

Fees and Tuition

Monteverde School is open from the hours of 8:00 A.M. until 5:30 P.M, but allows for various part-time schedules. Tuition is charged according to your child's schedule. Annual fees are charged each August and registration fees are charged for continuing students in January.

Billing: We use an online statement and payment system called Curacubby. You will receive your statement via email notification on the 5th of each month. Tuition is due by the 15th of the month. Monthly tuition is 1/12 of the annual tuition, which is calculated based on the total number of attendance days in the twelve-month school year. A full month's tuition is due regardless of the number of holidays or school vacations falling in any month.

Late Tuition: A late fee of \$10 will be charged any month that payment is not received by the posted due date. This late fee will go up an additional \$10 each month payment is received late during the school year, i.e. \$20 charged for the 2nd late payment, \$30 for the 3rd and so on. At the beginning of the second consecutive month without payment of tuition, the child will not be allowed to attend school until payment is received. The child's space will be saved. If after three months payment is not received, the child's enrollment will be discontinued. If you are having problems paying tuition please speak to us as soon as possible.

Deposit and Withdrawal Policy

In order to enroll at Monteverde you must have paid a non-refundable deposit in the amount of \$500.00 Upon withdrawal from Monteverde your deposit will become part of a teacher retention fund. Monteverde is a year round school that runs from August to July. If you wish to withdraw your child at the end of May or June, please notify us by March 1st of that year. Early notification increases our ability to fill your spot. You will be responsible for your child's tuition until the space is filled. A minimum of 30 days notice is always required and withdrawals are always effective on the 1st of the month indicated. Thanks for your understanding and early notification. This allows us to function at full capacity, thereby keeping tuition costs down for everyone. If after withdrawal from Monteverde the family leaves an outstanding balance a 1% per month finance charge will be applied to the full balance beginning thirty days after withdrawal.

Items from Home

What's OK - Snuggly friends are allowed at nap/rest time and are kept in their nap/rest bags. Books may be brought to share at circle time and should be given to a teacher upon arrival. Please don't bring books with TV or movie characters. Also, items found in nature or souvenirs from a trip may be shared at circle time. Please give these to a teacher upon arrival.

Not OK - toys or other precious objects from home may not be brought to school.
Money should not be in children's possession.

Records

A file for each child is established upon registration. It is the parent's responsibility to make sure that all records in their child's file are current and accurate. These forms are on a link that is sent to each family. Several of the items in the child's file need to be updated occasionally.

Listed below are the items which must be included in each file:

Child's Pre-admission health history
Parent's Rights
Physicians Report
Identification and Emergency Information
Consent for Medical Treatment
Parent's Rights Notice Receipt
Personal Rights
Copy of Updated Immunization Records
Allergy Form
Bongo Waiver
Parent Contract
Get-to-know-you questionnaire

Drop-Off and Pick-up/ Signing In and Out

When you arrive always sign your child in by **printing your first and last name** and time of day in the appropriate space on the sign-in sheet. Your name on the sign-in/sign-out sheet is our only record of which children are actually present each day. In case of emergency, we rely on the accuracy of these sheets to know which children we need to account for.

Authorized Persons

When someone other than a parent or regular childcare provider is going to pick up your child, you must authorize him or her in writing by writing a note in the parent book, sending us an email or leaving a phone message. We cannot release your child to anyone if you have not notified us or included them on your authorized persons list.

Late Pick-ups

It is very important that children be picked up on time as we are staffed according to the students signed up in each time slot. If you are late for your 12:30 or 3:30 pick up a \$10 late fee will be charged. Every 10 minutes thereafter an additional \$10 will be charged. If you know you are running late, please call. If you are late for a 5:30 pick-up a \$10 late

fee will be charged for every 5 minutes, or portion thereof. These charges will be added to the following month's statement.

Pick-up Etiquette

We know that transitions can be time consuming and we are always available to help facilitate this. If you know your child needs extra time to transition, please arrive before your pick-up time in order to allow for this. Because of staffing ratios we need for departing children to leave within 10 minutes of their 12:30 or 3:30 pickup. **The school closes at 5:30. All children need to have departed by this time.**

If a non-enrolled child accompanies the parent during drop-off or pick-up, that child must be in the direct control of the parent at all times. Staff cannot be responsible for the safety of children not enrolled in the program.

Illness/Injury/Medications

The child must stay home if in the previous 24 hours they have experienced diarrhea, vomiting or fever or if the child is not able to participate fully in the school's activities. Parents with questions as to whether their child should be kept home should consult the Directors. Parents should notify the staff as soon as they know their child will not be at school so that the space may be available to another child.

If a child becomes ill or hurt at school parents will be called and expected to pick up their child or to make arrangements for a prompt pick up. If parents cannot be located, persons on the emergency form will be called to pick-up the child. A staff member will accompany a child who requires emergency care outside the facility.

Staff will not administer any medicine unless parents provide written instructions regarding amount, frequency and storage from a doctor. Medications need to be brought to school in the original container, placed in a bag with the child's name on it and handed to a teacher who will be "on" at the time the medication is to be given. This applies to homeopathic medicine as well. Licensing regulations forbid us from giving over-the-counter medications. Please do not put any OTC, vitamins or homeopathic remedies in a child's lunchbox or backpack.

Drop-in Days

If your child will be out please let us know as soon as you know. If it is planned ahead of time you can email us the dates or write them in the parent notebook. If it is due to illness you may email us or leave a message on the office voice mail(848-3313) at anytime or call the through line (848-3002) after 8am.

It is possible to add an extra paid day (drop-in) when space is available. It is also possible to add to your existing day by the hour, either dropping off earlier or staying later than usual. Approval of the director is required.

Diapers

Children need not be toilet trained to attend Monteverde. Children toilet train when they are ready to, and they take this step at varying ages. Parents are responsible for providing diapers and wipes for their child and making sure there is always a supply at school.

Napping/Resting

All children who stay past 12:30 need to have an all-in-one napping bag. We will send links to examples. It is the parents' responsibility to wash the napping bedding regularly. We send it home at the end of every full week.

Children are organized in different rooms by age for the afternoon quiet period from 1:30 - 3:00 with the youngest in the "napping" room, the middle kids in the transitional "rapper" room, and the oldest children are the "resters".

Clothing

Children should come to Monteverde dressed in comfortable, washable clothing, appropriate for outdoor play and work with a variety of messy mediums. Some materials, especially paint, may not always wash out of clothing completely. Each article of clothing should also be labeled, as should jackets, lunch boxes, backpacks and anything else the child brings to school. LABEL, LABEL, LABEL! Shoes should be sturdy and appropriate for an active day. Flip-flops and dress-up shoes are discouraged. If your child insists on these please bring an extra pair as backup.

Snacks and Lunch

A nourishing snack is provided each morning and afternoon. Children bring their own lunches. Lunches should be packed ready for children to be fairly self-sufficient, i.e. oranges peeled, food cut into bite-sized pieces, and all necessary utensils supplied. We do not have facilities to warm lunches. Candy and gum are not allowed in school. "Candy" is understood to include anything packaged, marketed, or constructed like candy, whether sugarless or not, and whether the sugars in it are fruit-based or not. For our purpose candy includes, but is not limited to, gummy items, hard and soft candies, chocolate or carob coated items, cookies or cupcakes, etc.

Items packed in glass or pull-top cans are a safety hazard and should not be packed.

The children enjoy cooking projects several times during each month. It is essential that the director be informed if a child has food allergies, in order to avoid offering children foods that they cannot tolerate.

Social-Emotional Learning and Challenges

Learning to manage their feelings and get along in a group are some of the biggest tasks of a preschooler. We actively work on teaching these skills through books, circles and facilitating interactions. Children are involved directly in problem-solving social conflicts. With adult guidance, children are encouraged to “use their words” and identify and express positive or negative feelings toward others. (“I didn’t like it when you took my car. I’ll give you a turn when I’ve finished!”)

Physical punishment is never used. Shaming or demeaning children is prohibited, this includes the use of time-outs. We will, however, encourage children to take time to be alone as a strategy for dealing with big emotions. It is not punitive and they may do something they enjoy such as play with silly putty or drawing a picture of their feelings.

In the event that a child’s behavior continually presents a threat to the safety of self or others, or disrupts the program to a degree that the director considers unacceptable, the child’s parents will be asked to meet with the directors to discuss the problem and to determine a course of action. Parent conferences are regularly scheduled in the spring and fall, but additional conferences are arranged as needed at the request of parents or the directors.

If the discipline plan decided upon by the parents and director proves ineffective, and no alternative can be found, the director, acting with the advice and consent of the Board of Directors, will inform the parents that the child has been disenrolled from the program.

Field Trips

Preschoolers take several field trips each year. The parent must turn in a signed permission slip or a child will not be allowed to attend. Most field trip are walking trips, with occasional use of the city bus.

Volunteering

Monteverde requires a minimum of 15 volunteer hours per school year, at least 5 hours of which should be devoted to fundraising. If a family has two children enrolled the number of hours required for the family is 25. Single parent households have a 10 hour requirement. There are opportunities both for signing up for specific jobs and in response to teacher requests throughout the year. Accompanying us on field trips or coming in to share a talent, from cooking to music, with the children are other fun ways

of volunteering. Another great way to earn volunteer hours is to become a member of the Monteverde board. You are always more than welcome to check in with us about ideas of your own. It is the families' responsibility to keep track of their hours by writing them down in the volunteer notebook. We suggest you do this as you complete any task. *Any unfulfilled hours will be charged at \$35 an hour at the end of the school year.*

Communication

Within any community communication is key. We have set up a variety of systems to try to insure optimal information sharing. Many of these systems originated from parent suggestions and we are always open to others.

Calendar: From the beginning the calendar lets you know all days on which school will be closed and dates for annual events. Please mark all of these on your personal calendar as soon as you get them!

Web Page: www.monteverdeschool.org is another great place to find information including current tuition rates and the school calendar.

Documentation: Teachers periodically send out and post documentation related to specific projects they are working on. We also print this out and put it on the board by the sign-ins. Other times, we will send a video which captures some of what is happening at school. Please use these as opportunities to start conversations with your child about school.

Parent Book: This binder, located by the sign-ins, is the communication spot for future announcements or questions. The most common uses are announcing absences, such as upcoming vacations, or asking for drop-ins. It can also be used to pass on information or confirm conversations, whatever is short and meant for all to see.

Wipe Off Board: We keep reminders of upcoming dates and will sometimes use it to ask for "stuff" donations that we need for projects. Please glance up there daily.

Parent Conferences: Twice a year we close the school to schedule conferences all day. During these conferences we discuss your child's social, cognitive and physical development. If any concerns arise in between these times either the school or the parents are always free to ask for a conference. We appreciate that you see us immediately if you have any concerns.

Email: Use the monteverde@monteverdeschool.org for administrative questions for the directors. Use monteverde.teachers@gmail.com for questions or information directed to all the teachers.

Phone: (510)848-3313 office and voicemail
(510)848-3002 direct line to classroom, surest way to speak to someone during school hours

Please put these in your phone now!

Circle Time

This is an important anchoring time of our day. It is the only time that all the students and teachers are gathered together and helps us create community and set the tone and explain activities for the day. It begins at 9:30 and ends by 10:00. Please have your child here by 9:30 so they can be part of this daily routine. If, for any reason, you are unable to make it here by 9:30 please come after 10:00. Arriving during circle is disruptive and difficult for the teachers to be available to help with the transition.

Birthdays

Monteverde has a tradition of celebrating birthdays with a family made birthday poster sharing photos of their child's life so far. We have a birthday circle either at 12:15 or at 3:00. At this time the family shares the poster and school provides a small treat for the class. Please check with one of the teachers about scheduling a day.

Fundraising

Tuition does not cover the full cost of operating Monteverde. Our fundraising allows us to keep our tuition costs down and provide financial aid. Our two big fundraisers of the year are the Photo Gallery Night and the Wheel-athon. Parents have organized other fundraisers in the past such as Poker Night and a Movie Night. Since we are a fairly small community fundraising efforts need 100% participation from our families to be successful.

Annual Events

Back-to-School Picnic - A family pot-luck at Cordornices Park

Parent Nights - We do two of these a year to share more in depth information about ongoing curriculum as well as different topics from development to Reggio philosophy.

Winter Gathering - A theatrical evening presented by the Monteverde children.

Pajama Days and Pancake Breakfast - Children come to school in their P.J.s. We plan sleep/dream/morning related activities. Thursday morning the families join us for a pancake breakfast.

Graduation Celebration - Our soon-to-be kindergarteners spend the evening at Monteverde with their teachers. Parents join us at the end for a graduation circle.