

MIRAMONTE SCHOOL
JUNIOR KINDERGARTEN
PARENT HANDBOOK



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PRESENTED TO THE MIRAMONTE SCHOOL BOARD
FOR APPROVAL: JUNE, 2010

WELCOME TO MIRAMONTE SCHOOL'S
JUNIOR KINDERGARTEN

WELCOME

Miramonte School has an educational environment that reflects an active partnership of students, staff, parents and community. We are open to evaluating and using new ideas that foster an atmosphere conducive to developing responsible Christian students.

Our education program is approved by the Pacific Union Conference of Seventh-day Adventists and the State of California. Our operations are supervised by a board of directors elected from nine constituent churches. Our school provides a high quality education that welcomes a wide variety of students from a multi-ethnic cross section of Bay Area communities.

OUR MISSION STATEMENT

We are committed at Miramonte School to provide opportunities for students to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in a safe and positive environment. Our goal is to help students become competent compassionate Christians by:

- * encouraging an ongoing, personal relationship with Christ, manifested in our love for others.
- * cultivating active, compassionate, responsible servants of our community and our world.
- * build a loving, accepting community which nurtures the development of respect for self and others.
- * we will teach leadership, cooperation, and willingness to take responsibility.
- * we will encourage a life-long love of staying fit and healthy in mind, body and spirit.
- * we strive to develop life-long learners, enthusiastic problem-solvers and pursuers of excellence.

GENERAL INFORMATION

Days of Operation - Monday through Friday
August 23, 2010 – June 3, 2011
Closed for school holidays

Hours of Operation - Monday-Thursday 8:00 a.m. through 2:30 p.m.
Friday 8:00 a.m. through 1:30 p.m.
After School Care: M – TH 3-6 p.m., Friday 2-5 p.m.

Age Served - Children who are 4 years old by December 2, 2009

Lunch – Monday through Thursday hot lunches are provided by an off-site company, and can be purchased monthly in advance.

Friday – Hot lunch is provided by a class or campus organization and can be purchased on Friday mornings.

PURPOSE

To provide an opportunity for each child to experience a quality learning and social environment.

GOALS

Our goal is to work as a team with parents, sharing ideas and concerns about the growth and development of their children in our care.

Every child is a unique, special and creative individual of great value designed for a specific purpose by God. By providing a warm, secure environment, we hope to nurture the well-being of the whole child – spiritually, intellectually, physically and socially, and develop within child a feeling of self-esteem.

The following goals guide Miramonte School in the preparation of the learning environment and curriculum:

1. To establish an awareness of individuality and personal self-identity.
2. To build self-control and self-discipline.
3. To expand freedom of choice and decision-making within reasonable limits and encourage problem-solving.
4. To establish an awareness and love of God and a respect for creation.
5. To develop creativity.
6. To promote curiosity about and an awareness of the world in which we live.
7. To develop language and conceptual skills.
8. To provide appropriate play experiences that contribute to the developmental needs of the child.
9. To develop fine and gross motor skills.
10. To build good health habits and manners.
11. To provide experiences which will stimulate a sense of personal responsibility and an awareness of the rights of others.

PROGRAM ACTIVITIES

DAILY CLASSROOM PROGRAM

The daily classroom program includes the following:

- Food experience using a variety of foods and processes in preparation of healthy snacks.
- Science and nature with discovery and exploration.
- Sensory materials for a variety of tactile experiences.
- Art for experimentation in a variety of media stressing creative self-expression.
- Manipulative materials for spatial and matching experiences and small motor development.
- Dramatic play areas for housekeeping, dress-up, play-acting roles and practical life experiences.
- Pre-writing experiences using cutting, coloring and small motor development.
- Pre-reading experiences using books, listening opportunities and language development.
- Motor perception with body and spatial awareness and the development of integrated motor skills.

SNACK

Morning snack is eaten as a group and prepared by the teacher.

LUNCH

Lunch is served at 11:30 a.m. Our goal is to offer balanced vegetarian meals that include a variety of choices that are low in sugar, salt and fats. Whole grains, fruits and vegetables are included for development of positive eating habits.

Hot Lunch service Monday through Thursday is provided by Lunchmaster/Nob Hill Catering. Ordering is easy by going online to www.thelunchmaster.com to sign up your child for delicious meals each month. Cost is \$4.35 per lunch.

Friday hot lunch is provided by an individual class or campus organization to raise funds for field trips and other class activities. Cost is \$5.00 per lunch.

The teacher will post the monthly Monday -Thursday hot lunch menu and the weekly Friday hot lunch menu. You may send lunch with your child instead of ordering school lunches.

Parents of children who have food allergies or special nutritional needs should provide their child with a home-made lunch and document the needs with the Teacher and the Administrator prior to the first day of attendance.

To minimize classroom interruption, lunches that are brought on campus after the school day begins are to be left with the school secretary. She will make sure your child receives their lunch prior to lunch time.

REST TIME

Rest time will be taken in early afternoon. Parents are to purchase 1 Rollee Pollee from the office for naptime and are to launder them once per week. Purchase price is \$20.00.

SCHEDULE – DAILY

7:55	Bell Rings to enter classroom and sign-in of students
8:15	Worship
8:30	Free Play
9:00	Gathering Time
9:15	Snack
9:30	Outside Play
10:00	Music and Movement
10:15	Structured Group Time
11:00	Gathering Time
11:20	Lunch/Outside Play
12:00	Story Time
12:30	Resting Time
1:30	Quiet Play Inside
1:45	Gathering Time
2:05	Snack/Outside Play
2:30	School Ends

PARENT RESPONSIBILITIES

CLOTHING

Each child should be dressed appropriately for the weather with sweaters, jackets, mittens, and hats as necessary. Each child needs a complete change of clothing at school with the child's name written in ink on the clothing article. Durable and washable clothing will allow the child to participate in a wide variety of activities. Please do not send children to school in clothing that might be damaged by water, sand, mud or art materials. Shoes or buckled sandals are best for outdoor play. Any clothing unclaimed at the end of each quarter is donated to a needy cause.

CUBBIES

Each child is assigned a space for their jacket, extra clothes, and materials for taking home. Dirty clothing will be placed in a plastic bag and should be taken home each day. If your child comes home in clothes which are not his or hers, please wash and return these items as soon as possible.

PARENT GRIEVANCES

If a parent has a grievance with the program or a specific staff member, the parent should arrange to discuss the problem first with the teacher. If a satisfactory solution is not found, the problem can then be addressed to the Principal.

PARENT RIGHTS & PERSONAL RIGHTS

There are two forms included in the registration packet: *Child Care Center Notification of Parent's Rights and Personal Rights*. These forms must be signed and submitted by the parent before the child enrolls.

PARENT-TEACHER COMMUNICATION

Please read the information in the newsletter and postings on the bulletin board as these will notify you of any special activities, events or announcements important to your child during the month. Also, check your child's cubby daily for materials to take home.

PARENT VISITS

It is easier for the child and parent if both have visited the school together prior to the first day at school. The child's anxiety is somewhat relieved if opportunity is given to become familiar with the teacher and surroundings. We encourage parents to visit their child's room at any time by first signing in at the school office and receiving a visitor's pass. (Please refer to the Lunch procedures for procedures relating to bringing lunches on campus after the school day begins.)

PERSONAL PROPERTY

Miramonte School is not responsible for damage to personal property or for lost articles. The parent assumes full responsibility for all items sent with their child.

SPECIAL NEEDS

If your child has special needs which the school is equipped to handle, parents should make these needs known to the teacher and principal at registration and methods to deal with them must be discussed and agreed upon before the child attends. (See "Admissions")

Special dietary and allergy arrangements must be made in writing, and the teacher and principal must be notified of such before a child begins attendance. If very restrictive dietary adjustments must be followed, it may be necessary for alternate lunch and snacks to be sent from home.

TOYS/PERSONAL PROPERTY

A soft nap-time toy or comforting item, for those adjusting to school, will be allowed to be used during nap time or until adjustment is successful.

Any personal property that has not been specifically requested by the teacher for use in class or for class assignments may not be brought to school. Personal property that is used in a manner that interferes with the educational process or conflicts with school standards will be confiscated. Confiscated items will be returned to the parents.

ADMISSION & REGISTRATION

ADMISSION

Admission ages for prospective students is 4 years of age by December 2, pending that we can meet the needs of the child. This is determined through an interview by the teacher with the parent/s and the child and a campus tour. The interview will include discussion on developmental and behavioral needs.

Miramonte School admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Miramonte School does not discriminate on the basis of race, color, ethnic background, and country of origin or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Seventh-day Adventist schools usually do not have the equipment or staff for special education; therefore, they may not be able to accept students who have mental, physical, or social handicaps which would require the school to provide special staff or equipment.

Parents are encouraged to support the school's principles, programs and teachers, and to agree to direct their children to act in harmony with the standards, requirements and philosophies of the school.

ADMISSIONS AND FINANCIAL AGREEMENT POLICIES:

- Tuition for the school year is divided into 10 equal payments. The first month's tuition payment will begin on August 1 due by August 15th and can be sent in with the registration forms. The balance is paid in 9 additional monthly installments. Billed from September 1 through May 1.
- Holidays and vacations are as stated in the school calendar.
- Any days your child is ill or any other time your child is not at school, tuition is still due unless you have tuition credit due or permanently withdraw your child.
- Statements are mailed by the 5th of the month and are due on the 15th, and past due on the 20th of that same month. Failure to keep an account on a current basis could result in dismissal. Costs and fees incurred by sending an account to a collection agency will be the responsibility of the debtor. A 30-day written notice will be given to the debtor of the intended collection agency action.
- Returned check fee: \$20.00
- Dismissal of student: The school board is the ultimate authority in the dismissal or expulsion of a student upon the recommendations of the administration. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct or the parent does not, or will not, voluntarily withdraw the student. Also, if an account is delinquent sixty days, a student may be asked to withdraw.
- Withdrawal: A 2-week notice is required.

DISMISSAL OF STUDENTS

The school board is the ultimate authority in the dismissal or expulsion of a student upon the recommendation of the administration. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct or the parent does not, or will not, voluntarily withdraw the student. Also, if an account is delinquent sixty days, a student may be asked to withdraw.

FINANCES

Non-refundable Processing Fee	\$125.00
Registration/General Fee due for each student by June 15	\$350.00
Full-time Tuition (5 days per week) monthly	\$707.00
4 days per week	\$636.00
3 days per week	\$556.00
2 or less days per week	\$424.00

IMMUNIZATION

Immunization of the respective states applies to Seventh-day Adventist schools. Proof is required for entry to the elementary and secondary schools in the Pacific Union Conference and must be presented to the school office when the student initially registers.

- * A student may be exempt from receiving the required immunizations by submitting:
- * A written statement from a physician which states that the student is medically exempt as a result of having had the disease or
- * A signed statement from the parent stating that the student is exempt because of personal beliefs. This personal exemption shall be recorded on the immunization record.

MEDICAL EXAMINATION

Physical examinations are required of all students in the Pacific Union Conference as follows upon entering school for the first time.

A physical examination shall be considered current, except scoliosis examination, if taken not more than twelve months prior to any of the above dates and the report is submitted to the school.

When a student transfers, it is the parent's responsibility to bring the health record file to the office within two weeks of acceptance, after which time they will not be allowed to attend classes.

REGISTRATION

Parents of students who are new to our school complete an Application form and return it with a \$125.00 processing fee. Upon receipt, your child's name will be placed on our waiting list and you will receive the remainder of the application materials.

The following must be completed before admittance:

- Complete the Miramonte School Application form
- Pay application fee of \$125.00 per student
- Birth Certificate or Passport
- Documented Immunization History including a TB test
- Registration Summary Card
- Admissions Agreement
- Pacific Union Conference Student Application
- Consent for Emergency Medical Treatment (LIC 627)
- Parent Agreement
- Child's Preadmission Health History (LIC 702)
- Physician's Report (LIC 701)
- Identification & Emergency Information (LIC 700)
- Child Care Center Notification of Parent's Rights form (LIC 995)
- Personal Rights form (LIC 613A)
- School Assisted Medication form
- Volunteer Agreement form
- T-Shirt order form
- Pay Registration fee of \$350.00 due by June 15th.
- Financial Agreement

POLICIES

ACCIDENTS

If it is determined that a physician's care is needed, the parent will be notified and emergency card instructions will be followed.

If parents or other designated persons listed on the emergency form are unavailable or it is determined by staff that immediate care is needed, "911" may be called. If emergency representatives determine that further care is needed, the child will be transported to a hospital facility. Depending on the incident, parents may be responsible for the expenses incurred.

BEHAVIOR MANAGEMENT

Positive reinforcement is the discipline used in our program. Positive behavior is acknowledged and rewarded, thereby creating a positive way of thinking for each child. Discipline is designed to promote the development of self-direction, self-control, and socially acceptable behavior. This is accomplished through:

- Prevention: trying to avoid problems before they arise by good planning.
- Extinction: ignoring the negative behavior so that the child is not reinforced for doing it.
- Redirection: distracting the child's attention from the disruptive behavior by some other activity which is acceptable.
- Discussing outcomes: making certain the child understands what will happen if he or she persists in an unacceptable behavior.
- Time-out: giving a child space apart from the group to gain self-control.

The following behaviors are not acceptable:

- Disrupting the program
- Endangering the health or safety of children or staff
- Continuous refusal to follow acceptable rules of behavior
- Leaving the premises without permission

If several attempts at positive discipline have failed, the director will provide guidance for the teacher to help correct the problem and will solicit parent cooperation. The school reserves the right to dismiss a child if, in the opinion of the Admissions Committee, the child's needs can no longer be met. Corporal punishment will not be used as a disciplinary measure.

FIELD TRIPS

Field trips are taken several times a year. The teacher is present for all field trips. **Parent drivers must have a copy of a current driver's license and car insurance on file in the school office. Parent drivers must also be fingerprinted and a confirmation report received back at the school office prior to participating in the field trip.** Parents who wish to go along on a field trip but do not drive must also be fingerprinted and the report received back at the school prior to participating in the field trip. Cars must have seat belts and room to put car seats. Spontaneous walking trips close to the school may be taken and will be noted in the classroom newsletter prior to the event.

FINGERPRINTING

All substitutes and teacher's aides are fingerprinted. All volunteers are fingerprinted who are regular to the school and/or who have the opportunity to be alone with children. All parents attending field trips must be fingerprinted.

FUND RAISERS

Fund raisers may be held periodically to help defray the costs of additional equipment or children's supplies in lieu of higher tuition. Notice will be given in advance of any fund raisers, and each parent is asked to participate if possible.

MEDICATION

Students who require medication during the regular school day as prescribed by a physician will be assisted by the Jr. K Teacher if the school has the following on file:

- * A written statement from such physician detailing the time schedule, amount and method by which such medication is to be taken, and
- * A signed permission and instruction to take medication form signed by the parent or guardian of the student indicating the desire that the school office personnel assist the student in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the prescription number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the physician who prescribed the drug, and must bear directions for use as prescribed by the physician.

Please do not send medication in a student's lunch or backpack, nor leave it in their cubby, as all medication must be given through the school office.

PIANO LESSONS

Approved contract piano teachers come to our campus weekly to teach piano. Parents deal directly with the teacher for lesson schedule and payment.

SIGN-IN AND SIGN-OUT

Licensing requires that each child be signed in and out by a parent or authorized parent representative daily.

The person who removes the child from the center during the day, and returns the child to the center the same day, shall sign the child in/out.

The person who signs the child in/out shall use his/her legal signature and record the time of day.

TRANSPORTATION

The Miramonte School staff is not responsible for transporting children to or from school. Parents are responsible for finding persons, other than staff, to transport their children when they are unable. Parents are also responsible for arranging for other child care during holidays and school vacations. Please do not ask the staff to make exceptions to this policy.