



PRESCHOOL Parent Handbook

It takes a big
heart
to help shape
little
minds.

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SCHOOL ADDRESS:

☐ 3401 Monroe St., Building A
Santa Clara, Ca 95051
Phone: (408) 261 - 0494
Fax: (408) 261 - 8651

☐ 3345 Lochinvar Avenue
Santa Clara, CA 95051
Phone: (408) 615 - 9416
Fax: (408) 615 - 0894

www.monticelloacademy.org



WELCOME! WELCOME!

Dear Parents,

A warm welcome to you and your child to Monticello Academy! We are very excited and delighted to meet you and your child, and we would like to express our sincere desire to make your child's experience here a rewarding and positive one.

We believe that learning is a lifelong process that occurs every day and that children are influenced by adults and friends around them. Therefore, it is our goal at the center to provide high quality, educational child development program, to ensure a nurturing, warm and stimulating environment, and to develop the whole child as an individual with the guidance of parents and well-trained teachers. The partnership between teachers and parents at the center will make your child's experience a very positive, rewarding, and beneficial one. Everything we do at Monticello Academy is centered on the individual child.

This handbook is designed to explain our program and introduce you to the center's policies and procedures. It will help you to understand how the center operates and provide you with information about the program so that you can become a part of your child's education and get involved in the center. Please read the handbook carefully and if you have any questions, please do not hesitate to call us or e-mail us at:

Monroe Site:

Celena Jhun: cjhun@monticelloacademy.org
Darlene Soltero: dsoltero@monticelloacademy.org

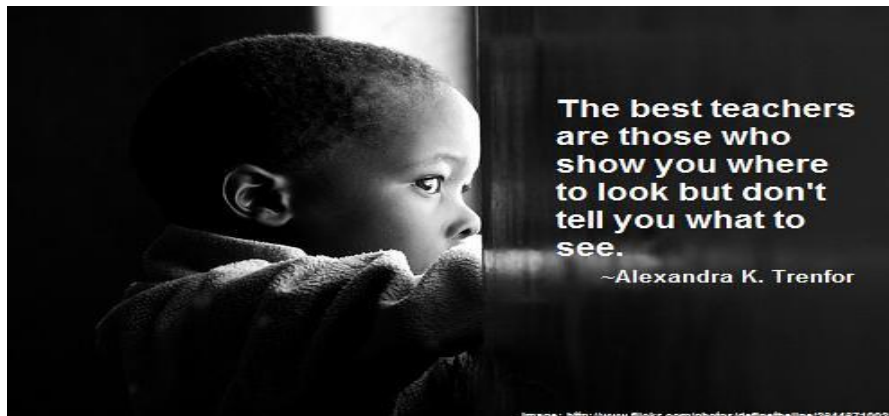
Lochinvar Site:

Trinh Trinh: ttrinh@monticelloacademy.org
Rebecca Leung rleung@monticelloacademy.org
Megan McMahon mmcmahon@monticelloacademy.org

We welcome all of your suggestions and comments. Once again, welcome aboard, and here is where the adventure and partnership begin!!!

Sincerely,

Monticello Academy
School Administrators





OUR PHILOSOPHY

Monticello Academy is established to provide a high-quality educational program for children in Santa Clara County and create a professional image for teachers in the field of child development. The program is designed to allow each child to develop in a nurturing and stimulating environment that is created by our dedicated and experienced teachers.

At Monticello Academy, we believe that each child is very unique and special in his/her way. Children develop at their own pace. They are like little “scientists” who actively explore their environment by trial and error. They learn much more if they are given choices and opportunities to interact with their surroundings rather than didactic teaching.

We provide an environment that enables children to play and learn. Through play, children can put their ideas into action. They learn to express themselves effectively, solve problems, experiment with new ideas, create from their imagination, and celebrate their achievements. Most importantly, play fosters creativity and imagination.

The center is designed to provide an environment that is safe, comfortable, nurturing, and stimulating for children to explore and develop with confidence. We offer them hands-on experiences in all areas of a developmentally appropriate curriculum. They are given opportunities to actively interact with their environment with curiosity and independence.

PROGRAM GOALS

It is our goal at Monticello Academy to develop an environment that will provide children the opportunity to:

- Develop as a unique individual with confidence and positive self-esteem.
- Develop social skills through interaction with peers and adults.
- Acquire necessary language skills to express themselves effectively.
- Establish a strong relationship with their teachers and friends through mutual respect and trust.
- Develop a sense of belonging.
- Learn to be responsible for their actions and realize the consequences of their actions.
- Be independent.
- Develop their gross and fine motor skills.
- Learn to accept and understand people of different cultures and see the uniqueness of each other.
- Engage in developmentally appropriate activities.
- Acquire different coping and problem-solving skills.
- Understand the difference between acceptable and unacceptable behaviors/actions.



- Establish a foundation for healthy and safe habits.
- Gain a sense of teamwork and cooperation.
- Develop love and appreciation for everyone.



Parenting Quotes

If you want your children to improve, let them overhear the nice things you say about them to others

Haim Ginoti

PROGRAM DESCRIPTION

Young Preschoolers (Two-Year-Old Program)

Our two-year-old program is designed for children approximately two to three years of age. Children at this age are emerging from toddlerhood and becoming young preschoolers. They have endless energy and boundless curiosity and exploration. Therefore, our program is designed to enable children to actively explore their world with confidence and autonomy. We challenge the children with developmentally appropriate activities in the different learning centers and promote self-help skills such as self-feeding/dressing, caring for toys, and potty training. We always praise their effort at toileting. We encourage them to use words to express their feelings and wants. The ratio is one teacher per eight children and the room capacity is twenty-four children.

Preschoolers (Three-Year-Old Program)

Our three-year-old program is designed for children approximately from three to four years of age, who are completely potty trained. Children at this age are very much into peer social interactions and finding a place in the group. They seek acceptance from their peers and need a positive self-image. With this in mind, we provide an environment that nurtures social skills and encourages confidence and positive self-esteem. The classroom is divided into different learning centers that allow children to become active participants in small group discussions and learn to use materials and activities where they experience success. Through active participation, children learn to work in groups and develop a sense of belonging where they share excitement about learning. The ratio is one teacher per twelve children and the room capacity is thirty children.

Junior Kindergarten Program

Our Junior Kindergarten program is designed for children from approximately four to five years of age. At this age, children are preparing to go to Kindergarten. They are very independent, eager, and receptive to learning new concepts. We offer children a combination of self-directed and teacher-directed activities to channel all their energy and excitement for their gross and fine motor development. Different learning centers are established throughout the classroom to offer new



challenges. Children are allowed to choose the center of their interests. Within this structured setting, they will use the available educational materials at their own pace. The teachers are always enthusiastic and sensitive to meet their changing needs. The ratio is one teacher per twelve children and the room capacity is thirty.



POLICIES AND PROCEDURES

SCHOOL HOLIDAYS

The center will be closed for the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth Holiday
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Eve and Day
- The week between Christmas Eve and New Year's Day

VACATION

There is no vacation prorating regardless of the duration of the vacation. You still have to pay for the full month's tuition even if you are gone on vacation for anything less than a whole month. If you are gone for a whole month or more, to hold your space, you will have to pay the lowest amount of tuition fee based on the current slot that you are in.

COVID EXPOSURE

- Masks are optional unless there is a COVID exposure.
- If there is an exposure in a certain classroom, everyone will need to wear a mask for 10 days.
- If a child has COVID, they will be out for isolation for 5 days. The first day of absence will be the day after testing positive or the day after first day of symptoms.

CLASSROOM ENVIRONMENT

- Windows and doors open throughout the day for fresh air
- Masking optional
- Handwashing throughout the day or as needed
- Daily janitorial and deep cleaning

FIELD TRIPS

Field trips play a vital and integral part of our preschool education in that they provide our children with unique learning experiences that promote their development across various domains. Field trips



provide our children with the opportunities for exploration, social interaction, and connection between school and their environment, making learning fun and meaningful. Once field trips are confirmed, an online registration will be sent out to all parents. For your child to attend, registration and payment must be done. If you are able to chaperone, please indicate it on the registration form, and we will reach out to you if you have been selected as a chaperone.

FOOD

At Monticello Academy, we implement a family-style mealtime to contribute to the holistic development of our children by promoting social, emotional, and educational growth while fostering healthy eating habits and a sense of community within the preschool environment.

Breakfast, lunch, AM, and PM snacks are provided by the center. Every child is offered at least one serving of food. If your child is allergic to any food substances, please be specific on the application form. Food menus can be picked up at the front office. We are a nut-sensitive school.

PARENT'S VISIT

Parents are welcome to visit in the classroom as long as your child is not experiencing separation issues. Parent visits in the preschool classroom can strengthen the partnership between parents and teachers, provide valuable insights into children's development, and create a supportive and collaborative learning environment that benefits both children and their families. If you plan to attend, we ask that you kindly let us know in advance so we can better prepare the children.

TRANSITION OF THE CHILDREN

Children are advanced every year in September. A parent-teacher conference will be held every six months to discuss your child's progress. After the second assessment, your child will be considered for advancement to the next class in September. By doing this, we can provide a stable, consistent, and well-planned educational program for your child. However, if we are unable to graduate your child to the higher class due to a space shortage, we will modify the room to accommodate your child's developmental needs by changing the materials, activities, and structure of the classroom. We will notify you of these changes in advance.

DROP-OFF AND PICK-UP PROCEDURE

When dropping off and picking up your child, please do the following:

- All parents are required to sign in upon arrival and sign up before departure. This is the law per Department of Social Service. The sign in and out binder is in the front of each classroom.
- Pick up and drop off are done in the classroom. Please make sure you enter the classroom or the playground, handing them off to a teacher when dropping off and letting a teacher know when you are leaving.
- If you are not picking up your child, please send us an email to let us know who will be picking up your child. ID checks and check in at the front office are required. Please have them ring the doorbell at the front gate.

PERSONAL BELONGINGS

Please refrain from bringing in toys from home unless instructed otherwise by the teachers.

BIRTHDAYS

Birthdays are a great treat for the children. Make sure that you make arrangements with the teachers one week before the event. All refreshments must not have any nut products. We are a nut-sensitive school. Healthy treats are encouraged. Please ask the teachers for suggestions.



COMMUNICATION: All forms of communication will be through email or phone calls.

- Monthly Newsletters: Each month, parents will receive a classroom newsletter email.
- Monthly Calendar and Weekly Lesson Plans: At the beginning of each month, the teachers will send the parents a calendar and lesson plan overview so that you can better plan for the month.

ENROLLMENT PROCEDURE

- Fill out the online application. Make sure no questions are left unanswered.
- Children cannot start until the online application and enrollment packet are completed and turned in before the start date.
- Schedule for a pre-enrollment interview to go through the required paperwork and ensure that all questions are being answered.
- In-class visit day, preferably one in the morning and one in the afternoon.

SIBLING DISCOUNT

If you have more than one child in the center, you are entitled to a sibling discount. You will receive a 10% discount on the lesser-priced child. Please note this on your application packet.

TUITION BILLING

Each month, you will receive an electronic invoice.

TERMINATION OF ENROLLMENT

One month's notice is required in writing if you want to withdraw your child's enrollment from the center; otherwise, you will be charged one month of tuition.

Every effort will be made to ensure that your child will have a smooth transition. However, as a school, we reserve the right to terminate any enrollment contract based on any of the following circumstances:

- A child cannot adjust to the program.
- Falsification of records.
- Breach of contract.
- Outstanding payments.
- Lack of support for school policies and regulations

WAITING LIST

If there is no space available in the center, your child's registration will be placed on our Waitlist Pool. We will contact you once there is an opening. Parents are welcome to e-mail us for the status of the Waitlist Pool. We truly appreciate your patience, and we look forward to having your child and family as a part of our community. Priorities for enrollment will be considered by the following:

1. "Graduates" from the previous class.
2. Siblings of enrolled children and staff's children.
3. Community children: full-time
4. Community children: part-time



All current students who are on the waiting list will have priority for the slot that they request. If you request for part-time, you will have to wait for a part-time slot to be available even if a full-time space becomes available. (MWF or TTH slot request will have to be that exact slot requested.) Part-time requests cannot be put in place of a full-time space.

LATE CHARGE

The Monroe and Lochinvar Sites close at exactly 6:00PM. Every minute that your child is left at the center, you will be charged **\$15.00 for every 15-minute increment**.



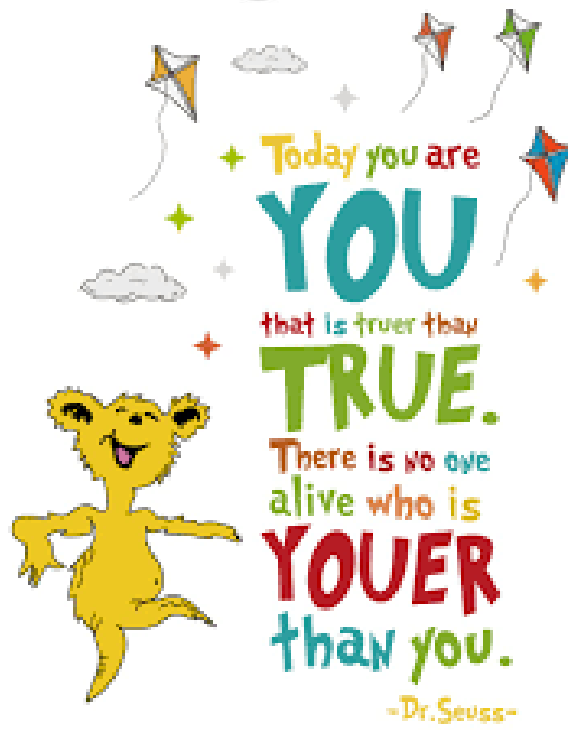
MEDICAL AND HEALTH

CONTAGIOUS DISEASES

Whenever there is any communicable disease in the center, parents will be notified if their child has been exposed to the disease. In return, if your child has any communicable disease, it is the responsibility of the parents to notify the center so that an exposure notice can be posted. It is required by law for Monticello Academy to report any diagnosed case of a communicable disease to the California Department of Health.

MEDICATION

Medication can be given only twice a day upon written authorization from the parents. The medicine must be in its original container with the child's name, dosage, and date labeled on the front. Parents are to fill out a medication form in the presence of a Monticello staff authorizing any Monticello staff member to administer medication to the child, stating the beginning and ending dates, time of administration, dosage, and whom to call in case of emergency. Medication is given to Monticello staff to be put away. Do not leave medicine on the counters or in cubbies. Over-the-counter medicine is limited to no longer than one week unless prescribed differently by the child's doctor. Staff will record on the medication form when the medicine is administered with their initials next to it. All medication must be taken home at the end of the day except any medication that is prescribed by the doctor to be kept at the center at all times due to the child's medical condition.





GUIDANCE AND DISCIPLINE

Monticello Academy provides a safe environment where positive social interaction among young children is encouraged. The limits or rules set by the teachers for the children are simple and consistent. A positive approach is used with children to ensure their safety and well-being. Limits and rules are clearly stated, and we enforce them. The limits and rules are used to protect the children and the learning environment. When setting boundaries, we speak to children at their level and use positive direction, telling them what they can do instead of what they cannot do. The teachers are trained to effectively use positive approaches such as re-direction, role modeling, problem-solving, discussions, and positive reinforcement. Prohibited punishments are:

1. Verbal abuse and threats.
2. Hitting, slapping, or any form of corporal punishment.
3. Locking children in closets, kitchen, bathroom, or any restricted areas.
4. Withholding or forcing food, drinks, or nap.

If your child's behavior is detrimental to the other children's welfare and safety, or if these disciplinary behaviors are unable to be controlled, a parent conference will be held to discuss the matter. If your child's behavior continues, it may be necessary to terminate your child's enrollment at the center. Everyone will abide by this policy or will be asked to leave. We reserve the right to discontinue service to anyone.

BITING

Biting is a natural process that occurs in young children of all ages. It is not generally common in preschool children older than 3 years of age, but it does happen. Biting is a very sensitive issue for both parents of the biter and bitee. When biting occurs, both parents will be notified immediately. Depending on the extent of the bite, such as skin torn, we will suggest parents take their child to the doctor or leave it to the parent's discretion. In every biting situation, we will wash the bite with antiseptic soap/water and apply ice. An accident report will be written. **The name of the biter and bitee will never be mentioned in the accident report due to confidentiality.** If biting continues regularly, a parent-teacher conference will be held. If he/she continues with the behavior after the conference, a two-week notice will be given. Monticello will ask you to withdraw your child from the center.



PARENT'S RESPONSIBILITIES

It is the responsibility of the parents to ensure that their child is under a teacher's supervision before leaving the children. Children are never allowed to be alone in the classroom or roam free around the center without adult supervision. Furthermore, parents are responsible for updating their child's



records so that accurate information is kept on file. This includes a complete application packet and current immunization records before the start date.

ABSENCES

If your child cannot come to the center, please notify us via phone or in writing so that we can better plan for the day.

CONCERN AND PROBLEMS

If you have any schoolwide issues or concerns, please address them to the school administration directly. Any classroom questions, concerns, or problems, please address them to your child's teachers directly.

ADULTS AS ROLE MODELS

Children learn from adults. Therefore, everyone who comes to the center will become a role model for them. Please leave burning cigarettes, foul language, hot tempers, and gossip in your cars or at home. The center is not a place to settle family disputes or work-related issues. No smoking is allowed inside or on the center's grounds at all.

CONFIDENTIALITY

As a part of the child's right and licensing regulations, we do not reveal the child's name to any parent without the consent of the child's parents for any reason. Children's names are not to be revealed in accident reports, exposure notices, or any daily conversations between staff and parents. We respect the individual child's rights since the child is under the legal age of 18 years old.

SPECIAL REQUESTS

If your child has any special food restrictions such as vegetarianism or aversions to certain foods, please indicate it on the school application. Also, if you have any special needs, please let us know in writing so that we can give your child the best care possible.

CLOTHING

Please leave two extra sets of clothing at the school in case of spills or soiling. These include pants, tops, underwear, and socks. All clothing must be labeled with the child's first and last name. You will be called to bring extra clothes if Monticello does not have any to be borrowed. Borrowed clothes are to be washed/cleaned before returning the very next day to the teacher and not to be left on the counters. Accidents can happen at any time and age.

Children must arrive at the center fully dressed and not in their pajamas except on special days. Throughout the day, we will plan many activities that encourage active and messy play. We ask that you send your child in play clothes that will be comfortable to wear and easy to wash at home because clothes can sometimes be stained. Children must wear shoes with backings to the center that are safe for climbing and running. **Flip flops and Crocs are not allowed.**

PARKING AVAILABILITY

Parking is available in the school parking lot and along Lochinvar or Monroe Street. Parents are not to park in any spaces that are labeled, "NO PARKING" OR "LOADING OR DROP-OFF" ZONE. Handicap parking is restricted for people with a blue disability card displayed at the front of their car. Any unauthorized parking will result in your car being towed.

PHOTOGRAPHY

As part of our school activities, we reserve the right to take pictures of all Monticello children to be used for school purposes, such as yearbooks, collages, websites, or advertisements.

BABYSITTING

We are not responsible or held liable for any arrangements that parents and staff make regarding privately arranged child care outside the facility.



EMERGENCY PLAN

EMERGENCY SITUATIONS

EMERGENCY TRANSPORTATION

In the event of a serious medical emergency where a parent or the people on the emergency list cannot be contacted, Monticello Academy will call 911. Parents will be responsible for all medical expenses incurred during the treatment of the child and for the transportation cost. Monticello Academy will not transport any child in the event of a serious medical emergency.

EMERGENCY PLANS

All children are required to have an emergency kit at the school at all times. You can purchase one at the office or make one from home. Please obtain information from the office.

NO POWER OR WATER

In the event of no power for more than 2 hours in the center, parents will be notified by text message and e-mail notifications to pick up their child immediately from the center. If there is no water, parents will be notified immediately to pick up their children from the center.

FIRE EMERGENCY

In the event of a fire, teachers and children will evacuate the building immediately to designated areas as indicated on the fire emergency plan, posted in every classroom door, and at the front office. Parents will be notified immediately to pick up their children after everyone has evacuated safely.

INCLEMENT WEATHER

In the event of inclement weather, parents will be notified of school closing and opening by text message and e-mail notifications. We will not transport children during emergencies or inclement weather.



LOCHINVAR PRESCHOOL CAMPUS DIRECTORY

Classroom	Email Address	Extension
Director's Office Mrs. Trinh Trinh Ms. Rebecca Leung	ttrinh@monticelloacademy.org rleung@monticelloacademy.org	101 129
Assistant Director Ms. Megan McMahon	mmcmhaon@monticelloacademy.org	129
Finance Ms. Justine Tran	jtran@monticelloacademy.org	157
Front Office Mrs. Nancy Nguyen Ms. Tarez Joudy	attendance@monticelloacademy.org	100
Ladybugs Room	ladybugs@monticelloacademy.org	113
Rainbow Room	rainbow@monticelloacademy.org	112
Under the Sea Room	underthesea@monticelloacademy.org	111
Jungle Room	jungle@monticelloacademy.org	110
Sunshine Room	sunshine@monticelloacademy.org	109

MONROE PRESCHOOL CAMPUS DIRECTORY

Classroom	Email Address	Extension
Director's Office / Finance Ms. Celena Jhun	cjhun@monticelloacademy.org	102
Assistant Director Front Office Mrs. Darlene Soltero	dsoltero@monticelloacademy.org	101
Two's Town Room	twostown_monroe@monticelloacademy.org	103
Guppy Room	Guppy_monroe@monticelloacademy.org	105
Kid's Castle	Kidscastle_monroe@monticelloacademy.org	106
Sunshine Room	Sunshine_monroe@monticelloacademy.org	104



ACKNOWLEDGMENT OF INFORMATION

By signing this document, I accept and understand the rules and policies indicated in the **Parent Handbook**. I also agree to ensure that anyone involved in my child's/children's daily life that will impact any of these rules or policies will comply with these policies by reviewing this information with them. This includes other parents, caregivers, drop-off or pick-up providers, etc.

I, _____ (We) have read, understand and agree to
Parent/Legal Guardian Last & First Name

abide by the policies stated above.

_____/_____/_____
Parent or Legal Guardian Signature Date

Child #1: Last Name First

Child #2: Last Name First

Child #3: Last Name First

Lochinvar Site:

☐ Ladybugs

☐ Under the Sea

☐ Jungle

☐ Rainbow

☐ Sunshine

Monroe Site:

☐ Two's Town

☐ Guppy

☐ Sunshine

☐ Kid's Castle

