

# Hopper Creek Montessori School

## Family Handbook



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**Who We Are:**

**Our Mission:**

Hopper Creek Montessori aims to provide a safe, developmentally appropriate, nurturing environment that promotes social, emotional, cognitive, and physical growth. We use a holistic, student-centered approach to develop our students into confident, enthusiastic, mindful, and self-directed young learners and citizens.

**Our Philosophy:**

We at Hopper Creek Montessori are dedicated to the holistic growth and development of each child and family that walks through our doors. We strive to nurture positive self-esteem and a passion for learning through individualized, student-led activities guided and enriched by our talented, knowledgeable, and caring faculty. Our programs, while individualized and adapted for each student, build upon our community of learners by using multi-age classrooms designed to create opportunities for independence, citizenship, and accountability. The freedom and support to question, explore, and make connections allow our students to grow into confident, enthusiastic, mindful, and self-directed learners and citizens.

**Nondiscrimination Statement:**

Our school does not discriminate in employment or the provision of educational services. The principle of non-discrimination seeks to guarantee that human rights are exercised without discrimination of any kind based on race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic or social situation or any other reason in accordance with international, national, state, and local law. Discrimination is illegal and will not be tolerated. We will also provide reasonable accommodations for those who need them. We protect the confidentiality of those who report discrimination to the greatest possible extent.

**Ethical Standards:**

Hopper Creek Montessori and its employees strive to create a school culture based on the National Association for the Education of Young Children (NAEYC) [Code of Ethical Conduct](#).

## General Overview:

### Enrollment Process

Hopper Creek Montessori serves students ages two through six. Students need not be potty-trained prior to enrollment. Parents must complete and submit all required paperwork including application form, tuition agreement, emergency contact form, immunization record, and physician's form. These forms must be kept up to date throughout each student's enrollment. Registration paperwork and fees must be submitted annually.

Our admission process involves three steps: a school tour, the application process, and the enrollment of your student(s).

#### Step 1: Visit/Appointment:

We prefer families visit the school, see the facilities, and meet our faculty prior to filling out an application. This can be done physically or virtually. This visit/appointment provides an opportunity to ask questions or bring up any concerns. To schedule an appointment, families may either [email](#) or call Brenna at (330) 904-4562.

#### Step 2: Submit Our Application:

Families may find the [application](#) online. Completed applications can be submitted via [email](#) or given to our faculty.

#### Step 3: Enroll

Following the review of applications, families may be provided with an enrollment package. This enrollment package contains all required records, disclosures, consents, and information necessary prior to a student's first day of school.

#### Enrollment Form Checklist:

1. [Identification and Emergency Information](#) (LIC 700)
2. [Physician's Report](#) (LIC 701)
3. [Child's Preadmission Health History](#) (LIC 702)
4. [Consent for Emergency Medical Treatment](#) (LIC 627)
5. [Child Care Center Notification of Parents' Rights](#) (LIC 995)
6. [Personal Rights](#) (LIC 613A)
7. A Copy of the Student's Shot Records – Obtained from their doctor's office

#### Hours of Operation:

Hopper Creek Montessori offers three-, four-, and five-day programs. The facilities are open from 7:30 a.m. until 6:00 p.m. on weekdays.

Morning Program	Extended Day	Full Day
8:45 a.m. – 12:00 p.m.	8:45 a.m. – 3:00 p.m.	7:45 a.m. – 5:30 p.m.

Please plan to bring your child to their classroom a few minutes prior to their start time to allow students to become acclimated and grounded in the classroom environment.

## **Drop-Off/Pick-up:**

Each student must be signed-in when arriving at school and signed-out when leaving school each day by an authorized adult. A faculty member will always be present to welcome each student every day. To ensure each student's safety, we ask that parents not leave students without ensuring a faculty member has welcomed your student to the school.

Safety is our priority. We must ensure all students' emergency contacts are kept current for each student's safety. We can only release a student to adults who have prior written authorization. If your family has recently moved or changed home or work phone numbers, please inform us via [email](#) as soon as possible. Likewise, please regularly review the list of emergency contacts for your student and update as needed.

If someone other than a previously authorized individual will be picking up your student, we must have verifiable and written permission from the parent or guardian of that student. Photo identification is mandatory for anyone unknown to the staff. A student will **NOT** be released without confirming the identity and authorization of the person picking up said student. If a court order or signed parental agreement is in place regarding responsibility for a student, we will follow that schedule.

## **Late Pick-up:**

If a student has not been picked up within fifteen minutes of closing time and the student's family member has not contacted the school, the faculty in charge will attempt to contact all family members and emergency contact persons listed for the student. If the child remains at the center after thirty minutes, we will comply with local regulations and laws for the next steps. Fees may be charged for late pick-ups as described in the tuition agreement and fee schedule. Repeated late pick-ups may result in discontinuation of enrollment.

## **Daily Items Provided by Parents:**

### Sheets/Blankets:

Students who nap at Hopper Creek Montessori must bring a crib-sized sheet and blanket. We prefer students do not bring pillows but do suggest students bring small comfort stuffed animals ("lovies" or "binkies") that help comfort them while napping. All napping materials should be placed in a bag marked with the student's name. We will send all used napping materials home with students on Fridays to be cleaned.

### Clothing:

Playing outside and inside are important components of our educational philosophy. Students should dress appropriately for play inside and outside each day. Likewise, shoes should be chosen to allow easy movement and activity. In our experience, flip-flops, clogs, oversized boots, and slick-bottomed shoes can cause students to fall or limit their ability to play.

We will do our best to provide ample notice of activities that may be particularly messy such as painting, tie-dyeing, or exploring nature. With our notice, we will also suggest families ensure students have a change of clothes if needed.

While students play and learn throughout the day, they may require a change of clothes. We ask that each student has a change of clothes at the school. This change of clothes should include a shirt, pants, socks, and underwear. It can be stored in a bag labelled with your student's name and placed in their cubby.

We do provide a collection of clothes in our lost-and-found. Should your student be missing an article of clothing, we suggest families check the lost-and-found.

#### Lunches:

Lunch boxes/bags should be labelled with your student's name and the date. We do provide masking tape and a permanent marker at sign-in to ensure each box/bag has a proper label. Your student's lunches can be stored in their cubby. For safety reasons, we must dispose of any unlabeled and/or unclaimed food containers at the end of each day.

We can accommodate refrigeration provided we have space, please inform the faculty member signing-in your student that their lunch requires refrigeration.

We do welcome lunches that require quick, microwave heating. We ask simple heating instructions to be provided if heating is required. Likewise, any lunch component that requires heating should be stored in a microwave safe container.

We prefer students bring their own utensils to enjoy their lunch. We do have spare plasticware if student's forget utensils.

#### Snacks:

As students expend energy throughout their learning day, we like to refuel them with healthy snacks. Hopper Creek Montessori provides two snacks through each day, one in the morning and one in the afternoon. Snacks include things like applesauce and crackers, carrots and dip, pretzels and cheese. We also allow families to pack snacks their students are particularly fond of. In these instances, we ask that you inform the faculty member signing-in your student.

#### Water:

Each student should have a water bottle labeled with their name and the current date. Again, we have masking tape and a permanent marker at sign-in to ease this process. We provide purified water to refill students' water bottles. We ask that students take home and clean their water bottles daily.

#### Diapers:

Hopper Creek Montessori does not require its youngest students to be potty trained. Those students who are not potty trained must provide diapers, wipes, and any other supplies to our faculty. Students who are not potty trained will have a separate cubby to store items required for changings.

#### Sharing Days:

We have "sharing days" typically every Thursday. This enriching opportunity allows students to share interests, special objects, or stories from their lives outside of school. We ask parents/guardians to help their students choose appropriate items to share with the class such as books, items from nature, or their own artwork. Please be aware that these items may be passed around the classroom and in the process, may be damaged so we do not recommend delicate, expensive, or meaningful items be shared during these days.

**School Calendar (2024-2025):**

Hopper Creek Montessori mostly follows the yearly calendar put forth by the [Napa Valley Unified School District](#). Below is a list of dates Hopper Creek Montessori will be **closed** in observance of holidays and breaks.

DATE	HOLIDAY
<b>July Holidays</b>	
07/04	Independence Day
<b>September Holidays</b>	
09/02	Labor Day
<b>October Holidays</b>	
None	None
<b>November Holidays</b>	
11/11	Veterans' Day
11/27 - 11/29	Thanksgiving Break
<b>December Holidays</b>	
12/23 – 01/02/25	Winter Break
<b>January Holidays</b>	
01/15	Dr. Martin Luther King Jr. Day
<b>February Holidays</b>	
02/17	Presidents' Day
<b>March Holidays</b>	
None	None
<b>April Holidays</b>	
None	None
<b>May Holidays</b>	
05/26	Memorial Day
<b>June Holidays</b>	
06/12 – 06/16	Summer Break
06/19	Juneteenth Holiday

**Typical Daily Schedule (2023-2024):**

Below is a typical daily schedule. Note that this schedule will vary depending on planned activities and programs.

Time	Activity
8:30 – 9:45	Open Work Cycle – Students choose work that interests them.
9:45 – 10:00	Snack – Students are provided a snack that encourages healthy eating habits and independence.
10:00 – 10:30	Group Time – Students gather to hear stories, sing songs, and participate in various group activities.
10:45 – 11:45	Outdoor Time – Students spend time outside playing or participating in activities that promote development of gross motor skills and social skills.

11:45 – 12:30	Lunch – Lunch is eaten in a group setting while encouraging independence and social skills
12:30 – 2:00	Nap Time or Open Work Cycle – Students are either napping or working on structured activities that interest them.
2:00 – 2:30	Group Time – Students gather to hear stories, sing songs, and participate in various group activities.
2:30 – 3:45	Open Work Cycle – Students choose work that interests them. Snacks will be provided to students at this time.
3:45 – Pick-up	Outdoor Time - Students spend time outside playing or participating in activities that promote development of gross motor skills and social skills. A snack will be provided during this time.

**Tuition and Fees:**

Hopper Creek Montessori sends out tuition invoices through Brightwheel. This allows parents or guardians to easily access account information. We accept payment through Brightwheel, via check, or through our business Venmo.

Tuition is due by the fifth (5<sup>th</sup>) of every month. If payment is not received by the fifth (5<sup>th</sup>), a \$50 late fee will be assessed. After thirty (30) days of no payment or payment agreement, the student will lose their seat at Hopper Creek Montessori. We require a thirty (30) day written notice if a student needs to withdraw. If a student is dismissed, tuition will be prorated and parents refunded unused tuition. There is a 10% sibling discount on tuition.



## **Curricula:**

### **Montessori Curricula:**

Hopper Creek Montessori's curricula is education for *children*. Our curricula build upon the foundation provided by the nine principles of Montessori education:

1. Movement and cognition are closely intertwined, and movement can enhance thinking and learning.
2. Learning and well-being are improved when people have a sense of control over their lives.
3. The ability to direct one's attention in a sustained and concentrated way fosters an array of positive developments and is itself trainable.
4. People learn better when they are interested in what they are learning.
5. Tying extrinsic rewards to an activity, such as awarding points or money to high achievements, negatively impacts motivation.
6. Collaborative arrangements can be very conducive to learning.
7. Learning situated in meaningful contexts is often deeper and richer than learning in abstract contexts.
8. Particular forms of adult interaction are associated with more optimal child outcomes.
9. Order in the environment is beneficial to children.

Our educators use these guiding principles to design programs and activities that focus on five key areas: practical life, sensorial, mathematics, language, and culture. We are further designing curricula that engages students in creative arts and scientific exploration. All activities empower students to direct their own education. These are individualized, student-led activities that build upon our community of learners. The faculty in our programs act as facilitators or guides for students, allowing students the freedom to learn how they learn best without imposing ourselves on our students.

### **Developmental Progress:**

Our faculty plan lessons to meet individual students' cognitive, physical, social, and emotional needs. We provide materials and activities that encourage students to explore their environment and develop social skills, problem-solving skills, and new ways of thinking. Our faculty uses assessments embedded in daily activities to monitor the developmental needs of our students. These assessments are communicated to students and families through monthly progress reports.

### **Confidentiality:**

The faculty of Hopper Creek Montessori follow the ethical responsibilities of maintaining confidentiality when conducting assessments of students. All information contained within student's records is confidential. Anyone not directly involved with the care of the student or affiliated with state licensing, protective services, or other government agencies will not have access to a student's records without proper written consent. Parents and guardians may add information, comments, data, or other relevant materials to their student's records. Likewise, parents and guardians may request, in writing, the deletion or amendment of any information contained in their student's record. We will consider any request in accordance with any applicable court order or signed parental agreement. We strive to provide reasonable access to your student's on-site records.

## **Communication:**

Effective communication with parents and guardians allows student success and thus we take communication with families very seriously. It takes a community to raise a child, and when we, as educators, can work seamlessly with parents and guardians with respect to a student's education, the learning experience becomes richer and more meaningful. We offer multiple platforms for communication including [Brightwheel](#), [email](#), [website](#), bulletin boards, and telephone. We will post updates and information on Bright Wheel, our website,

**E-mail:** ([HopperCreekMontessori1@gmail.com](mailto:HopperCreekMontessori1@gmail.com))

E-mail is the best way to communicate with administration and faculty. We will use email as our primary form of communication sending parents and guardians updates and important information.

**Website:** ([www.hoppercreeknapa.com](http://www.hoppercreeknapa.com))

Our website provides a platform for all general information about our school including updated school calendars, news, upcoming events, and any necessary forms/paperwork. Important updates and newsletters will be published on our website. Further, we will provide resources for families that compliment students' schoolwork.

## **Bulletin/White Board at Check-In:**

A bulletin board at the sign-in area of Hopper Creek Montessori will be updated to display announcements, news, upcoming events, and information about what students are learning. All of this information will be duplicated on our website and Brightwheel.

## **Phone:**

(707) 231-8768 – School Phone

Hopper Creek Montessori's phone line is an easy and reliable way to communicate directly with teachers or administrators. **We do not interrupt class activities for phone calls.** Messages can be left for any faculty member on the school's voice mail system. Teachers check messages at the beginning and end of their day but may be difficult to get a hold of during class time.

(330) 904-4562 – Administration Phone

If you need to get a message to your student's instructors, for example to communicate a change in pick-up, we suggest you call our administration phone. A staff member will deliver your message. This phone line is also the best line for answers to most questions.

## **Appointments with Faculty, Director, or Administrators**

Appointments with the faculty, director, or administrators can be arranged at any time. E-mail works as the best way to organize those appointments. Meetings can be held virtually or in-person at the convenience of parents or guardians.

## **School Policies:**

### **Behavior Guidance:**

Hopper Creek Montessori uses constructive, age- and stage-appropriate behavioral guidance, redirecting students to appropriate behavior and conflict resolution. We aim to solve behavioral concerns using

evidence-based methods such as modeling, redirection of behavior, and positive reinforcement through attention and praise. Our positive classroom rules, structure, and reinforcement provide a framework for students of behavioral expectations. Individual and group activities both provide time for students to give and receive praise for positive actions and opportunities to discuss concerns and goals for desired behavior.

When necessary, our faculty works with family members and professionals to create a plan for resolution. This plan is developed and designed collaboratively to meet each student's needs while keeping parents or guardians informed. In rare circumstances and only after all other possible interventions have been exhausted, suspension or expulsion is necessary. We reserve the right to suspend or dismiss a student for harmful or inappropriate behavior in our sole discretion: 1) if we do not have adequate expertise or resources for the student's educational, medical, or other needs; 2) for violation of our policies; or 3) for any reason we determine to be in the best interest of the safety for students, faculty, and/or school. In these rare instances, we offer families assistance in locating alternative placements that meet the student's needs. Safety is our priority.

### **Health Policies:**

The State of California, Community Care Licensing has the right to inspect the premises at any time. They also reserve the right to interview children on site if necessary.

#### Health Checks:

Parents and guardians assist us in maintaining a safe and healthy environment for all of our students and faculty by keeping ill students at home. The purpose of our health policy is to:

- Reduce the spread of illness from a sick student to other students
- Promote complete recuperation of the sick student. Students perform at their best when they are feeling their best.
- Mitigate the spread of the cold, flu, COVID, and other illnesses among young children.

All students and staff must be in good health each day when they arrive at the school. Adults dropping off and picking up students should also be in good health. We cannot allow students or staff who are ill to enter the school. Students with any symptom of communicable disease such as fever, respiratory, gastro-intestinal symptoms, skin rash, head lice, sore throat, persistent coughing, heavy nasal discharge, diarrhea, vomiting, or congestion will not be allowed to attend school. Additionally, any student who has a household member ill with COVID-19 or COVID-19 like symptoms should stay home. Parents or guardians should call Hopper Creek Montessori ((707) 231-8768 or (330) 904-4562) to inform faculty of your child's absence and we will provide guidance on when they may return.

#### Medication Administration:

When possible, prescription or over-the-counter medications should be administered at home. If medication must be administered during the school day, we will consider such requests in accordance with state and local regulations.

For our faculty to administer prescription or non-prescription medications, the parent or guardian must provide a note from the student's physician requesting the school to administer the medication with detailed dosage information, schedules or circumstances for administration, and any adverse reactions that could occur. The medication must be in a new sealed container. Prescriptions must be in the original pharmacy container or box, with the official, current pharmacy prescription label securely attached.

We at Hopper Creek will keep the medication and a copy of the physician's note stored in our locked medicine location. Our faculty will complete the dispensing log after each dosage, recording the name of the student, the medication and dosage given, the time and date, and a signature of the person dispensing. Epi-pens and other emergency medications may be stored in a secure and more easily accessible location in the classroom. Parents or guardians of students with life-threatening allergies that require the presence of an Epi-pen must meet with our director to create a written plan to ensure the student's safety.

#### Isolation Procedures:

If any symptoms of illness appear during the day, the student will be removed from the group immediately and a faculty member will stay with the student in Hopper Creek Montessori's designated isolation area. Parents and/or additional emergency contacts will be contacted to immediately pick-up the student. Faculty attending to an isolated student will wear face coverings and gloves and following the student's pick-up, the isolation area will be thoroughly cleaned, disinfected, and ventilated.

#### Accidents and Injuries:

Safety is Hopper Creek Montessori's priority. All employees are responsible in preventing and mitigating risks of injuries, illnesses, and hazards and ensure compliance with laws and regulations. Faculty members perform daily inspections of their classrooms and outdoor play areas for potential hazards.

Faculty will report all incidents, near-misses, or injuries to administrators. Written incident reports will be provided to parents or guardians and duplicates will be kept for school records. Documentation will be kept in accordance with federal, state, and local laws and regulations. Parents will be contacted immediately for any injury that requires any medical attention. Incidents, near-misses, and injuries will be discussed at staff meetings so that we can correct safety issues and take steps towards making our facility a safer facility.

All faculty and staff are trained in first aid and CPR. In the event of a serious emergency, the school will secure immediate medical attention as described in the "Authorization for Medical Treatment" form of the application package. Every effort will be made to contact parents, guardians, or emergency contacts.

#### **Inclement Weather Days and Poor Weather Conditions:**

In case of severe or hazardous weather, we may have to close or delay class. We will make every attempt to notify parents by Brightwheel, email, phone, and website updates.

In the event a severe weather or other emergency occurs during the school day, it may be necessary to close the school early. Again, we will make every attempt to notify parents via phone, email, and Brightwheel. If necessary, we will evacuate students via pre-arranged bus/van services.

In an emergency, immediate decisions will be made. We will make every attempt to contact parents, authorized contacts, and emergency contacts of students. If parents or guardians are planning on being out of town, please let us know the best contact in the event of an emergency.

#### **Policy for Leaving Hopper Creek Montessori:**

If a student needs to withdraw from Hopper Creek Montessori, parents or guardians must provide thirty day (30) written notice.

#### **Parental Conflict Resolution Procedure:**

Open communication between parents or guardians and faculty allows us to work together to benefit our students. Parents or guardians can interact with their student's instructor during Hopper Creek

Montessori's normal hours of operation subject to any applicable security and classroom management procedures. Parents may meet with the director during normal hours of operation subject to security and classroom management procedures. Parents may also interact with administrators informally and/or by appointment. In nearly all cases, parents and faculty and staff are able to resolve any concern or conflict that arises.

We encourage parents or guardians to reach out to us with any concerns or conflicts via phone ((330) 904-4562) or email ([hoppercreekmontessori1@gmail.com](mailto:hoppercreekmontessori1@gmail.com)).

### **Student Behavior, Incidents, and Bullying:**

Safety and well-being for all students are our priority at Hopper Creek Montessori. Our staff will work with families to help students understand and develop appropriate behavior at Hopper Creek Montessori.

A student will be asked to leave for the day if they have THREE (3) incidents in one day. Families will be contacted and asked to pick up their student(s).

If a student has SIX (6) incidents in one week, they will be asked to stay home for the remainder of the week and may return the following week.

Hopper Creek Montessori does not tolerate bullying and is committed to providing all students with a supportive, friendly, safe, positive, and loving environment free from offensive behavior. Bullying is anti-social behavior that threatens the values and standards at Hopper Creek Montessori. Bullying can result in immediate dismissal from Hopper Creek Montessori.

### **Refund Condition:**

If a family needs to leave for any reason, they will receive a pro-rated refund.

