

Parent Handbook

Preschool Community Care License #: 073408241

Serving the Bay Area for over 30 years

♥ *Open minds and open hearts* ♥

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Parent Handbook

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Contact Information

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(No messages on cell phone)

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Website: www.growinglight.net



Growing Light Montessori Schools
www.growinglight.net

Toddler Option
18 mo – 30 mo

Preschool
2.9 to 4 Years

TK - Kindergarten
4 to 6 Years

We Provide:

- ♥ Emotional Nurturance
- ♥ Social Integrity
- ♥ Diverse Community
- ♥ Creative Expression
- ♥ Academic Excellence

At Growing Light we create a nurturing environment that supports the natural curiosity and creativity of each child, while stimulating their inherent love of learning. The classrooms are tailored to meet the needs and interests of the individual child and emphasis is given to the development of the physical, emotional, social, and academic skills providing a powerful educational foundation and enthusiastically preparing them for a fulfilling, self-expressed and productive life.

Benefits of the unique Growing Light Montessori classrooms include:

- ♥ Development of the whole child in an enriching, enticing, and pleasing environment
- ♥ Developmentally appropriate, multi-aged classrooms from Toddler through 3rd grade
- ♥ Teaching students respect and responsibility for one another through clear communication and by treating each other with graciousness and generosity
- ♥ Instilling a love and respect for the environment through activities such as gardening, worm composting, and recycling.
- ♥ Being compassionate and self-expressed, listening, honoring and respecting one another and all living thing
- ♥ Physical development, including creative & cultural dance class, sports, yoga, individual achievements and team spirit
- ♥ Strong academics within an integrated curriculum
- ♥ Intellectual development with meaningful explorations of diverse topics
- ♥ An empowering foundation where each child is encouraged to do his/her personal best
- ♥ Integrated programs in PE, Music, and the Performing Arts. Spanish integrated daily.
- ♥ Handwork – to develop skills and craftsmanship while expressing creativity and producing satisfying results
- ♥ Organic produce, nutritional snacks, health & body awareness, and overall well being

Growing Light is a place children can truly be seen for who they are. Our focus is to create an environment in which each child may discover his/her unique gifts, have the freedom to fully express themselves, and to be inspired by who they are and what they bring to others. We believe a child flourishes when the school, teachers and parents, come together by honoring, embracing and learning from one another, building a loving and harmonious community where the children thrive.

GLMS is a non-secular school. We honor each family's spiritual and cultural beliefs, as well as 'family' by choice. We believe in unity for all. The school recognizes the link between equality and quality and will not unfairly discriminate in the recruitment or general treatment of staff or students on the basis of race, color, ethnicity, ethnic origin, national origin, gender, marital status, disability, religion or belief, sexual orientation, age or any other factor.

We invite families to share their traditions and celebrations so that we may learn and grow from one another, while building lasting relationships, community support, and life-long connections.

Yearly Events: GLMS provides a yearly calendar of community events that range from children's performances, seasonal celebrations, and graduation/promotion ceremonies. Our events may be held in the in Marion Hall located in the building.

Parent Participation: GLMS does not have a requirement for parent volunteer hours. We do invite parents to assist with special activities in the classroom, field trips, social events, or to help as a room parent. Other areas where assistance is appreciated are potluck signups, helping to setup and/or cleanup after special events, assistance with gardening and other outdoor projects, and managing the E-script program and GLMS T-shirt sales.

Parent-Teacher Organization (PTO): The PTO is run by the parents with the intention of meeting with one another to build and improve our community and to enhance our children's experience at GLMS. The PTO typically meets once a month and plans fundraisers, community events, special assemblies and events for the children. They also enhance parent relationships and overall communication through regular meetings, creating and managing group emails, and planning school events.

General policies

Operation Schedule

GLMS is open Monday – Friday from the hours of 7:30am – 6:00pm and runs on a 12-month calendar. The school calendar is created in conjunction with the Lafayette Unified School District calendar in determining when school will be closed for federal holidays and school recesses.

Materials

Families will provide a day bag for their children containing a box lunch, a change of clothing, and appropriate outerwear for current weather conditions. Please refer to the nutrition guidelines below for healthy lunch choices. Also, note that the school does not have accessible refrigeration. Heating of lunches is also not available.

For preschool students who will be napping at school, we ask you bring a blanket and sleep sack labeled clearly with the child's name. The bedding must be taken home each Friday and returned laundered each Monday morning. Please remember to label your child's belongings, as GLMS is not responsible for lost items.

If your child wears diapers, please bring and keep a weekly supply of diapers and wipes. Please write your child's name clearly on the outer package to identify them.

Toys are not allowed at school. Share days will include educational items only. Commercial characters on lunch boxes, backpacks, or other school items are not permitted. Please see the Clothing and Superhero Policy for more information.

Please clean your child's cubby and check their go-home file **daily**.

Licensing Agency Rights

The Department of Licensing agency may enter and inspect the GLMS facility at any time. The agency has the authority to interview children and staff and to inspect and audit child and facility records without prior consent. They also have the authority to observe the physical conditions of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.

Records

Students must have the following records on file prior to admission: physical exam, TB risk screening, current immunization record, parent's medical assessment, emergency information, personal rights, and parents' rights, consent for medical treatment, written permission for medicine, fieldtrips, and authorized persons to pick up your child from school.

Please inform the school of any changes to address, phone, or email immediately.

The GLMS office staff would greatly appreciate your help in writing your child's **full name and class** on any documents, checks, or other communications with the school.

Financial Policies

Financial Aid Program

Need-based financial aid grants allow students who could not otherwise afford to attend Growing Light Montessori School to do so. The financial aid program allows Growing Light to provide a financially diverse program. Scholarships range from 10%-50%. Applications are available online and are to be submitted along with the application. Returning students are given preference.

Sibling Discount

A 10% reduction is offered for each additional child attending GLMS full-time (applied to youngest child's tuition).

Late Payments

There will be a late fee of \$50 on all balances not received by the 5th of each month.

Deposit

A non-refundable tuition deposit (equal to one month's tuition, the billing fee and the annual fee) is due with a signed copy of the financial contract, which needs to be returned to GLMS by the date on the contract. Your deposit will be applied to tuition only for the last month of your contract. The tuition deposit is non-refundable and non-transferable, even if you withdraw your child from Growing Light Montessori School prior to the start of the program for which your child has been enrolled.

Obligation for Full Annual Tuition

You may elect to pay the full annual tuition by May 1, and receive a 6% reduction of the annual tuition. You may opt to defer payment and make monthly payments starting August 1, per the rate schedule selected. By contract you are obligated for the full amount thereof.

Deferred Payment Option

A deferred payment plan is available after the tuition deposit and annual fees are paid. The installment plan allows for monthly payments beginning in August through contract completion. (The tuition deposit will be applied to July). Tuition is always due on the first day of each month. A 2% deferred payment charge is assessed to each monthly payment (net of any tuition assistance).

Delinquent Accounts

If a child's account during the school year has been unpaid for more than 60 days, the child may not be permitted to attend School. The child's return will be conditional on payment of past due amounts and the continued availability of a space in the classroom, which the school does not guarantee.

Withdrawal from School

If you choose to withdraw your child from Growing Light Montessori School for any reason, you shall remain liable for the full tuition amount for the entire school year. GLMS shall use its best efforts to fill the classroom space vacated by your child with a suitable replacement student, and will refund to you a proportionate amount of the tuition (less the tuition deposit), in the event that occurs. If, during the academic year, a child is withdrawn from enrollment at the request of GLMS, the tuition due will be calculated on a pro rata basis and any amounts so calculated will be immediately due.

Guaranteed Annual Placement

GLMS gives first priority to returning students and siblings. To guarantee your child's place, you must pre-register for the following year. A pre-enrollment form, one month's tuition deposit, and the annual fees are due by the first Friday of January.

Non-Discrimination

Students are admitted without regard to color, nationality, race, religion, or ethnic origin.

Parent Visits

Parents and families are always welcome to visit the school. Please arrange a time with your child's teacher to avoid conflicts with other visitors and special projects. Parents and children must depart the school as scheduled or sign up for childcare.

Rights of GLMS

GLMS has the right to terminate a contract with a family for the following reasons with a fifteen-day notice:

- ♥ If tuition is not received by the 15th of the month, GLMS may terminate the contract unless a financial arrangement has been agreed upon by the director.
- ♥ If a child's behavior requires expulsion, as described in the Disciplinary Guidelines below.
- ♥ If the parent or guardian has not cooperated with the terms and agreements of the Parent Handbook and the Guidelines and Agreements contract.

Health and Safety

Sick Policy

Children must remain at home if they display any of the following symptoms: fever, constant runny nose, diarrhea, vomiting, lethargy, infectious conditions, unusual level of irritability, etc. Should a child become sick during the school day, the parents will be contacted immediately and students must be picked up from school. Children need to remain at home until they have been symptom-free for 24 hours. By strictly following this policy, we can ensure the health and wellness of the students and staff and maintain a clean environment.

Medication Procedure

Parents must give written permission for the school to administer medication. Medicines must be in the original prescribed containers with a measurer according to dosage as needed. The medicine will be administered according to the directions on the label and will be stored out of reach of the children. Medicines will be administered, logged, and returned to its storage spot, then given to the parent upon completion. Please note that GLMS does not administer or store non-prescription medications.

Inhalers are considered a medication and need to be given to the teachers to be stored in a safe place. While some children are capable of self-administration, for the safety of all students, **inhalers are not allowed to be kept in students' backpacks or cubbies**. We understand that some students carry their inhalers back and forth between school and home, but it must be the parents' responsibility to pick up and drop off the inhaler with their child's teacher.

Food and Nutrition Guidelines

GLMS includes nutritional and well-being guidelines as a part of the curriculum. It is the school's goal to teach the children as early as possible healthy eating habits and an appreciation for fresh, natural foods. The National Food and Drug Administration has put out guidelines and a food pyramid of the basic four food groups. GLMS incorporates this into the curriculum. Nutritional mid-morning and afternoon snacks are served, consisting of whole grains and organic produce.

No Nuts and Seeds Policy

Based on an increased number of students with mild to severe allergies to nuts and/or seeds, GLMS has elected to implement a No Nuts and Seeds Policy schoolwide. As such, we ask that parents do not include food items in their children's lunch that include any type of nut or seed products. Nut and seed free also applies to food that you might bring into the classroom for special celebrations, potlucks, etc. We are aware that this policy can be an inconvenience for some, but we are able to provide a safer environment for all by excluding nuts and seed products at all school functions.

Healthy foods

GLMS avoids foods containing hydrogenated oils, GMOs, and high-sugar foods. Yogurt, for example, may contain more sugar than a candy bar. The school's basic rule is if sugar is one of the first three ingredients, then the product is high in sugar and not a healthy lunch choice. GLMS encourages parents to read labels and purchase healthy items for your child's nutritional and dietary needs.

If a child brings an item in their lunchbox that contains a lot of sugar or has no nutritional value, the teachers will usually say to the child, "Let's choose a healthy item from your lunch. You can save this for later and take it home with you." The school does not intend to offend or override your personal choice. However, to be consistent with what we teach the children, we ask all parents to support us in providing a healthy lunch for your child.

Clothing Policy

Play clothes must be worn at school. Tennis shoes are preferred. Cowboy boots, flip-flops, toeless sandals, etc. are not permitted, as they are not safe footwear for play.

Please provide a change of clothes for your child. If we send your child home in school clothing, please launder it and return to the school as soon as possible.

Peaceful Imagery

As teachers, we respect the choices parents make at home regarding their children. As educators, we have also come to recognize the various elements that can influence the classroom environment. Specifically, we have found that the presence of superheroes and Barbie-type figures in the classroom—even in seemingly benign ways—can significantly influence the children's play and behavior, often leading to victims where "bad guys" are needed which results in conflict and upset, or external appearance is judged by how someone looks that may evoke sadness, jealousy, and competition.

Accordingly, we ask that you do not dress your child in any clothing that depicts any of these images. All superhero items must be left at home. Please do not bring lunch boxes, backpacks, shoes, clothes, or other items with these figures on them. If a child comes to GLMS wearing clothing that depicts any of the above-mentioned icons (including Spiderman, Transformers, etc.), the teachers will have them change. It is our goal to allow the children to be whole and complete the way they are, bringing forth their individual strengths and natural beauty. We hope to inspire your children with real life events and people that demonstrate true leadership, heroism, and extraordinary presence.

Fieldtrip Guidelines

We will take occasional field trips to local zoos, museums, or other points of interest to our students and staff. At this time, we have parent volunteers and staff drive the students to and from our destination with an adult/child ration of 1 to 5 for preschool children and 1 to 8 for elementary students. Parent drivers must have proof of insurance and a current driver's license. There must be one car seat for each child that is 6 years or younger or weighs under 60 pounds, and there must be a working seat belt for each student. We may also use the local bus with prior consent.

Transportation

GLMS does *not* provide transportation to or from school at any time.

Parking Policy

As tenants of the Lafayette Christian Church, we ask that all families and staff honor the parking rules of the church.

Emergency Procedures

Should a medical or dental emergency occur, the parent will be notified immediately. If the parents cannot be reached, the school will call the child's physician. Depending on the severity of the situation, GLMS may call 911 for ambulance service, drive the child to their doctor or nearest hospital, call Poison Control, or call STAT Med Urgent Care (970 Dewing Ave #100, Lafayette) as needed.

Disaster Preparedness

GLMS has a detailed earthquake/disaster preparedness plan that provides for the welfare of the students and staff. The plan includes pre-emergency preparedness as well as evacuation procedures for fire or earthquake emergencies. All GLMS staff and teachers are CPR and First Aid certified and have been trained in conducting earthquake and fire drills. Students practice these procedures with their teachers monthly throughout the school year so they are prepared to evacuate or execute the drop and cover procedures in the event of an emergency.

Should an emergency take place, GLMS has two relocation sites nearby for emergencies in addition to one evacuation site from the area in case of toxic exposure. GLMS will relocate to one of these sites depending on the nature and length of the relocation. Notices will always be posted on the school doors as to the students' location. Additionally, parents may call the school cell phone to find out where the school has relocated at (510) 282-9699.

In the event you cannot come to the school to pick up your child, the directors and teachers on duty will remain responsible for your child until a parent or designated adult comes to pick him/her up. Your child will only be released to people designated on his/her emergency card unless you choose to accept the conditions specified on the Parent Release Form, which gives permission for your child to go to the home of another parent in the case of emergency. In the case of a medical emergency, the directors and teachers will refer to the Consent for Medical Treatment on file for each child to determine the appropriate course of action.

<i>Relocation Site</i>	<i>Address</i>	<i>Location in relation to the school</i>
LCC Church Sanctuary	584 Glenside Drive	On site, next to the school
Lafayette Community Center	500 St Mary's Road	½ mile south of school

Evacuation Site in Case of Toxic Exposure

Lafayette Farms
 370 Castello Road
 Lafayette, CA 94549
 (925) 282-9699

Sign-In/Sign-Out Procedures

All children must be signed in and signed out every day on the school sign-in sheets. These legal documents must be completed daily; please do not allow your child to write or draw on these pages. Remember, we cannot release your child to anyone other than those authorized on the Identification and Emergency forms without written consent. Please introduce anyone authorized to pick up your child to the teacher. If the teacher does not recognize the person coming to pick up a child, they will ask for identification, call the parents, and check with the child.

Community Care Licensing requires parents to sign their children in and out of school **every day with a full signature**. GLMS will assess a \$25 fine per violation of this policy. Please note that GLMS is obligated to call a parent to return to school immediately to sign their child in or out should a parent neglect to do so.

Arrival

Arrival time for most children is between 8 and 9 am daily, unless a scheduled doctor's note or other appointment has been prearranged. If your child is going to be absent or late, please call before 9am. Parents are asked to establish a regular time of arrival and pick-up for all children.

To help your child transition into the classroom, GLMS encourages parents to adhere to the following steps:

- ♥ Have your child walk inside through the front doors with you (instead of carrying them or letting them run ahead of you).
- ♥ Place your child's belongings in their cubby.
- ♥ Enter the classroom quietly or walk with them to the playground.
- ♥ Greet child's teachers together and you may hand your child off to them.
- ♥ Sign your child in with your full signature and the current time.

For more transition tips, see Helpful Hints for Parents below.

Pick-Up

Your child's pick-up time is designated according to your enrollment agreement. Please be on time and let us know if you plan to pick up your child prior to their regular departure time. To encourage a punctual pick-up time, we have implemented a late payment policy of \$1.00/minute until the time you leave the building; for example, if you arrive at 6:10 and depart by 6:15 you must pay the teacher \$15.00. When you are late, please gather your child's belongings and have your departure be as quick and easy as possible. Acknowledge exactly how late you are and make an agreement with the staff member on duty when you will deliver their payment. If late pick-up becomes a recurrent problem, we will review the child's schedule for a possible later pick-up time. Persistent unresolved tardiness, more than three times in a 6-month period, may result in the termination of the child's enrollment.

For a safe departure, please greet the staff and let them know you are picking up your child. Have your child say goodbye, sign your child out with your full signature, then collect your child's belongings. If you have two children at the school, please pick up your younger child first, then meet your older child at the front of the school.

Providing Safety and Security for All Children

- ♥ When entering and exiting the facility, please close all doors and gates after each use.
- ♥ Keep your child within visual supervision at all times while on school grounds. Once signed out, you must be with your child at all times.

Early Bird Drop-Off

GLMS has an optional Early Bird Drop-Off Program which is available on a weekly basis. Early Bird Drop-Off is between 7:30am – 8am each morning. The cost is \$25 per week.

Aftercare Policy

Aftercare may be available at the rate of \$9/hr from 3pm to 6pm (30-minute minimum). Please confirm space availability at least four hours in advance by speaking to a staff member directly. Please call our office at (925) 282-9699.

Please note that all GLMS families must exit the building by 6pm. Please arrive in time to gather your child, their belongings, and exit the building by 6:00pm, as our staff members complete their day at 6:00pm.

Childcare Policy

It is our goal to provide quality, dependable childcare for your children when GLMS is closed. Please consult the School Calendar for dates and times. There must be a minimum of four children per day for us to guarantee care. Sign-ups and payment are due seven days in advance to allow for adequate staffing. Once your child's space has been reserved, no changes or refunds will be permitted.

Childcare is organized through the staff and payments are to be made directly to the teacher listed on the sign-up sheet. Teachers will provide their personal cell phone numbers for childcare days.

Please make sure to pick up your child on time. There is a \$1 per minute late fee that should be paid to the teacher on duty at the time of pick-up. (Note: We recommend exchanging information with other parents who pick up their children at the same time in case of emergencies.). Please follow the guidelines to ensure efficient, organized, and well-staffed childcare.

Childcare can be purchased at the following schedules: 8am-12pm or 8am-3pm or 8am-6pm.

Disciplinary Guidelines

At GLMS, the development of social skills and emotional expression in the children is as important as the development of academic skills. The ability to communicate appropriately is a primary goal for all age groups. An environment that encourages self-control, empathy toward others, and respect for others discourages disruptive behavior. If a problem arises, we try to find the cause and help change the factors that precipitated the problem. Most problems are solved by guided discussion among the individuals involved and allowing the children to be heard and to express themselves. To clarify our expectations, we have developed behavioral guidelines for children as well as adults at the school.

Rights of Students and Parents

It is the rights of the students and their parents to:

- ♥ Be informed of the policies and rules regarding student behavior and discipline.
- ♥ Be informed in writing of misbehavior and the incident in which it occurred.
- ♥ Have a conference with the teachers, parents, and/or student.
- ♥ Present his/her version of the facts.
- ♥ Complete the details of the incident and make arrangements on future behavior, consequences, and follow up, if needed.

Behavior Expectations for GLMS Students and Families

- ♥ Follow the safety guidelines throughout the building, on field trips, and on the play yard.

- ♥ Indoors: Display courtesy and respectful conduct during class and group time. Children are allowed only on the first floor of our building. We encourage quiet voices and walking feet indoors. Outdoors: Enjoy the freedom of outdoor play while following the playground safety rules. Freedom of expression, physical release, and constructive assertion are all encouraged.

- ♥ Listen to and follow the direction of the teachers and staff in charge. Listen to each other and speak honestly to be heard.
- ♥ Be considerate of others' feelings. We do not tolerate teasing or making fun of others. We encourage the children to ask questions and understand each other's differences.
- ♥ Behave peacefully. Fighting or aggressive physical contact are not tolerated. We encourage clear communication and assist the children when they cannot find the words to express themselves, to be listened to, to make agreements and take actions to honor, respect one another.
- ♥ Wait one's turn and use appropriate language during heated discussions or disagreements. Rational disagreement and individual expression by all parties involved is encouraged; back talk is not. Active listening to one another and making agreements are all steps to be followed for a peaceful resolution.

Conflict Resolution Overview

- ♥ If a child is very upset, we make room for appropriate expression – hurt, anger, confusion, etc.
- ♥ Behavior is brought to the child's attention when it is harmful to someone or the environment.
- ♥ If a child is involved in a conflict with another child, the teacher will observe the interaction and see if the children are able to solve the problem themselves. If there is safety issue, the teacher will intervene immediately. Whenever needed, the teacher will help the children work out their problem.
- ♥ We offer fair solutions and corresponding resolutions. If the child does not respond to appropriate alternatives, we may have the child stay near the teacher, choose an activity away from the "conflict" area or spending time alone playing or sitting for a short "time" while being supervised. (This time will not exceed five minutes for children five and older and one minute per age of the child for younger children.)
- ♥ If behavior continues, a notice will go home with the child or the parent will be called.
- ♥ Persistent inappropriate behavior will result in the teacher arranging a formal conference with the parents and may first seek opinions and resolutions with other staff members and Head of School.
- ♥ Continued problematic behavior is brought to the attention of the Head of School and a second conference is set up with the parents. An appropriate course of action will be recommended by the GLMS staff and might include a behavior modification program or counseling.
- ♥ There is absolutely no tolerance for violence of any kind. Parents will be called immediately and the child may be sent home.

Consequences

The following is a graduated scale that lists examples of disruptive behavior and their consequences:

Level	Misbehavior	Consequence
One	<ul style="list-style-type: none"> • First disruption of class, lesson, group time 	Child asked to stop, listen, and respond to instruction. Teacher will listen to child to understand upset. May be taken outside of the group.
Two	<ul style="list-style-type: none"> • Second disruption of class, lesson, group time • Verbal abuse: teasing, contradiction, defiance of authority 	Child asked to leave the lesson/group and may use a material or book alone, quietly nearby
Three	<ul style="list-style-type: none"> • Three or more disruptions in one day • Continued disruption or verbal outbursts/yelling/harsh words toward others 	<p>(For K/Elem) Child fills out Behavior Report, describing his/her behavior and how s/he will handle the situation in the future. Teacher adds comments and child takes note home to be signed by parent and returned.</p> <p>(For Preschool): Parent called to pick child up from school for the day.</p>
Four	<ul style="list-style-type: none"> • Repetition of Level Three behavior • Attempting or intentionally causing injury to another person (including biting), pushing, name calling, etc. • Causing or attempting to cause damage to school property or private property • Stealing or attempting to steal school or private property • Continual disruption of school activities or otherwise willfully defying authority 	Suspension from school for the rest of the day and/or for an additional day and parent-teacher conference. Follow up and recommendation for counseling or family assistance may be needed. All facets of child's need and behavior will be discussed for the child's well being. We will all conclude with a plan of action to meet the needs of the classroom and child.

If a parent is called to pick up their child at school, s/he needs to come as quickly as possible. The parent is required to have a conference with the child's teacher and must work collaboratively with them to come up with a strategy to help the child. Continued and unresolved behavioral problems or parents who do not follow through on a recommended course of action may result in the dismissal of the child from the school.

Staff does not use corporal punishment in disciplining the children.

Grounds for Dismissal

A student may be dismissed from school for the rest of the year if one or more of the following behaviors are exhibited by the student and/or their parents:

- Aggressive behavior
- Physical abuse
- Verbal harassment
- Cannot work in a group setting
- Running away
- Excessive disruptive behavior
- Destruction of school property
- Consistent biting
- Throwing objects that endanger other children
- Parent is unwilling to modify daily schedule to fit child's needs
- Parent is unwilling to work collaboratively with GLMS teachers and administrators.
- Parent is unwilling to seek an assessment or counseling when recommended by teachers. Recommendations as a result of an assessment must be followed up by the parents.
- Sexual Harassment, as defined by: Verbal conduct such as epithets, derogatory comments, slurs, unwanted sexual advances, invitation or comments; physical conduct such as assault, blocking normal movement, or interference with work directed at the individual because of gender; retaliation for having reported the harassment. The school's goal is to provide an environment free of sexual harassment. The teachers discuss this policy with the older children in age-appropriate ways and assure them that they need not endure any form of sexual harassment.

Please note: this is not an all-inclusive list. GLMS has the right to terminate a contract should the parents or children fail to adhere to any and all GLMS policies.

Liability for Damages and Losses

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children or themselves, which results in the injury to or death of other students, to members of the school staff or volunteers, in damage to school property, or damage to other personal property (car windows, school windows, house windows, etc.). Parents will be expected to pay for the costs of labor and materials needed to repair property as well as medical treatment of any injured party.

Helpful Hints for Parents

Morning Transition Tips

Most children at GLMS have an easy time transitioning into their class. We assure them of our care and develop honest, loving relationships. However, some children need extra support. Here are some tips:

- ♥ Keep a regular schedule and create a morning routine.

- ♥ Prepare your child for their day. Talk to them about school—who they may see there, the things they enjoy doing, their teachers and friends.
- ♥ Once at school, feel free to spend time with them if it is early. After 8:45am, please make your transition quickly to let the teachers start their day.
- ♥ When you leave, say goodbye and leave immediately or choose one activity such as a race to the gate, one push on the bike, etc. as a general goodbye routine. Leaving quickly is usually better. Children move into school mode easier with reassurance and a quick transition.
- ♥ Please hand your child over to us. They will trust your confidence and develop an endearing relationship knowing you feel good leaving them in our care.
- ♥ Make sure that you follow your own words. The children will learn by your example.

Research has found that when parents change their minds after the child asks the first time, it reinforces the behavior. Children then learn that if they keep persisting, they will always get their way. Following through with your words and actions develops trust and helps the children realize the importance of adhering to agreements. If you see your child sad or emotional, acknowledge their feelings and try saying something like, “I see that you are sad and frustrated with me. I want more time with you too. I’m going to _____ now and we will have more time together when _____.”

Please feel free to call us and check in if you leave with any uneasy feelings.

What to do when you are late to school

We encourage everyone to be at school 15 minutes before their class begins. We understand there may be occasions when you come in after school has begun. When this happens, the following things may help your children enter the group:

- ♥ Start preparing your child in the car and enter the building in a calm manner. You can prepare them by letting them walk by themselves instead of carrying them. This begins the separation and helps them be independent and confident before they get to class. Let them know you had a special time together for your doctor visit, etc. and that school has already started. Tell them what they might expect—“It’s circle time; it may be quiet in the classroom.”
- ♥ Tell your child that class has already begun and that you will be dropping him/her off at the door. Seek help from the teacher when dropping off your student and make the door your limit. Let the teacher know you are ready to say goodbye and hand your child off to his/her teacher.
- ♥ Let your child know that it is a regular school day from here on and remind them when you will return.
- ♥ If you need to leave right away, you can. We are always prepared to comfort your child and help them enter the group.



Growing Light Montessori Schools

Earthquake/Disaster Preparedness Plan

Introduction

Growing Light Montessori School is located at 584 Glenside Drive, Lafayette, CA 94549. The facility capacity is for 15 toddlers (ages 18mo – 30mo) and 29 preschoolers (ages 2.9 - 1st grade entry). There are currently 4 employees with varying schedules. Operating hours are from 7:30am to 6:00pm. GLMS's current director is Rachel LaField.

Overview

The plan establishes:

- The procedure for addressing emergency situations
- Persons responsible in case of emergencies
- The chain of command and the responsibility of the teachers and employees of the school
- A sample of the parent release form that authorizes any teacher or parent to take the children home only in the event of an emergency
- Specific information on what to do in an earthquake
- Procedures for shutting off gas and water, including maps
- A map of the emergency exits, fire extinguishers and first aid supplies
- Emergency telephone numbers
- Radio stations that broadcast emergency information
- A list of our emergency supplies
- Definition of terms

The preschool will retain responsibility of all children on the premises until they are released to a parent, guardian, or other designated person.

Section I - Preparedness

Staff and Student Preparedness

All staff will be trained and practiced in earthquake/disaster procedures via staff development sessions. Students and teachers will practice earthquake/fire drills monthly.

Physical Plan

A map of the school and grounds is drawn and easily visible in the hallways near each exit of the building. It establishes an evacuation route, identifying a safe open space for meeting, as well as develops procedures for evacuating in case of an emergency.

Faculty and staff members know the location of gas and electricity valves and how to turn them off.

Fire extinguishers are checked and are in accordance with fire code and are regularly inspected.

GLMS has three relocation sites:

1. The Sanctuary here on site at the Lafayette Christian Church, 584 Glenside Drive, school cell 282-9699
2. The Lafayette Community Center located ½ mile south from the school at 500 St Mary's Road, school cell 282-9699
3. For emergency toxic relocation, all children will be transported to our Lafayette Farms, home of school founder, Rachel LaField, at 370 Castello Road, school cell 282-9699.

Depending on the nature and length of time for the relocation, GLMS will relocate to one of the sites. Notices will be posted on the school doors as to our location.

Preparation of the Children

Drop Procedures and Practice (to be held three time per year).

Objective: During an earthquake drill or during the first sign of the ground shaking, children will demonstrate the drop and cover procedure.

1. After earthquake signal or teacher's command, children will assume drop positions
 - a. Away from windows (if outside, go to the center of yard)
 - b. Under tables or against inside wall
 - c. Head down towards knees, hands clasped behind neck, arms against ears, eyes closed
 - d. Drop to knees with back toward windows
 - e. Silent while directions are given
2. Teachers assume drop positions
3. Students hold drop position until further notice
4. Teacher may give directions for evacuation if necessary
5. Teachers will carry first aid kit, water, and emergency cards for every child in care to evacuation site
6. Teachers and students will stay at evacuation site until directed to return to classrooms

Staff Preparation

All staff members attend first aid and CPR training. Each person will keep their training and certificate card on file.

All staff members receive a health screening clearance from a licensed physician.

Staff members will be responsible for bringing the sign in sheets.

Staff will conduct earthquake drills as well as fire drills during the school year. This includes practice for evacuation and relocation to another facility.

Staff members are responsible for all children until an authorized person has picked up the child.

Staff is responsible for understanding the disaster plan and implementing their designated role.

Preparation of Parents

Parents have been informed of school policies and disaster plans. Written disaster plans have been given to all parents.

Section II – Emergency and Evacuation Procedures

Earthquake

This information is provided for staff so they will know what to expect and what to do in the event of an earthquake.

Inside at the time of earthquake:

1. Stay calm.
2. Children will move away from windows or other hazardous places.
3. Get under tables or shelter.
4. Assume duck and cover position and be silent to listen for directions.
5. Stay in drop position until earthquake is over and/or until further instructions are given.
6. After initial shock and things settle down, teachers will evacuate classroom, being alert to possibility of aftershocks.
7. Teachers will carry first aid supplies, distilled water, transistor radio. No one will return to classrooms unless authorized to do so.
8. Teachers and children will remain on schoolyard until it has been approved to leave or children are picked up.
9. If evacuation to another site is needed, the children will remain under the supervision of the GLMS staff. Teachers will post a note as to where they will be on the school doors.
10. School will remain open indefinitely until parents or an authorized adult has picked up all children. Dismissal will be noted by signature and time.

Outside the school building when earthquake occurs:

1. Children will move to open space, clear of buildings, trees, etc.
2. Children will drop and cover.
3. Assume drop position until quake is over.
4. Teachers will get first aid supplies, diapers, earthquake food and water packs from the classroom and outdoor shed.

An extended period after an earthquake

The Director shall:

1. Assess the school situation and determine the plan, i.e. is the building safe? Is the playground safe? Is it necessary to evacuate to another site?
2. Direct the use of supplies (water, food, first aid).
3. Parents should be notified ASAP of any serious injury to children.
4. Talk with police, fire, and city as to the situation, if phone contact is possible.
5. Listen to emergency radio broadcasts.
6. A phone call will be placed to Children's Hospital (428-3240) if emergency advice is needed.
7. Release children to authorized adults.
8. Release teachers after all children have been picked up.

The Teachers shall:

1. Remain with their class.
2. Assigned teachers will take first aid supplies, water, and radio.
3. Take roll call of children.
4. One teacher will care for children with major injuries.
5. Children with minor injuries will be cared for after evacuation.
6. Bottled water will be used until water system is safe.
7. If necessary, major medical needs will be transferred to city emergency site.
8. Make notation of names, other than parents, who children may be released to.
9. Time and signature of adult each child is released to.
10. If children are to be evacuated to emergency first aid center, they should be clearly identified with name and telephone number to prevent any confusion.
11. Remain calm and reassure children. Allow children to talk about fears and concerns.
12. Reassure children that they are safe with their teachers. Try to redirect attention to games, songs, finger plays.

Shelter in Place

This information is provided for the staff so that they will know what to expect and what to do in the event of a shelter in place emergency (for example, if Chevron has a chemical leak).

Inside at the time of shelter in place emergency:

1. Stay calm
2. Teachers will close all windows and doors
3. Teachers will account for all group members. Make a written note of those who are not with you.
4. Get the enrollment list and emergency forms, which are available at all times.
5. Teachers and children will remain in the classroom until it has been approved to leave or children are picked up.
6. Windows and doors will remain closed until it has been approved to open them again.
7. If evacuation to another site is needed, the children will remain under the supervision of the GLMS staff. Teachers will post notes as to where the staff and the children have relocated.
8. School will remain open indefinitely until all children have been picked up by their parents or authorized adults. Dismissal will be noted by signature and time.

Outside at time of shelter in place:

1. Stay clam
2. Teachers will line up all children and immediately return to classrooms.
3. Teachers will close all windows and doors
4. Teachers will account for all group members. Make a written note of those who are not with you.
5. Get the enrollment list and emergency forms, which are available at all times.
6. Teachers and children will remain in the classroom until it has been approved to leave or children are picked up.
7. Windows and doors will remain closed until it has been approved to open them again.
8. If evacuation to another site is needed, the children will remain under the supervision of the GLMS staff. Teachers will post notes as to where the staff and the children have relocated.
9. School will remain open indefinitely until all children have been picked up by their parents or authorized adults. Dismissal will be noted by signature and time.

Section III – After an Emergency

Parents will come to the school to pick up their children. If the children have relocated, signs will be posted as to the children's location. Please see the four relocation sites listed above.

In the event parents cannot come to the school to pick up their children, the directors and teachers on duty will remain responsible for the child until a parent or designated adult comes to pick him/her up. The children will only be released to people designated on his/her emergency card unless the parent chooses to accept the conditions specified on the Parent Release Form, which gives permission for the

child to go to the home of another parent in the case of emergency. In the case of a medical emergency, the directors and teachers will refer to the Consent for Medical Treatment on file for each child to determine the appropriate course of action.

Director's Responsibilities:

1. Check on teachers for their safety and ability to carry out their jobs.
2. Dispense first aid as needed, or assign this duty.
3. Evacuate children to big yard.
4. Decide whether or not to shut off the gas and water and do so.
5. Make the decision to stay or move the students to a relocation site.
6. Keep an accurate list of students released to parents or guardian. Include the location, date, time, and name of the individual to whom the students were released.
7. Notify emergency services, as necessary.
8. Notify parents of any injury to students, if lines of communication remain open.
9. Determine the need to call the "200 miles away" emergency contact.
10. Decide whether or not to bring children to the directors' homes or the homes of the teachers or parents. Leave appropriate information as to the location of the children (time of departure, address where they were taken, phone numbers, etc.) at each entrance and on the emergency shed in the big yard.
11. Make sure all doors and windows are locked before leaving the school.

Responsibilities of the teachers:

1. Remain with their class.
2. Take roll of the children.
3. Assigned teachers will take first aid supplies, water, and radio
4. One teacher will care for children with major injuries.
5. Children with minor injuries will be cared for after the evacuation.
6. Bottled water will be used until water system is safe.
7. If necessary, major medical needs will be transferred to city emergency site.
8. Make notation of names, other than parents, who children may be released to.
9. Teachers should obtain the time and signature of all adults children are released to.
10. If children are to be evacuated to emergency first aid centers, they should be clearly identified with names and telephone numbers to prevent confusion.
11. Remain calm and reassure the children. Allow children to talk about their fears and concerns. Try to redirect to games, songs, finger plays.

Section IV – Emergency Supplies and Information

GLMS has emergency supplies that are stored in the emergency bins near the outside of the Toddler Classroom. We survey these emergency supplies, review expiration dates, test batteries and arrange necessary and/or additional supplies as needed throughout the year.

GLMS has individual earthquake boxes for children and staff. Each box includes 3 days supply of food and water and an emergency blanket.

Emergency Radio Stations

Remember to have a battery-operated radio (and batteries) available for emergencies. The radio in your car will do if you do not have one in your home. The following radio stations will broadcast emergency information:

KCBS 740 AM and 97.3 FM

KGO 810 AM











KLIV 1590 AM

KQED 88.5 FM

Driving Directions for Relocation @ Lafayette Farms

From: 584 Glenside Drive, Lafayette, CA 94549

To: 370 Castello Road, Lafayette, CA 94549

-  **1. Start out going west on Glenside Dr toward Lafayette-Moraga Trl.** 
----- Then 0.04 miles ----- 0.04 total miles
 -  **2. Turn left onto Saint Marys Rd.** 
Saint Marys Rd is just past Lafayette-Moraga Trl.
If you are on Woodview Dr and reach Sweet Dr you've gone a little too far.
----- Then 0.96 miles ----- 1.00 total miles
 -  **3. Turn left onto Camino Colorados.** 
Camino Colorados is just past Rohrer Dr.
If you reach Driftwood Dr you've gone a little too far.
----- Then 0.39 miles ----- 1.39 total miles
 -  **4. Turn right onto Castello Rd (** 
----- Then 0.12 miles ----- 1.51 total miles
 -  **5. 370 Castello Rd, Lafayette, CA 94549-5607,** 
-

Growing Light Montessori School

Class Rules and Regulations

The following has been compiled to inform you of our rules and regulations. State laws make some of the rules mandatory. More importantly, however, they have been designed with your child's well-being in mind.

1. To apply for our program you must first visit our program, read over all of the necessary information, and bring your child in for an observation. If we are in mutual agreement about placement, you must fill out an application and submit a \$50 application fee.
2. We can offer childcare services for those children in our program age ranges. These children must be ambulatory. We may not accept children with special educational needs beyond the ability of our staff.
3. Each student will have a file at the facility. Prior to admission, your child's file must contain the following information completed by the parent or guardian: physical exam, TB risk screening, current immunization record, medical assessment-parents, emergency information, personal rights, parents' rights, and child abuse pamphlet.
4. You must sign your child in and out each day at the time of arrival and departure. The signature must be both first and last names in full.
5. Please plan to personally check your child in and out each day, and introduce all others to our staff. (NOTE: We cannot release your child to anyone other than those persons authorized on the Identification and Emergency forms.)
6. Arrival time for most children is between 8am – 9am daily, unless a scheduled doctor's or other appointment has been prearranged. If your child is going to be absent or late, please call before 9am. Parents are asked to establish a regular time of arrival and pick-up for all children. Please let us know if you plan to pick up your child prior to the regular time.
7. Your child's pick up time shall be designated according to your enrollment agreement. Please be on time. There is a \$1/minute fee for parents who arrive after the designated pick up time. Should this be an ongoing problem, we will review the child's schedule for a possible later pick up time. Should a problem occur due to a parent's tardiness that cannot be resolved, we will consider termination of the child's enrollment.
8. Please keep your child home if she/he is ill. Should your child become ill while at school, we will contact you immediately. Students must remain at home until they have been symptom-free for 24 hours.
9. The following procedures shall be used for administering medicine:
 - a) The parent must give written permission to administer the medication.
 - b) The medicine must be in the original prescribed container with a measurer according to dosage. The medicine will be administered according to the directions on the label.
 - c) The medicine shall be placed out of reach of the children.
 - d) It will be administered, logged on the notice, and returned to its place of storage. GLMS will not administer non-prescription medication.

10. The following procedures shall be used for medical or dental emergencies: The parent will be immediately notified. If contact is not made, we will call the child's physician and follow directions as the necessary actions. We may:
 - a) Call 911 for ambulance service
 - b) Drive child to their doctor or nearest hospital
 - c) Call Poison Control, if needed
 - d) Call advice nurse, if needed
11. Play clothes should be worn. Tennis shoes are preferred. Please no cowboy boots, thongs, or jellies.
12. Please provide a change of clothes for your child. Label all items clearly. We cannot be responsible for lost clothing. (NOTE: If we should send your child home in school clothing, please launder it and return it as soon as possible.)
13. Growing Light Montessori School is dedicated to offering high quality foods, whole grains, and fresh organic produce. A nutritional mid-morning and afternoon snack will be served in addition to the lunch you provide. PLEASE do not have your child bring cookies, candy, gum, or any food of this type to school. We ask that you provide a sugar-free variety of nutritional foods. Please discuss any food concerns with your child's teacher, or Rachel will be glad to assist you. Please remember that refrigeration is not provided.
14. Toys are not allowed to be brought to school. Share days will include educational items only. No commercial or fictitious characters on lunch boxes, backpacks, or other school items.
15. Please clean your child's cubby and file daily.
16. Please inform the school of any address, phone, or work changes immediately.
17. For students who will be napping at school, we ask that you bring a nap mat marked clearly with the child's name. The bedding must be taken home each Friday and returned laundered each Monday morning.
18. Field trips – We will take field trips on occasion to local zoos, museums, or other points of interest to our students and staff. At this time, we have parent volunteers and staff drive the students to and from our destination with an adult/child ratio of 1 to 5 for preschool children and 1 to 8 for kindergarten students. Parent drivers must have proof of insurance and a current driver's license. There must be one car seat for each child that is 8 years or younger and there must be a working seat belt for each student. We may also use the local bus or best transportation with prior consent.
19. We do not provide transportation to and from school.

The best time to reach us is from 8:30am – 12pm and 1pm – 3pm. We are always willing to listen to your views and feelings. We would like this to be a positive experience for parents and teachers, as well as the children. Our goal is to provide a quality program for your child. If you have any suggestions, please feel free to discuss them.

We can be contacted at the following number: Lafayette facility: (925) 282-9699

Lunch Box Ideas

Here are some items we have seen in lunches at Growing Light. Hopefully, this will provide you with some new ideas, as children can be fickle when it comes to lunch.

These items work well in a thermos:

- Soup
- Pasta
- Rice/beans
- Burrito
- Tofu
- Rice/vegetable
- Leftovers from dinner (fish, chicken, etc)
- Grilled cheese
- Chow-mein
- Quesadillas
- Burgers

These items are “cold” lunch:

- Hummus
- Edamame
- Pizza
- Sandwich on bagel or wheat bread
- Pita sandwiches
- Cheese
- Peas/corn
- Olives
- Lunch meat
- Lunch meat wrapped around cheese
- Corn/hot dogs
- Snap peas
- Egg sandwiches
- Hard-boiled eggs (peeled)
- Avocado
- Bell peppers
- Carrots
- Cherry tomatoes
- Cracker & cheese
- Berries
- Cream cheese on celery
- Yogurt (please check this item as many yogurts have an **enormous** amount of added sugar)

***Please remember to provide a napkin, utensils, drink, and containers that your child can open, if possible. It works best to use a lunch box rather than a paper/plastic bag (safety hazard) or backpack.

CALIFORNIA CHILD PASSENGER SAFETY LAW

Protect your child — it is the law.



Use of child passenger restraint system for child under age 2

Except as provided in Section 27363, a parent, legal guardian, or driver who transports a child under two years of age on a highway in a motor vehicle, as defined in paragraph (1) of subdivision (c) of Section 27315, shall properly secure the child in a rear-facing child passenger restraint system that meets applicable federal motor vehicle safety standards. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the child passenger restraint system.

Exemptions:

- A child weighing more than 40 pounds may be transported in the backseat of a vehicle while wearing only a lap belt if the backseat is not equipped with a combination lap and shoulder safety belt.
- In the event of a life-threatening emergency, a child may be transported without a restraint system if none is available, but must be secured by a seatbelt.
- A court may exempt child from the restraint system requirement in certain limited circumstances related to physical unfitness, medical condition, or size if an appropriate special needs child passenger restraint system is not available.

Use of child passenger restraint system for child under age 8

Except as provided in Section 27363 of the Vehicle Code, a parent, legal guardian, or driver shall not transport on a highway in a motor vehicle a child who is under eight (8) years of age, without properly securing that child in a back seat in an appropriate child passenger restraint system meeting federal motor vehicle safety standards.

Exemptions:

- A child under eight (8) years of age may ride properly secured in an appropriate child passenger restraint system in the front seat under any of the following circumstances:
 - There is no rear seat.
 - The rear seats are side-facing seats.
 - The rear seats are rear-facing seats.
 - The child passenger restraint system cannot be installed properly in the rear seat.
 - All rear seats are already occupied by children seven years of age or under.
 - Medical reasons require that a child cannot ride in the rear seat. Proof of the child's medical condition may be required.
- However, a child cannot be transported in a rear-facing child passenger restraint system in a front seat that is equipped with an active frontal passenger airbag.

- A child under eight (8) years of age who is four feet nine inches (4'9") in height or taller may be *properly restrained by a safety belt* instead of a child passenger restraint system. *Properly restrained by safety belt means that the lower (lap) portion of the belt crosses the hips or upper thighs and the upper (shoulder) portion of the belt crosses the chest in front of the occupant.*
- A child weighing more than 40 pounds may be transported in the backseat of a vehicle while wearing only a lap safety belt when the backseat of the vehicle is not equipped with a combination lap and shoulder safety belt.
- In case of a life-threatening emergency or when a child is being transported in an authorized emergency vehicle, if there is no child passenger restraint system available, a child may be transported without the use of that system, but the child must be secured by a seatbelt.
- A court may exempt a child from the Child Safety Belt and Passenger Restraint Requirements if certain determinations are made.

Use of child passenger restraint system for child between 8 and 16

A parent, legal guardian, or driver shall not transport on a highway in a motor vehicle a child who is eight (8) years of age or older, but less than 16 years of age, without properly securing that child in an appropriate child passenger restraint system or safety belt meeting federal motor vehicle safety standards.

Call your local health department for more information at:

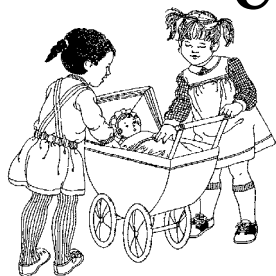
(925) 313-6100

For more information on safety seats: www.chp.ca.gov



STATE OF CALIFORNIA • CHILD CARE LICENSING • DEPARTMENT OF SOCIAL SERVICES

Community Care Licensing



CHILD CARE CENTER



NOTIFICATION OF PARENTS' RIGHTS

THIS NOTICE MUST BE POSTED IN A PROMINENT, PUBLICLY ACCESSIBLE AREA OF THE CHILD CARE CENTER

AS A PARENT/AUTHORIZED REPRESENTATIVE, YOU HAVE A RIGHT

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive from the licensee the Caregiver Background Check Process form.

<http://www.cclcd.ca.gov>

For the Department of Justice
"Registered Sex Offender" database, go to
www.meganslaw.ca.gov

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

Licensing Office Name: _____

Licensing Office Address: _____



Licensing Office Telephone Number: _____