

Little Lantanas Montessori, LLC.

Parent Handbook

2024-2025 School Year



"Every human being has developed from a child: the energies that move humanity come from the expansion of the energies latent in children."

-Dr. Montessori

Little Lantanas Montessori, LLC.

Little Lantanas Montessori

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Dear Parent / Guardian:

Please read through the handbook and keep it in a safe place for future reference. All guardians are expected to be familiar with the content and abide by school policies. When you are finished, please sign the last page and return the signed slip to the school. Thank you for choosing Little Lantanas Montessori. We are about to embark on a great adventure together!

Sincerely,

Ms. Elledge
she/her/hers
Owner & Lead Teacher

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School Hours

Office hours are from 8:00 a.m. to 4:00 p.m. Please be advised that between the hours of 8:30 and 3:00, Ms. Elledge will be teaching. If you have an emergency, please send a text so that she may return your call right away. Do not text for non-emergencies. If you have questions or concerns, please send Ms. Elledge an email or make an appointment to speak with her. She will not be available for long conversations during drop off and dismissal.

Regulations

Little Lantanas Montessori is licensed to provide full-day care and is regulated by the Arizona Department of Health Services:

Child Care Licensing
150 N. 18th Ave. Suite 400
Phoenix AZ. 85007
602-364-2539
BCCL@azdhs.gov

On-site inspection reports are available upon request.

Enrollment

All children must be three years of age, able to dress themselves with minimal assistance, and toilet trained to enroll. Guardians will make an appointment to meet with Ms. Elledge so that she can answer questions and discuss developmental goals for the child. A tour of the school will also be available by appointment.

Once officially enrolled, the child will be given an individualized start date. This is to ensure that new students receive the necessary support to feel comfortable and secure at school. Parents may request a specific start date if multiple spots are available. All required paperwork, including immunization records, must be completed before the child may attend school. Child care licensing offers medical and religious exemptions.

Disenrollment

Disenrollment is at the sole discretion of Ms. Elledge. If the environment at Little Lantanas Montessori is not conducive to a child's development, we reserve the right to disenroll. Some examples include but are not limited to the following:

- A child exhibiting behavior that disrupts or harms other children
- A child exhibiting behavior that harms him or herself
- Unfulfilled tuition payments
- Excessive unexcused absences
- A family who does not follow the school policies and procedures
- A family who is excessively late picking up or dropping off their child
- A child who is not toilet trained

Note:

None of the above examples would qualify a child for disenrollment with a single occurrence. Little Lantanas is committed to working with families in order to provide the best environment possible for your child.

Student Withdrawal Policy

Two weeks' notice must be given to the school in writing and approved by Ms. Elledge. Tuition paid through the last day of attendance is non-refundable.

Duty to Report

Staff members are required by law to report abuse in the form of neglect and endangerment according to state law.

Attendance

Parents will be required to sign their children in and out each day. This is to ensure that we are in compliance with state regulations. If your child will be absent for any reason, please let the school know as soon as possible via email. In the event of an emergency, phone or text authorization will be accepted.

Drop Off and Pick Up

Drop off is between 8:15 and 8:25. The academic day starts promptly at 8:30. It is the guardian's responsibility to ensure that the child arrives to school no later than 8:25.

If you are dropping off by car, please enter the ally west of 3rd street from Portland and pull through the parking lot to the church's south gate. An adult will be ready to assist your child in getting out of the car. All vehicles will exit the parking lot through 3rd St.

Dismissal is from 3:00 to 3:10 and will follow the same procedure. If you prefer to park your car, it may require a short walk since parking is limited.

If someone other than the parent or guardian will be picking up your child, you are required to notify the school in writing so that we may add their name to your child's file. In the event of an emergency, phone or text authorization will be accepted. The person picking up your child will be required to show ID before your child is released.

Transportation

Little Lantanas Montessori does not provide transportation.

Sick Policy

Any child exhibiting a fever, vomit, or diarrhea at school will be sent home and may not return until they are symptom free for 24 hours without the use of medication. Some medical conditions will require a doctor's note at the school's discretion, e.g., pink eye.

Medication

Little Lantanas Montessori distributes only essential medications. As per state regulations, we may not give any medication without a doctor's note (including Tylenol and aspirin). If your child has essential medications that are given daily, you are required to fill out a medical consent form provided by the school and submit the following:

- A written note from the child's doctor or copy of the prescription
- Written directions regarding how to administer the medication
- Medication that is kept in the original container that is labeled with your child's name, dosage, and frequency

Do not send medication in your child's bag. It must be handed off between adults. It is of the utmost importance to update Ms. Elledge with any changes to your child's medications or allergies.

Accident and Emergency Procedures

In the event of an accident that is not an emergency, First Aid will be used to treat the injury. Ms. Elledge will inform the parent or guardian by the end of the school day through email, phone, or verbally during pickup.

If the child has a life-threatening injury 911 will be called, and a parent or guardian will be notified immediately. If the guardian is unable to be reached in the event of a serious, non-life-threatening injury, 911 may be called without the guardian's consent.

Pesticide Treatments

All guardians will be notified 48 prior to any pesticide treatments at the school.

Insurance

Little Lantanas Montessori has Liability Insurance as per licensing requirements. The policy is available for on-site review upon request.

Nap Time

Nap time is available for children who are three years old at the time of enrollment and through the remainder of their first year. Please be aware that although we offer nap time, we do not force children to sleep. At the parent's discretion, we may require them to rest for 15 to 20 minutes. If they are still awake after 15 minutes of rest, they may choose to get up, put their bedding away, and pick an activity.

Naps are not offered for children who are four or five at the time of enrollment unless there is a medical condition. Parents may opt their children out of nap time at any point during the school year.

Tuition

Annual tuition is \$8,325. We offer three payment options:

- 1 payment of \$8,325 due on the child's first day of school
- 2 payments of \$4,162.50 due on the child's first day of school and by January 9th
- 9 payments of \$925 due the first of each month

Please understand that expenses continue whether your child is present at school or not. Guardians will be charged according to the tuition option they selected upon enrollment. No refunds will be made in the case of absences that result from illness, vacation, or other life events as long as the school is holding a place for your child. Tuition charges will continue until the student is officially withdrawn. (Please see Student Withdrawal Policy on page 5.)

Payment is accepted in the form of cash or check. Payments can be made at the school or mailed to our PO Box address on page 2. A 10% surcharge may be added to payments that are more than five days late. A \$40 return fee will be added to cancelled checks.

Exception

Tuition is prorated for school approved staggered start dates that are two weeks or more past the first day of the enrolled month.

DES Subsidy

Little Lantanas Montessori is DES approved. Families who qualify will be responsible for their monthly co-payments, and the difference between annual tuition and DES subsidy.

Required Materials

Tote Bag

Your child will need to bring a small bag to school each day to ensure that papers and items do not get lost. The bag should be size appropriate and open at the top. Please do not send your child with a backpack as objects and food tend to get lost and forgotten in small compartments. Our staff should be able to quickly open the top of the bag and see what's inside.

Lunch

Be sure to send your child with a healthy lunch each day. Unhealthy food such as chips, cookies, candy, and sugary drinks are not allowed to ensure that we are modeling healthy eating habits at school. If you pack a drink, make sure that it does not contain added sugar. Some suggestions are coconut water, milk, and 100% fruit juice. Your child will always have access to fresh water in the classroom.

We are a nut free school, so please do not pack peanut butter or tree nuts of any type. Sunflower butter is an excellent substitute. Seeds such as pine nuts, sunflower seeds, pumpkin seeds, etc. are also acceptable. Any uneaten lunch items will be sent home in the child's lunch box.

Since we have limited storage space in the refrigerator, please include an ice pack inside your child's lunch box and pack only ready to eat foods that do not require heating. We do not have the capacity to microwave multiple lunches.

Change of Clothes and Indoor / Outdoor Shoes

On the first day of school, send your child with two changes of clothes that are labeled with their name. Both sets can be placed in a single gallon Ziplock bag, also labeled with their name. Accidents happen, so we want to be prepared.

Your child will also need a pair of indoor shoes. They must have a closed toe because children frequently handle breakable materials like glass and ceramic inside the classroom. (Crocs or any slip-on shoe with a soft soul work great!)

Outdoor shoes must also have a closed-toe. Please do not send your child to school in dress shoes with heels or slippery soles as it impedes their movement during recess.

Note

Do not send toys to school under any circumstances. If your child wants to bring an enrichment object, help them choose an appropriate item like a book, photograph, piece of art they created, etc.

Be sure to label everything that comes to school including your child's tote bag, lunchbox, changes of clothes, and jacket.

Snack

A healthy snack is provided during the morning work cycle. Children may choose to eat when a seat at the snack table is available. Snack is always a choice and is never forced. Typically, morning snack includes crackers, a high protein spread, and fruit. Please be mindful that snack is not a substitute for breakfast, as it is a much smaller portion. Children should always eat a morning meal before arriving at school.

You do not need to pack a water bottle. We will provide your child with a personal water glass.

Discipline Policy

By maintaining developmentally appropriate expectations, we fulfill the child's inner need for security and predictability that allows them thrive in an independent environment.

Since our goal for the young child is to develop an intrinsic motivation for learning, we do not bribe them with tangible items. Instead, Montessori classrooms utilize natural and logical consequences. For instance, if a child mishandles a material, they may lose the right to work with that material and will try again at another time.

If a child purposely disobeys, disrupts, causes injury or destruction, they will be immediately removed from the activity. If appropriate, the child will remain in the same room so that he or she has the opportunity to observe fellow peers behaving in a positive manner. If the child is overstimulated, it may be in his or her best interest to calm down in a separate space away from the group under adult supervision. If a behavior challenge continues for more than a few days, despite adult intervention, Ms. Elledge will call a meeting with the child's parents to discuss further strategies.

Common rules in the classroom are as follows:

- Walk inside the classroom
- Ask permission before touching another child or their work
- Use gentle hands
- Walk around floor rugs and tables
- Take one item at a time
- Use a quiet voice inside the classroom
- Only take works that you've had a lesson on

Birthdays and Holidays

In our environment, birthday parties are left for the home. However, we do incorporate a small “celebration of life” that lasts 10-15 minutes. On the day of your child’s celebration of life, guardians may choose to bring a healthy snack for the class. Some examples include: fruit salad, vegetable trays, muffins without frosting, trail mix (without nuts), etc. Please do not bring cupcakes, cakes, candy, chips, cookies, or anything with added frosting or sugar.

Ms. Elledge will contact you to schedule a time for your child’s celebration of life and answer any questions.

If your family celebrates a special holiday that you would like to share with the class in the form of a cultural lesson, please let Ms. Elledge know. Cultural celebrations are wonderful learning opportunities for the children and are always welcomed!

Parent Volunteers

The Montessori classroom is designed for the young child to move freely and independently. Although guardians have access to the facility while school is in session, extra adults often disrupt the balance of the classroom. Therefore, volunteers are rarely utilized during the work cycles. If you are willing to assist in material making at home or chaperon an outing, please let Ms. Elledge know.

Observations

All parents and guardians are encouraged to observe their child at least once a year. Observations are scheduled on an individual basis and in 30-minute increments. We recommend waiting to schedule your observation until your child is comfortable in the environment. (Usually after Thanksgiving Break for children who are in their first year.) To schedule an observation, please contact Ms. Elledge via email to arrange a time.

Conferences

Parent Teacher Conferences will be scheduled before and after school during the month of March. Additional conferences will be scheduled as needed throughout the year.

Translation

Currently, we do not have access to reliable translation services; however, parents are welcomed to bring a translator or family member to assist with parent / teacher communication.

Field Trip Procedures

School outings are typically taken in the afternoon with students who are in their second and third year. Students must be capable of following verbal directions in the classroom in order to attend the outings for safety reasons.

Parent volunteers may be asked to accompany the class in order to maintain a 1:8 ratio among adults and children. Guardians must complete a signed permission slip from the school in order for their child to participate.

Daily Schedule

8:10 – 8:25	Drop Off <i>Please arrive no later than 8:25</i>
8:30 – 12:00	Morning Work Cycle / Individual Lessons Snack is available
12:00 – 12:15	Circle Time Lunch Setup
12:15 – 12:20	Wash hands and sit down for lunch
12:20 – 12:50	Lunch
12:50 – 1:00	Lunch Clean-up
1:00 – 1:45	Recess
1:45 – 2:45	Afternoon Work Cycle / Individual lessons Nap Time
2:45 – 2:55	Clean-up for dismissal
3:00 – 3:10	Dismissal

Note

The afternoon schedule is subject to change when school outings and cultural celebrations take place.

Academic Calendar

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June & July 2024						
School closed for Summer Recess						

Legend	
	First & Last Day
	School Closed
	Parent Orientation

Parent Orientation: August 24th

First Day of School: August 29th

Labor Day: September 4th

Indigenous People's: October 14th

Veterans Day: November 11th

Thanksgiving Break: November 27th to 29th

Winter Break: Dec. 19th to Jan. 3rd

MLK Jr. Day: January 20th

Presidents' Day: February 17th

Spring Break: March 10th to 14th

Cesar Chavez Observed: March 31st

Last Day of School: May 23rd

Resources

<https://montessori-ami.org/>

<https://montessoriguide.org/video-listing>

<https://www.littlelantanasmontessori.com/>

Please cut and sign below to confirm that you have read and understand the policies and procedures stated in Little Lantanas Montessori Parent Handbook. By signing below, you are agreeing to follow all guidelines and practices. Please return the signed slip to the school prior to your child's start date. Keep this handbook for future reference.

Signature of Guardian(s):

Date:

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____
