submit updated health forms to re-register their child; furthermore, a space is not guaranteed. The registration fee and tuition deposit will be due upon re-enrollment.

## **Chapter 3**

### **Program Information**

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#### Overview

The Learning Village Montessori provides a unique, Montessori environment by combining the excellence of the Montessori Method, a child-centered curriculum to nurture the child's intellectual, physical, emotional, and social needs.

- We accept enrollment between 18 months and 12 years of age, regardless of race, color, national origin, religion, and sex.
- We operate Monday through Friday from 7 AM - 6 PM. Fall session runs from August/September to June; Summer session runs from June/July to August.
- Children between 18 months to 3 years of age and 3 to 5 years of age will be in mixed-aged classrooms.

#### Montessori Curriculum

The Montessori Method was developed in Italy in the early 1900s by Dr. Maria Montessori. It is based on the theory that the young child's mind is like a sponge, which the child can absorb learning from the surrounding environment.

In a Montessori classroom, the child prepares for life-learning by exploring, observing, and manipulating the materials from the prepared environment. The child gains knowledge consciously and subconsciously by incorporating various senses.

**Our Montessori environment includes sequential, hands-on learning activities in the following areas:**

- **Practical Life:** Aids in the children's development of order, concentration, coordination, and independence.
- **Sensorial:** Aids in the child's development and refinement of his/her senses: visual, auditory, tactile, gustatory, olfactory, and kinesthetic senses.
- **Language:** Aids in the children's development of expressive and receptive language development, as well as reading and writing, based on phonetic sounds.
- **Math:** Introduces the child to the world of numbers in a concrete form: linear counting, decimal system, and memorization. Money and telling time activities are also presented.

- In addition to the four major areas of the Montessori classroom, we incorporate the following subjects: science, geography, cultural geography, music, and art.
- Outdoor activities enhance the children’s large motor skill development, balance, and coordination. The children will also enjoy nature by taking care of an herb and vegetable garden throughout the year.

“The environment must be rich in motives which lend interest to activity and invite the child to conduct his own experiences.” ~Dr. Maria Montessori

Overview of the Montessori Method

A Montessori classroom is characterized by the following:

- **“The Prepared Environment”**  
A Montessori classroom, a well-prepared environment, promotes the child to prepare for life-learning at his/her own pace through auto-education, since a well-prepared environment allows the child to work spontaneously with freedom in the environment.
- **“The Absorbent Mind” and “Sensitive Period”**  
In a Montessori classroom, the child gains knowledge by exploring, observing, and manipulating the materials from the prepared environment, by using the senses. The period between 3 and 4 years of age is extremely crucial for the child’s learning, since the child is in a sensitive period and takes everything spontaneously from his/her environment unconsciously or subconsciously.
- **“The Normalization”**  
The normalization is a state of equilibrium and an internal process with the integration of the mind and body. We can usually observe order, coordination, concentration, and independence as the observable behaviors of a normalized child. In a Montessori classroom, the child will become normalized by exploring, observing, and manipulating the materials from the prepared environment, through repetition.

**Chapter 4**  
*Daily Routine, Procedures, and Policies*

<b>Pre-Primary Schedule (18 months–3 Years)</b>	
7:00 – 9:00 AM	Arrival / Independent Work Period
9:00 – 10:00 AM	Greeting / Morning Circle / Group Demonstration / Zoo Phonics Extended Montessori Work Period <ul style="list-style-type: none"> <li>• Group and Individual Lessons</li> <li>• Math, Language, Sensorial, Practical Life, Writing, Science, Geography, Social Studies</li> </ul>
10:00 – 10:30 AM	Restoration of the Environment / Snack / Restroom
10:30 – 11:30 AM	Outside Play
11:00 – 11:30 AM	Storytelling
11:30 – 12:00 PM	Craft/Music & Movement/Dismissal
12:00 – 12:30 PM	Lunch/Clean Up/Preparation for Nap
12:30 – 2:30 PM	Nap Time
2:30 – 3:15 PM	Restoration of the Environment/Snack
3:15 – 4:15 PM	Outside Play
4:15 – 5:00 PM	Games/Music & Movement/Story Telling/Free Play
5:00 – 6:00 PM	Independent Work / Manipulatives / Departure

Primary Schedule (3–5 Years)	
7:00 – 9:00 AM	Arrival / Independent Work Period
9:00 – 10:30 AM	Greeting / Morning Circle / Group Demonstration / Zoo Phonics Extended Montessori Work Period <ul style="list-style-type: none"> <li>• Group and Individual Lessons</li> <li>• Math, Language, Sensorial, Practical Life, Writing, Science, Geography, Social Studies</li> </ul>
10:30 – 11:00 AM	Restoration of the Environment / Snack / Restroom
11:00 – 11:30 AM	Outside Play
11:30 – 12:00 PM	Craft/Music & Movement/Dismissal
12:00 – 12:30 PM	Lunch/Clean Up/Preparation for Nap
12:30 – 2:30 PM	Nap Time
2:30 – 3:15 PM	Restoration of the Environment/Snack
3:15 – 4:15 PM	Outside Play
4:15 – 5:00 PM	Games/Music & Movement/Story Telling/Free Play
5:00 – 6:00 PM	Independent Work / Manipulatives / Departure

School Age Extended Program Schedule (5-12 Years)	
2:30 – 3:00 PM	Arrival /Snack
3:00 – 3:45 PM	Outdoor Activities
3:45 – 4:30 PM	Homework
4:30 – 5:15 PM	Games/Music & Movement/Independent Reading
5:15 – 6:00 PM	Independent Work / Manipulatives / Departure

#### Sign-In/Out Procedures

The state of Virginia requires parents to sign their child in and out daily. All the parents must come to the front desk to sign in/out their child and then proceed to the classroom/playground to pick up their child. The parent should notify the teacher in the room that they are leaving with their child and exit through the front door of the school.

- The school is not responsible for a child who has not been signed in when he/she arrives for the day, and has already been signed out when he/she departs for the day.
- A teacher must be on duty before the parent can leave their child. We are not responsible for children who are dropped off at the curb or left in an unattended classroom.

#### Arrivals

#### **Preschool Program:**

- The Learning Village Montessori encourages its parents to be prompt for arrival; the children should not arrive at school more than 10 minutes before the start of their contract hours, since this will cause unbalanced teacher-student ratios. Please notify the school office to arrange additional hours before the child's contract hours. All children must be at school by 8:50 AM.
- Parents should accompany their child to the classroom, where a teacher will greet the child each day. If the child is reluctant to let go, please be patient and let the child's teacher assist the child into the classroom. Please be sure to say "bye" and not stay too long at the door.
- If there is important information for the child's teacher, please be sure to inform the teacher at drop-off time.

- Montessori instruction begins promptly at 9 AM. Punctuality is imperative, since excessive tardiness will affect the child's learning. To avoid unnecessary interruptions, for arrivals after 9 AM, the parent and child may be asked to wait outside until one of the staff members will escort the child into the classroom.

### **School Age Program:**

- The Learning Village Montessori provides after school door-to-door transportation service to students who attend area elementary schools serviced by TLVM bus. Our driver always checks attendance and locates missing riders before their departure from the public school.
- Once the school age children arrive at TLVM, they will be escorted inside the building by one of the staff members.

### *Attendance and Late Arrivals*

#### **Attendance**

If a child will be late or absent, the parent should notify the office in advance, by 9 AM.

The Virginia Department of Social Services regulations require that the parents notify the school within 24 hours upon the discovery of any communicable disease within their immediate household. Life-threatening diseases within their immediate household must be reported immediately.

#### **Late Arrivals**

Upon arriving at school, please make sure the child has gone to the bathroom; one of the staff members will escort the child into the classroom, to eliminate unnecessary distractions for the children in the classroom.

#### **Excessive Tardiness and Absences**

When children are consistently tardy or absent, it hurts the child's academic growth, gives them a feeling that school is not important, and devalues time and timeliness.

- Excessive tardiness/absences can result in a conflict for placement the following year. The school has full discretion in the placement of the child in the appropriate classrooms.

### *Departures*

- Parents should pick up their child according to their child's contract hours, as late pick-ups will cause unbalanced teacher-student ratios. Please notify the school office to arrange additional hours after the child's contract hours.

### *Release of Child*

#### **Authorized Release of Child**

- Only individuals listed as 'Who May Pick Up' may pick up a child without additional notice from the parent. The school will allow a different individual to pick up the child only with prior written instructions from the parent. **Verbal permission over the phone is not legally sufficient.**
- Any individuals designated to pick up a child will be required to show identification, upon coming to pick up a child.
- NOTE: Section 22.1-4.3 of the *Code of Virginia* states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

#### **Child Custody and Guardianship**

The Learning Village Montessori encourages parents to be actively involved in their child's care and education. In nurturing a child, contact with both parents is beneficial; therefore, the school will not prohibit parents from accessing records, attending activities, or participating in their child's education, unless otherwise required by court order or law.

- At the time of the child's school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the school with a true and correct copy of the legal document for any child for which there is a legal custody agreement or for any child not residing with his/her parent.
- The school denies a parent access to their child only if there is a written, legal document that addresses that denial. In these circumstances, we require:
  1. A certified copy of the current court order, which states the rights or restraints ordered, and

2. A letter from the custodial parent, which states that the non-custodial parent is not allowed to pick up the child, and
  3. A photo of the non-custodial parent, to help us with identification.
- Visitation schedules and parenting plans are agreements made between parents and are not binding to the school. The school will release the child to either parent, in accordance with school policy, unless otherwise directed by a valid court order.
  - The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support, and other related issues.

### Parking and Transportation

#### **Driveway and Parking Lot Use**

Because safety is of paramount concern to The Learning Village Montessori, we require all parents to adhere to the following rules:

- Please do not stop or park along the driveway of the school; park only in the designated parking spaces.
- Drive slowly in the parking lot; be especially cautious when backing out.
- Parents should hold their child's hand and do not allow him/her to run to/from the school/car.
- Children should always ride in age-appropriate car seats.

***Children may not be left unattended in a vehicle at any time or under any circumstances.***

#### **Transportation**

##### **Preschool Program**

For the preschool program, parents are responsible for their child's transportation. If someone other than the regular driver will occasionally transport the child to/from school, please provide in advance written notification to the school.

##### **School Age Program**

- The Learning Village Montessori provides after school door-to-door transportation service to children who attend area elementary schools serviced by TLVM bus. Our driver always checks attendance and locates missing riders before their departure from the public school.
- School Age Extended Day children must have a Transportation Agreement Form signed by the parent giving TLVM permission to transport the child from the elementary school they attend. The children are also asked to sign the Transportation Agreement agreeing to follow proper bus etiquette.
- The Learning Village Montessori does not transport children from TLVM to the students' elementary schools before school and on days when the public school has a delayed opening.
- In the event that area elementary schools close early, TLVM staff will transfer the child from the elementary school, unless notified by the parent.

### General Policies

#### **Dress Code**

The Learning Village Montessori bases its dress code on two criteria: standards of modesty and the desire for a neat, clean, and attractive appearance.

- Children should wear solid closed-toe shoes at all times. Open-toed sandals, flip-flops, and slick dress shoes are not permitted. Socks or hosiery must be worn at all times.
- Clothing should not have articles that could be hazardous to children, such as loose strings (i.e. sweatshirt hood strings).
- Extreme hairstyles are not permitted.
- Violent cartoon characters or designs are not permitted on clothing, backpacks, and lunch bags.

#### **Indoor Shoes**

Preschool children are required to wear simple and stable slippers inside the classroom, in order to maintain a neat and clean environment, as Montessori work requires a lot of sitting time on the floor. Each child will need a pair of slippers to keep in his/her cubby and change into upon arriving at school.

#### **Labeling Clothing and Belongings**

Parents should label their child's clothing and belongings, including his/her backpack and lunch bag, with their child's name, using a permanent marker. The school is not responsible for items left on school premises.

### **Lunch/Snack**

School House Grill provides healthy, well balanced, and nutritious lunches for The Learning Village Montessori. The monthly menu is posted on the bulletin board in the lobby. If a child has special dietary guidelines or allergies, the child may bring lunch from home.

The Learning Village Montessori does not provide snacks. Please pack healthy snacks and review the following guidelines:

- The child should bring nutritious snacks (1 for half day/ 2 for full day) and a drink (water, milk, or 100% juice) for snack time in an insulated lunch box.
- **The child's lunch box should be labeled and dated daily**, a requirement by the Virginia Department of Social Services.

During snack/lunch time, the child will apply Montessori practical life skills. As in a family environment, food preparation, serving, and cleaning up, and manners, such as grace and courtesy, will be reinforced.

### **Bathroom Guidelines**

During bathroom time, a teacher will assist the child accordingly for the preschool program. For the safety of the child, the bathroom doors will be left partially open. Although classwide bathroom time is at snack time, the children may go to the bathroom as needed.

For children 2 to 3 years of age are encouraged to be toilet trained. There will be scheduled bathroom time every day, during which all children will be encouraged to use the bathroom and wash their hands. The children may go to the bathroom as needed. We expect some accidents for young children. If however a child consistently wets his/her pants, we will ask the parents to send the child to school in pull-ups. Parents are responsible for supplying their child's baby wipes, pull-ups, and underwear at school.

### **Naptime**

Children will have an opportunity to rest or take a nap daily from 1-3 PM. Each child has a personal cot and should bring a crib-sized sheet and small blanket, labeled with his/her name, for use during naptime. Blankets should be taken home and laundered every Friday and returned to school Monday morning. The nap beddings should be in a zipped backpack or in a tightly closed bag.

### **Outdoor Play**

Outdoor activities enhance the development of large-motor skills, balance, and coordination. The children will also help tend a garden and explore different aspects of nature.

Children will participate in outdoor activities on a daily basis throughout the year, weather permitting. Children will remain in the building if the outside temperature is higher than 95°F or less than 30°F. If the weather does not permit outdoor play, children will remain indoors and participate in various indoor activities.

### **Playground**

Our playground is open only when the school's staff members are supervising. Playground rules are posted. To maintain an orderly area; these rules will be reinforced daily, so the children know the expectation of outdoor play.

Safety is our priority. Designated school personnel will conduct daily inspections of the playground area and weekly inspections of the playground equipment. Repairs will be made as needed to ensure the children's safety.

The staff members will guide the children to the playground and teach them about safety.

### **Birthday Policy**

We believe that a birthday is special. The teachers will celebrate your child's birthday during snack time from 10:30-11 AM. If you would like to join, please reserve a date with your child's teacher.

We suggest:

- Sharing a nutritious snack, such as muffins, fruit, vegetables, etc. We strongly discourage cakes and cupcakes with excessive amounts of frosting. Parents should bring commercially prepared foods for birthday and holiday celebrations, unless approved by the Director.
- Bringing a photo album or poster that highlights photos and events in each year of the child's life.

If distributing party invitations at school, please make sure to invite all the children in the class. The school is not responsible for distributing or facilitating party invitations.

### Toys and Other Items

Unless specified by the teacher for sharing time, toys should not be brought to school. Guns, knives, toys, or any violent items are not allowed at school (The Simpson, Ninja Turtles, Power Rangers, Pokémon, Rugrats, etc.).

Valuable items like watches and jewelry should not be worn at school. The children like to play without having to be cautious about possibly breaking and/or losing such items.

The school is not responsible for lost toys or other items.

## **Chapter 5** *Behavior Guidance*

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All children are accepted at The Learning Village Montessori on the basis that they will adhere to our discipline policy, so that we can meet their needs. We respect the parents as the child's primary educators; however, the school will discipline the child when necessary and will encourage the child to comply with all school rules. Therefore, we need the parents' full cooperation, trust, and support for the best interest of their child and the other children.

1. We are committed to promoting appropriate behavior in the child through the use of positive instruction, positive reinforcement, role modeling, encouragement of self-control, and expected behaviors.
2. A lack of discipline leaves the child insecure and frustrated, which will manifest itself in various ways, (i.e. physical aggression, having to repeatedly tell what to do or not to do, inappropriate speech, fabrication, defiance, etc.)
3. Children desire discipline and need love, firmness, consistency, and honesty from their teachers and parents on a consistent basis. Our desire is to guide the child to be obedient because they desire to obey, not because they are forced to.
4. When children demonstrate unacceptable behaviors, the teacher will take a direct approach in addressing the issue, further outlined in our discipline policy.

### Discipline Policy

At The Learning Village Montessori, we strive to provide a safe and loving environment where a child can learn, grow, and reach their full potential. In order to accomplish this, we must incorporate a system for teaching children discipline. As teachers, our goal is to reinforce the parents' goals, which are to train the children in the way they should go.

Our discipline procedure shows the child what is unacceptable and acceptable behavior. A colored reminder represents unacceptable behavior, and a smiley face represents acceptable behavior. Each child has a cup labeled with his/her name, placed on a shelf easily accessible for the child. At the beginning of the school year, the teacher introduces the four rules of the classroom, color-coordinated with the colored reminders.

### Smiley Faces (For positive behavior and jobs that the child attempts and completes daily)

- |                     |   |
|---------------------|---|
| 1. Red:             | Math  |
| 2. Yellow:          | Sensorial   |
| 3. Blue/Pink/Green: | Language  |
| 4. Brown:           | Practical Life  |
| 5. Light Green:     | Cultural Subjects - Science, Botany, Geography, and Zoology |

### Colored Reminders (Misbehavior)

- |                     |   |
|---------------------|---|
| 1. Red Reminder:    | Talk in turn                            |
| 2. Yellow Reminder: | Hands to self (includes all body parts) |
| 3. Green Reminder:  | In line on time                         |
| 4. Blue Reminder:   | Listen to the teacher                   |

When a child breaks a rule, he/she will be instructed to walk over to the shelf and place a colored reminder in his/her cup. These color reminders are left in his/her cup until the end of each day. If a child receives three or more color reminders of one color, the child's parents will be called and a discipline notice will be sent home with the child. This discipline notice must be read, signed, and returned to the school office by the following day. If the same behavior is displayed at any time during the next week and/or the child receives three or more color reminders of the same color, a parent will be called and asked to pick up the child and take him/her home for the remainder of the day. Please use this opportunity to help the child understand and recognize his/her misbehavior.

Positively, the child can also earn smiley faces to put in his/her cup for good behavior. Each day, the child starts with an empty cup; the mistakes of yesterday (the color reminders) are forgotten and he/she begins fresh.

## Disciplinary Procedures

Our discipline policy at The Learning Village Montessori is to love with firmness and guidelines. Using the color reminder, system, we implement this sequence of discipline:

- Step 1: The child first receives a verbal reminder to correct misbehavior. If after 3 verbal reminders the child continues the misbehavior, the child receives a color reminder.
- Step 2: After three consecutive color reminders, a discipline notice will be sent home, informing the parents of the misbehavior and rules that were broken. This letter must be read, signed, and returned.
- Step 3: If the child continues misbehavior after a discipline notice, the parent will be notified and the child will be sent home immediately. A parent-teacher conference will be required.
- Step 4: When the child returns the following day, he/she begins with a new slate; however, should he/she continue to break the rules, the child will be dismissed from school for that day. The child will be placed on probation for 30 days. If a child insists on not abiding by the rules, the child will be dismissed.

**\*A child who persists in undesirable conduct will not be permitted to remain in school. Based upon the severity of the disciplinary problem, the child may be subject to immediate suspension or expulsion from the school. In such an event, the parents will be responsible for the remaining tuition for that month.**

## Operating Rules

### Inside Rules

1. Respect others.
2. Listen to the teacher.
3. Walk at all times.
4. Keep your hands and feet to yourself.
5. Sit upright and maintain quietness during circle time.
6. Raise a hand before talking.
7. Use calm voices; during the work period, a single voice should be heard across the room.
8. Push the chairs under the table upon completing a job.
9. Put the jobs away in their proper places.
10. Work independently or together when appropriate.
11. Keep the classroom clean.
12. The teacher must excuse the child before he/she leaves with a parent.

### Outside Rules

1. Stay in the view of a teacher at all times; do not hide behind the bushes.
2. Remain on school premises.
3. Keep your hands and feet to yourself.
4. Rocks or sand should always remain in the play area and should never be thrown.
5. Sit on your bottom on the slide and not climb on the top or sides of the playground structures.
6. Always walk when playing on the structures.
7. Use the equipment properly and put them away when not in use.
8. Do not throw or kick balls against a wall with windows.
9. Do not use names or terms that indicate a desire to fight.
10. The teacher must excuse the child before he/she leaves with a parent.

## Biting Policy

In the event of a biting incident, the following steps will be taken. The first incident will be handled by notifying the parents. After a second incident, the child will be removed from the classroom and sent home for the remainder of the day. A conference will be scheduled with the parents, teachers, and the Director; the child will not be allowed to return to school until after this conference. A third biting offense will result in a two-week suspension with no tuition credit. If this behavior continues, The Learning Village Montessori has the right to withdraw the student from the program. Incident/accident forms are written for both the biting child and the child receiving the bite.

## Dismissal of a Student Due to the Parents' Inappropriate Behavior

The school reserves the right to dismiss a family, due to the inappropriate behavior of the child's parents. The severity will result in action ranging from a written warning to immediate dismissal. Please see the following reasons for dismissal, due to the parents' inappropriate behavior:

- Disregarding the school's policies.
- Disrespecting other students, parents, or staff members.



- Displaying verbal or physical abusiveness.
- Failing to meet the financial obligations.

The Learning Village Montessori does not tolerate profanity or obscenity by word or action, disrespect toward, or threats of acts of aggression or violence against any school personnel, other school parents, or school students. There is a zero-tolerance policy regarding the possession, use, sharing, or sale of illegal drugs, alcohol, tobacco, or weapons of any kind on school premises. Harassment of any kind will not be tolerated.

**Discipline Notice**

Dear \_\_\_\_\_,

Your cooperation and help is greatly needed and appreciated at this time.

\_\_\_\_\_ has reached Steps 1 and 2, which requires this notice to inform you that he/she has been having a great deal of difficulty with following these rules, as indicated.

**Inside Rules**

- Disrupting during circle time.
- Disrupting another child's work.
- Disrupting the class
- Hitting, kicking, pinching, or biting.
- Abusing the materials.
- Talking smart to the teacher.
- Refusing to do as the teacher asks.
- Disrupting during work period/naptime.
- Breaking all the rules above.

**Outside Rules**

- Throwing rocks, gravel, or sand.
- Hitting, kicking, pinching, or biting.
- Talking smart to the teacher.
- Refusing to do as the teacher asks.
- Purposely opening the gate.
- Refusing to remain in quiet time afterward.
- Breaking all the rules above.

Comments:

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Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

We have read and understood the discipline problem \_\_\_\_\_ is having at school. The following discipline steps were taken at home concerning these problems.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

We realize that should the same discipline pattern continues, Step 3 would be a phone call to pick up and take \_\_\_\_\_ out of school for the remainder of the day.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Chapter 6

### *Health and Safety Policies and Procedures*

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#### Teacher/Child Ratios

The VDSS requires certain teacher-to-child ratios, based upon the children's age. The Learning Village Montessori's staff members are responsible for complying with the laws regarding the ratios as follows:

- 18 month - to 2.5-year-olds: 1 teacher to 8 children
- 3 to 5-year-olds: 1 teacher to 14 children
- 6 to 8-year-olds: 1 teacher to 18 children
- 9 to 12-year olds: 1 teacher to 20 children

Separate age groups determine the ratios listed above, as programs are to remain separate. However, during the first and last hours of school operation, age groups may be combined, as long as the ratio is maintained: one teacher for the youngest child ratio, and the other teacher for the older child ratio.

In addition, the ratio can be doubled during naptime, as long as the children stay on their cots.

#### Consistent Care Policy: Staffing Instructions

To maintain consistency in all classrooms, if any staff member will be absent due to sickness, the staff must notify the school administrator via email ASAP.

#### Pre-Primary Classroom:

- If a staff member is absent, a substitute teacher will be in the classroom in lieu of the absent teacher.
- If a substitute teacher is not available, one of the administrators will be in the classroom in lieu of the absent teacher.
- If any administrator is not available, the Pre-Primary 1 and Pre-Primary 2 classrooms will be combined to maintain consistency. There will be a total of 3 teachers with a maximum of 24 students.

#### Primary Classroom:

- If a staff member is absent, a substitute teacher will be in the classroom in lieu of the absent teacher.
- If a substitute teacher is not available, one of the administrators will be in the classroom in lieu of the absent teacher.
- If any administrator is not available, Primary 1 and Primary 2 classrooms will be combined to maintain consistency. There will be a total of 3 teachers with a maximum of 36 students.

#### Identifying Where the Children Are During the Day

Attendance will be taken in the morning on a daily basis. As the day progresses, a headcount will be taken before outdoor playtime and before returning from the playground. In addition, a headcount will be taken at 12 PM, 1 PM, 3 PM, 5 PM, and 6 PM.

#### First Aid and CPR

The Learning Village Montessori requires all staff members to be First Aid and CPR certified. During operational hours, we will have staff members certified with MAT (Medication Authorization Training) and health screening.

#### Hand Washing and Daily Health Check

Sickness and disease can spread easily from child to child. The best way to stop the spread of disease and to ensure each child's well-being is to follow proper handwashing techniques.

Children's hand-washing guidelines: the children should wash their hands immediately:

- Upon arrival at school.

- Before eating or participating in any food service activity.
- After using the restroom.
- After handling animals.
- After being outdoors.

In addition, the teacher(s) will conduct a simple visual health check each morning to ensure your child's well-being. For the safety of your child and other children, please keep your child at home if you suspect that your child is not feeling well.

### *Sick or Minor Injury Policies and Procedures*

1. For minor injuries, such as scratches, scrapes, or bumps, we will gently wash the area with soap and water and/or apply ice to the area. If necessary, a Band-Aid will be applied. The incident will then be logged in the Injury Log Book.
2. An accident report will be filled out when there is a bodily injury. A parent must sign the report and return it to the office the same or the following day. The parent will be given a copy of the signed form, and a copy will be kept on file at school.
3. If the teacher detects a physical or emotional problem (i.e. the child's eyes look feverish, the child complains of pain or discomfort, his/her classroom response seems different from usual, the child has a temperature), the child will be removed from the classroom and sent to the school office.

Any child who experiences one or more of the following symptoms will be sent home:

- A fever of 100°F or higher.
- Contagious skin or eye infection.
- Diarrhea: diarrhea once or more frequently within the previous 24 hours.
- Vomiting: vomiting once or more frequently within the previous 24 hours.
- Rash with fever or any unexplained rash.
- Severe cough/respiratory symptoms.
- Profuse bodily discharge of any kind.
- Head lice: The child can come back to school once no live lice are seen and treatment has been completed.

If a child becomes ill at school, the school will contact the child's parents or the authorized person to come to pick up the child within an hour. It is imperative that parents respond to phone calls concerning their sick child immediately, especially when the child is physically injured or has a temperature.

\*A child who is ill should not remain at school; not only will the child be uncomfortable, but the other children and staff members will be exposed to his/her condition.

**\* If a child is sent home because of an illness, he/she must be free of any of the above symptoms for at least 24 hours before returning to school.**

\* The Virginia Department of Social Services regulations require that the parents notify the school within 24 hours upon the discovery of any communicable disease within their immediate household. Life-threatening diseases within their immediate household must be reported immediately.

### *Exclusion Guidelines*

#### Appearance/Behavior

The child looks or acts differently; unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken, or just not "themselves".

#### Chicken Pox

Until all blisters have dried into scabs, about 6 days after the onset of the rash.

#### Conjunctivitis (Pink Eye)

Bacterial: until 24 hours after treatment begins.

Viral: until a letter from a physician is provided to verify that the child does not have bacterial conjunctivitis.

In both situations, the child should be well enough to participate in normal, daily activities.

### Diarrhea

An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms, such as fever, abdominal pain, or vomiting.

### Eye/Nose Drainage

Thick mucus or pus draining from the eyes or nose.

### Fever

Oral temperature 100°F or higher, especially if accompanied by other symptoms, such as vomiting, sore throat, diarrhea, headache, and stiff neck, or undiagnosed rash. The child should have no fever for 24 hours before returning to school.

### Head Lice

Until the first treatment is completed and no live lice are seen.

### Respiratory Symptoms

Difficult or rapid breathing or severe coughing.

High-pitched croupy or whooping sounds after coughs; the child is unable to lie comfortably, due to continuous cough.

### Unknown Skin Problems

Skin rashes, undiagnosed or contagious.

### Sore Throat

Sore throat, especially when accompanied by a fever or swollen glands in the neck.

### Streptococcal Sore Throat/Scarlet Fever (with rash)

24 hours after treatment begins and the child has no fever for 24 hours.

### Vomiting

One or more episodes of vomiting in the previous 24 hours.

### *Special Requests for Sick Children*

Occasionally, parents will request for their child to be kept indoors throughout the day because of a cold or other problem. More often than not, we find this request to be difficult because a child cannot be left in the classroom alone, and the teacher(s) must supervise the rest of the children out on the playground. Consequently, if a child does not physically feel well enough to participate in both indoor and outdoor activities, the child should stay home until he/she fully recovers.

### *Medication Policy*

- Please submit a medication authorization form, available in the office, for all medication to be administered at school during the school day. The school does not administer medication without written permission from the parent and/or physician.
- All medication to be administered at school must be kept in a locked box, in the school office.
- Medication must be presented in its original container with a label bearing the child's name, time, dose to be given, and the number of days to be administered.
- The school can administer prescribed or over the counter medication for 10 days with the parent's authorization.
- The school can administer long-term medication (prescribed or over the counter) for 12 months with the parent's authorization and the physician's authorization.
- For sunscreen, insect repellent, or diaper ointment to be applied at school, please submit a non-prescribed over-the-counter product authorization form, which will be valid for 12 months.
- It is the parents' responsibility to monitor the expiration date on Epinephrine, nebulizer medications, and inhalers.
- Medication will be returned to the parents or discarded after 14 days, if it is not picked up by the parents.

### Food Allergies

Because of the rise in the number of children with peanut allergies, The Learning Village Montessori is a **PEANUT AND NUT PRODUCT-FREE** facility. Please help us keep our school safe for all the children. All allergy information, in addition to allergy action plans, should be reported to the school, and information about the allergy must be provided on the Release Authorization Form, filled out by the parent before the child begins school each year.

The child's parent will need to meet with the Director and the child's teachers prior to school starting to discuss the child's condition and to ensure that all the necessary forms and medications are received.

To ensure the safety of children with allergies, The Learning Village Montessori's policy is to **not** provide food or drink to any child prescribed an epinephrine auto-injector for **food allergies**. Parents should provide a suitable alternative for the meals being served to their child (i.e., snacks and/or lunch).

Teachers should also inform parents of children with severe food allergies of any special activities within the classrooms that may involve food (e.g., birthday celebrations, holiday celebrations), so they can provide a suitable alternative for their child.

An emergency food pack should be provided by the child's parent at the beginning of the school year, so we have additional food should the need arise. Parents will be asked to replenish the emergency food pack as needed.

### Special Food Needs

If a child has a sensitivity (but not an allergy) to any foods, whether it is for digestive reasons or choice, the parent must be sure The Learning Village Montessori is fully aware of this sensitivity. This information must be provided on the Release Authorization Form and filled out by the parent before the child begins school each year. We prepare a room-by-room Special Food Need List based on this information for staff and kitchen use.

The child's parent will need to meet with the Director, prior to school starting, to discuss the child's sensitivity and to ensure that all the necessary forms are received. At this time, parents will also come to an agreement with the teacher about how the food sensitivity will be handled (e.g., will the parent send in food for the child every day, or only on days that the food in question is being served, will the child be able to participate in cooking projects that include the food they are sensitive to).

Note that because of the complexity of determining the safety of food for children with Celiac Disease or Gluten intolerance, parents must provide all food (snacks and lunches) for their child with these conditions.

### Abuse and Neglect

The Code of Virginia requires the school to report suspected abuse and/or neglect immediately. All staff members are required to report all suspected incidents of child abuse, neglect, or both, by family members, staff members, volunteers, or other individuals, to Child Protective Services. Our internal policy also requires reporting suspected abuse and/or neglect to the Director.

## **Chapter 7**

### *Emergency Procedures*

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#### Medical and Dental Emergencies

- The parent(s)/guardian(s) authorize the school to obtain immediate medical care if an emergency occurs when the parent(s)/guardian(s) cannot be located immediately.
- Minor accidents/injuries will be treated at the school, and the parent(s)/guardian(s) will be notified of any such treatment

Each child's emergency contact information should be current; it is the parents' responsibility to inform the office of any changes in writing.

Emergency Drills and Procedures

The emergency evacuation practice drills (announced and unannounced) will be conducted regularly.

- Fire Drill: Once a month
  - Shelter-in-Place Drill: Every six months
  - Tornadoes, Hurricanes, and Natural Disasters: Every six months
  - Emergency Evacuation and Shelter-in-place procedures/maps: Posted in each classroom and at the front and rear exit doors
  - Emergency telephone numbers and guidelines: Posted by all the telephones accessible to the staff
1. A fire drill is conducted once a month at different times during the day, so the children will know what to do during a fire drill at any given time, regardless of what they were doing beforehand. During a fire drill or in actuality, all staff and children will walk quickly and quietly out of the building following the posted exit routes and will meet at the designated area.
  2. During a shelter-in-place drill or in actuality (including tornadoes, hurricanes, and natural disasters):
    - Remain calm.
    - Gather in the central hallway, away from the windows.
    - Duck and cover, and place your hands and arms over your head and neck to prevent injuries.
    - Evacuate only when the command is given; calmly move away from the building.
  3. The Learning Village Montessori has an emergency pack by the door to grab and take; it contains the names of the students, emergency kit, and procedures for the staff members.
  4. In the case of an emergency, we encourage parents to not jam the telephone lines with calls concerning their child. We need to keep the line open to allow the school to make and/or receive emergency calls. Furthermore, a valuable staff member who will be needed to help take care of your child will be occupied by the telephone. Please do not panic, but please be understanding, and arrive at school as soon as possible.
  5. If the children and staff are not on school premises, the alternative place for The Learning Village Montessori will be announced and the parents will be notified immediately via telephone or email.

Emergency Action Plan

In case of an emergency, the administrators and staff will protect the safety of the children of the school and reunite them with their respective parents/guardians, as promptly as possible. Parents will be notified as soon as possible, via email/phone or media.

<b>Emergency Response</b>	<b>Description of Emergencies</b>
Fire Evacuation	Fire evacuation will be conducted once a month. If there is an emergency situation in the school, but it is not necessary to leave the school, the children will leave the classroom and go directly to the playground. <b>No one is to reenter the building until proper authorities have deemed the building to be safe.</b>
Evacuation	Evacuation will be implemented immediately only in the following situations: <ul style="list-style-type: none"><li>• The immediate evacuation of the building is ordered by authorities.</li><li>• There is a strong indication that the safety of the children would be at risk if they remained in the building and on the premises of the school.</li></ul>
Early Closure	In any situation that may arise, the Director will evaluate whether there is sufficient time to call the parents and notify them that the school is closing early. <b>The children will remain in their classrooms until their parents arrive to pick them up.</b>

<p>Weather Lockdown</p> <p>Crisis Lockdown</p>	<p>This response will be implemented if the Director determines that the safety of the children would be at risk if they were removed from the school. In this situation, the children will be moved from their classrooms, away from the windows and doors of the building. Access to the building will be controlled, in order to maintain the integrity of the “safe area” within the building. There are two levels of lockdown response:</p> <ul style="list-style-type: none"> <li>• Hurricane/ Tornado (Weather Lockdown)</li> <li>• Nuclear/Chemical/Biological/Local Danger (Crisis Lockdown)</li> </ul> <p>The children will remain in the shelter until the warning has been lifted.</p> <p>If a tornado warning is in effect and a parent arrives to pick up a child, the parent will be advised to remain at the center until the warning is over.</p>
<p>Off-Site Evacuation Place</p> <p>Reunification Place</p>	<p>Lowes Island Community Center: 47620 Saulty Drive, Potomac Falls, VA 20165 <u>Telephone:</u> 703-406-0820</p>
<p>Continuity of Operation</p> <p>Place</p>	<p>In the event of an emergency, if The Learning Village Montessori determines the need to close or evacuate its current site, temporarily for short- or long- term use, we will inform parents via email/Facebook/website:</p> <ul style="list-style-type: none"> <li>• An emergency is defined as a natural or man-made disaster, which results in endangering The Learning Village Montessori’s site and/or its conditions.</li> <li>• The school will contact the Virginia Department of Social Services (VDSS) immediately for guidance and determination of relocation. The school will equip the relocation site to operate smoothly, for the safety of the children and their families.</li> <li>• The school will inform the parents of any relocations, updated information, as well as further actions, if needed.</li> </ul> <p>In the event of a situation that requires shelter-in-place for the children, the school will use the following procedures:</p> <ul style="list-style-type: none"> <li>• The administrators are responsible to take an emergency supply, located in the office.</li> <li>• The emergency supplies include simple puzzles, coloring materials, and books.</li> </ul> <p><u>Temporary Short-/Long-Term Relocation Site:</u> Lowes Island Community Center: 47620 Saulty Drive, Potomac Falls, VA 20165 <u>Telephone:</u> (703) 406-0820</p>

*Weather-Related or Other School Closures*

**Please listen to the local radio and TV news stations with information about delays and closures.**

The Learning Village Montessori will make independent decisions regarding inclement weather, based on safety and road conditions, and in consideration of Loudoun County Public Schools' inclement weather policies. Information about weather-related openings, delays, and/or closures will be posted on the school's website/Facebook no later than 6 AM.

**Please be sure to always check our announcement to find out the status on a given day.**

However, if the Federal Government announces a delay or closure for our area, TLVM will typically make a similar decision. Note that TLVM cannot open or remain open in the event of a power outage.

During inclement weather, The Learning Village Montessori may have one of the following statuses:

**ON TIME:**

- TLVM opens **on time**.
- **TLVM Half Day Preschool** will operate according to our regular schedule.
- **TLVM Full Day Preschool** will operate according to our regular schedule.
- **If LCPS is closed, the TLVM School Age Extended Day** opening time will be announced.
- **If LCPS has a delayed opening**, parents should bring their School Age children to their elementary school at the LCPS opening time, and TLVM will pick them up at the regularly scheduled time in the afternoon.

### **1 HOUR LATE:**

- **TLVM Half Day Preschool** begins 1 hour late (9:20 AM carpool). Half Day Preschool classes will be released at their regularly scheduled time (11:50 AM).
- **TLVM Full Day Preschool** opening time will be announced.
- **If LCPS is closed, the TLVM School Age Extended Day** opening time will be announced.
- **If LCPS has a delayed opening**, parents should bring their School Age Students to their elementary school at the LCPS opening time and TLVM will pick them up at the regularly scheduled time in the afternoon.

### **CANCELLED:**

- **TLVM Half Day Preschool** classes are canceled.
- **TLVM Full Day Preschool** opening time will be announced.
- **TLVM School Age Extended Day** opening time will be announced.

### **TLVM CLOSED:**

- **TLVM Half Day Preschool, Full Day Preschool and School Age Extended Day** classes are all closed. This occurs when severe weather and road conditions prevent the ability of our staff and families to safely travel to and from school.

### **EARLY CLOSING:**

- **TLVM** is closing early due to deteriorating weather conditions. Parents will be notified of closing time.
- It is important that all parents have a back-up plan if they are unable to pick up their children within the requested time.

If Loudoun County Public Schools are closing early due to inclement weather, School Age children will be picked up early from the elementary schools and brought back to TLVM, as long as it is a weekday the child is enrolled in our program. Note that there is a section on the TLVM School Age Transportation Agreement that gives TLVM permission. TLVM may also decide to close early on these days. The closure time for TLVM will be specified.

#### *Missing Children*

In the event a child goes missing from The Learning Village Montessori premises, the school staff will use the following procedures:

1. The Director and a teacher who reported the missing child will make an immediate search of the classroom area. The other teacher will remain with the class.
2. The Director/administrator will notify the child's parents and/or guardians.
3. The Director/administrator will notify the local police department and report all information upon their arrival.
4. The Director/administrator will notify the Virginia Department of Social Services within 24 hours.

## ***Chapter 8*** ***Parent Involvement***

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### *Involvement*

#### **Classroom Visits**

- If a parent would like to schedule a visit, he/she should call ahead and make an appointment.
- We prefer to have no more than one observation per classroom at a time, in order to minimize distractions in the classroom. All observers are required to adhere to the guidelines for classroom observation.
- If a parent visits the school without prior arrangements, he/she will be asked to sit and observe the class quietly. We will make every effort to incorporate the visit into our planned activities; however, we will remind the parents that teachers must keep their attention on the children at all times.
- If a parent would like to volunteer, he/she should schedule a time to come in and participate in the child's class.

#### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled twice a year, in November and May. The evaluation process is based on how well each child is progressing in reaching his/her maximum potential in all areas of development. Your child's teacher will assess the children's progress through keen observation, recorded behavior, and work that the child has completed throughout the school year. The fall conference is designed to enable the teacher and parents to communicate about the student, his/her transition, and/or adjustment to the school. The spring conference will concentrate on progress made throughout the school year. The parent will receive a written progress report in November and May. The parents are encouraged to communicate frequently with the teacher and request additional conferences, as needed. We value the parents' involvement and support in their child's education.



### **Classroom Programs/Parties**

Teachers often welcome assistance from parent volunteers in the planning and preparation of holiday parties and special activities. It is important to keep in mind time constraints, food allergies, and appropriate, healthy snacks or treats. Please remember that in the lives of children, as in our own, less is very often more.

### **Community Building**

The administrators and staff members of The Learning Village Montessori strive to have open communication with the parents. Children and families are the valuable and essential core of the school community. The school would like to know the parents' concerns, thoughts, or suggestions, so the school staff can assist the children and their families' needs accordingly and wholeheartedly.

### **Communication**

We strive to maintain an open line of communication with the parents. Teachers are responsible for sending monthly electronic newsletters through Smores and posting updates, other upcoming events, or relevant information on the bulletin board in the hallway.

Parents will receive daily updates via Transparent Classroom which is an online program that allows the school to generate and send out forms, create school directories, and send out photos of children working in the classroom.

### **Concerns or Problems**

We have found it difficult to discuss concerns or problems during morning drop-off, as the teachers want to give both children and parents their undivided attention but cannot due to instructional time. If there is a concern or feel the school and/or the staff should take a course of action, please take the following steps:

- First, please speak with the teacher; most problems can be solved at this level. You can schedule an appointment by sending in a note, calling the school office at (703) 404-4200, or emailing [Headofschool@lvsva.com](mailto:Headofschool@lvsva.com) and [Director@lvsva.com](mailto:Director@lvsva.com) to request a conference.
- If the matter needs further attention, please speak with the Director. An appointment may be made by calling the school office at (703) 404-4200 or emailing [Headofschool@lvsva.com](mailto:Headofschool@lvsva.com) and [Director@lvsva.com](mailto:Director@lvsva.com).

We encourage parents to communicate their grievances honestly and directly with those involved and forget them quickly, once they are resolved.

### **Confidentiality**

The Learning Village Montessori stresses the importance of keeping information about our students and families confidential. All staff is required to maintain confidentiality concerning school families and co-employees. Staff may not participate in the unauthorized publication of any confidential information.

Children's records shall be made available to parents on request, unless otherwise ordered by the court. A signed parent/guardian authorization is required prior to the release of confidential information to a professional person or agency outside of the School. However, confidential information will be disclosed to an appropriate person or agency about a staff member or parent who is adjudged by the Director of Operations to pose an immediate threat or danger to any individual or to society. In this case, the release of the information will be shared with such an individual.

### **Private School Student Recommendations**

The Learning Village Montessori completes Private School Recommendations as requested by parents. Requests must be given to TLVM at least two weeks prior to the due date of the recommendation.

The following procedure is followed for recommendations:

- Recommendation requests and any necessary forms may be dropped off at the Front Desk (and not given to the child's teacher) or requested by the Admissions Office of the requesting school with parent's authorization of school record release.
- Before any request can be processed, The Learning Village Montessori requires a signed Consent of Parent to Release Confidential Information Form from the parents, giving us permission to release school records to the private school. This form is available at the Front Desk.
- Recommendation forms are forwarded to the child's Lead Teacher; Lead Teachers understand that they have one week to complete the recommendation.
- The forms will be emailed to the Admissions Office of the requesting school.

Please note that recommendations will only be completed if the student's financial account is in good standing. The recommendations are confidential and are emailed directly to the requesting school. They will not be accepted if hand-carried by the parents to the new school. Such recommendations are used only for the admissions process and cannot be released to anyone else.

### **Working with Outside Therapists**

There are times when parents seek assistance from therapists for their children's benefit (e.g., speech, occupational therapy, etc.). The Learning Village Montessori teachers and administrators are able to support these families by providing the therapist with information about how the child is performing in the school setting, allowing the therapist to visit the school to observe the child in the classroom setting, and following recommendations from the therapist in order to facilitate consistent routines at school and at home for the child.

The parents will need to complete a form providing Learning Village School permission to share information about the student with the outside therapists.

The therapists must provide background check clearance before the first session.

### *School Functions*

#### **Special Events**

The Learning Village Montessori has a variety of events scheduled throughout the year. We expect our parents to attend and show an active interest in their child's overall program. These events include:

- Teacher Meet-and-Greet Day
- Back-to-School Night
- Harvest Festival\*
- Parent/Teacher Conferences  
(November/May)
- Holiday Program
- Parents' Education Seminars
- Spring Open House
- Parent Appreciation Day
- Teacher Appreciation Day
- Primary Graduation

\*On Halloween; **the children may wear costumes to school for the morning parade**, However, they must not wear any violent cartoon figure outfit to school. After the parade, the children will change into their regular clothes. Please bring extra clothes to change.

Occasionally, we will ask room parents to help out with special events.

#### **Fundraisers**

We will hold fundraisers to not only purchase various materials for our school, such as classroom or playground equipment, but also to support children in need through organizations in our local community.

**The Learning Village Montessori**  
***Parent Handbook Acknowledgment and Agreement***

The Learning Village Montessori Parent Handbook contains important information regarding the school, its policies, and procedures. It is not designed or intended to address every facet of the experience at The Learning Village Montessori. Please consult the Director with any questions regarding any of the policies contained in the handbook or not answered by the handbook, *before* signing this form.

I/We acknowledge that revisions to this handbook may occur, and that the information and policies may be subject to change. All changes will be communicated through official notices, and I/we understand that revised information may supersede, modify, or eliminate existing policies.

I/We have read the entire The Learning Village Montessori Parent Handbook, including the philosophy, purpose and goals, discipline, and tuition information. I/we express willingness that my/our child shall receive an education in harmony with the beliefs and purposes outlined in the handbook. I/we understand that it is my/our responsibility to comply with the provisions contained there, as well as any revisions made to them.

Upon enrolling our child at The Learning Village Montessori, I/we also grant permission for my/our child to participate in all school activities and leave school premises, under the supervision of staff members, to walk to the playground.

I/We certify that all of the information provided in my/our child's enrollment application is true, correct, and complete to the best of my/our knowledge and belief, and The Learning Village Montessori is not responsible for anything that may happen as a result of false information provided at the time of enrollment.

I/We agree to perform the obligations of parents (or guardians), as set forth by the registration form and this handbook, and abide by the policies and procedures set forth by the school. My/Our signatures indicate that we have received a copy of, read, and understand The Learning Village Montessori Parent Handbook; furthermore, all of our questions have been satisfactorily answered.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent / Guardian Name (Print)

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Name (Print)

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

**Please sign and return to the school office.**  
**This Parent Handbook Acknowledgement will be added to your child's file.**

Licensing Contact Information

<b>Licensing Information Line</b> (For information on training or for complaints) 1-800-KIDS-LIL (1-800-543-7545) / Richmond area only: (804) 692-2394	
<p><b><u>Home Office</u></b>                      Virginia Department of Social Services                      Division of Licensing Programs                      7 N. Eighth Street                      Richmond, Virginia 23219                      Main Phone: (804) 726-7165                      Child Welfare Unit Phone: (804) 726-7139                      Child Welfare Unit Serves: Children’s Residential Facilities and Child-Placing Agencies</p>	<p><b><u>Eastern Licensing Office</u></b>                      Pembroke Office Park                      Pembroke IV Office Building, Suite 300                      Virginia Beach, VA 23462-5496                      Phone: (757) 491-3990</p> <p><b>Counties:</b> Accomack, Greensville, Northampton, South Hampton  <b>Cities:</b> Chesapeake, Emporia, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach</p>
<p><b><u>Peninsula Licensing Office</u></b>                      2600 Washington Avenue, Suite 202                      Newport News, VA 23607                      Phone: (757) 247-8020</p> <p><b>Counties:</b> Gloucester, Greensville, Isle of Wight, James City, Mathews, Middlesex, South Hampton, Surry, Sussex, York  <b>Cities:</b> Emporia, Franklin, Hampton, Newport News, Poquoson, Williamsburg</p>	<p><b><u>Valley Licensing Office</u></b>                      Augusta Professional Park                      57 Beam Lane, Suite 303                      Fishersville, VA 22939                      Phone: (540) 332-2330</p> <p><b>Counties:</b> Albemarle, Augusta, Clarke, Frederick, Greene, Highland, Madison, Orange, Page, Rockingham, Shenandoah, Warren  <b>Cities:</b> Charlottesville, Harrisonburg, Staunton, Waynesboro, Winchester</p>
<p><b><u>Central Licensing Office</u></b>                      1604 Santa Rosa Road, Suite 130                      Richmond, VA 23229-5008                      Phone: (804) 662-9743</p> <p><b>Counties:</b> Amelia, Brunswick, Buckingham, Caroline, Charles City, Charlotte, Chesterfield, Cumberland, Dinwiddie, Essex, Fluvanna, Goochland, Halifax, Hanover, Henrico, King and Queen, King George, King William, Lancaster, Louisa, Lunenburg, Mecklenburg, New Kent, Northumberland, Nottoway, Powhatan, Prince Edward, Prince George, Richmond, Westmoreland.  <b>Cities:</b> Blackstone, Colonial Heights, Farmville, Hopewell, Lawrenceville, Petersburg, Richmond, South Boston, West Point</p>	<p><b><u>Fairfax Licensing Office</u></b>                      11320 Random Hills Road, Suite 200                      Fairfax, VA 22030                      Phone: (703) 934-1505</p> <p><b>Counties:</b> Arlington, Loudoun, Fairfax  <b>Cities:</b> Alexandria, Annandale, Centreville, Fairfax, Falls Church, Herndon</p> <p><b><u>Western Licensing Office</u></b>                      190 Patton Street                      Abingdon, VA 24210                      Phone: (276) 676-5490</p> <p><b>Counties:</b> Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe  <b>Cities:</b> Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford</p>
<p><b><u>Piedmont Licensing Office</u></b>                      Commonwealth of Virginia Bldg.                      210 Church Avenue, SW, Suite 100                      Roanoke, VA 24011                      Phone: (540) 857-7920</p> <p><b>Counties:</b> Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Campbell, Craig, Franklin, Henry, Nelson, Patrick, Pittsylvania, Roanoke, Rockbridge  <b>Cities:</b> Bedford, Buena Vista, Covington, Danville, Lexington, Lynchburg, Martinsville, Roanoke, Salem</p>	<p><b><u>Northern Licensing Office</u></b>                      170 West Shirley Avenue, Suite 200                      Warrenton, Virginia 20186                      Phone: (540) 347-6345</p> <p><b>Counties:</b> Culpeper, Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford  <b>Cities:</b> Fredericksburg, Manassas, Manassas Park, Woodbridge, Dale City</p>