



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 provides 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: cijhun@monticelloacademy.org
Darlene Soltero: dsoltero@monticelloacademy.org

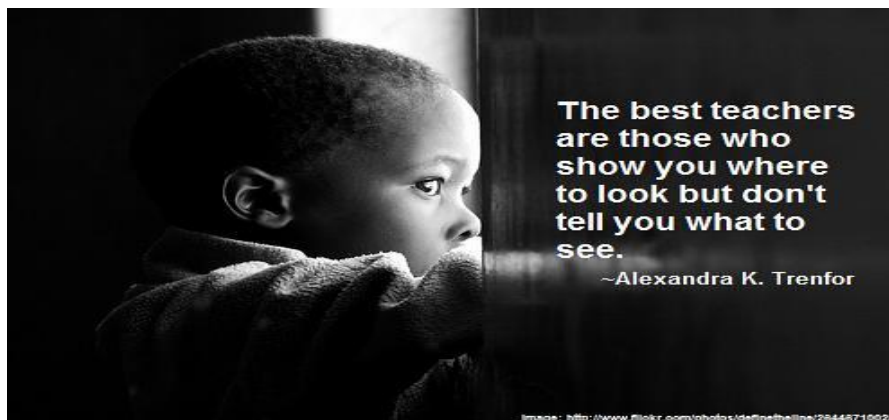
Lochinvar Site:

Trinh Trinh: ttrinh@monticelloacademy.org
Evon Melchor: emelchor@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 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 needing 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 room capacity is thirty children.

Junior Kindergarten Program

Our Pre-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

COVID-19 PANDEMIC CLAUSE

Given the uncertainty surrounding the spread of the virus and attempts to contain it, as a school, we must address not only the current situation but consider potential developments as well. Moreover, depending on the situation we faced, we will do our best to continue to provide our children with quality care and academic excellence. However, some things are within our control, and others are not, such as shelter-in-place. When situations or circumstances are out of our control, the enrollment contract will still be honored and enforced since there are still incurring costs to the school. We will keep you posted when this situation arises.

As parents, enrolling in a preschool program is a choice, and if your situation changes, we will address each circumstance as a unique and individualized circumstance while taking into account the enrollment contract that you have with us.

HOLIDAYS

The center will be closed for the following holidays:

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day and the day after
9. Christmas Eve and Day
10. The week between Christmas Eve and New Year's Day

COVID-19 GUIDELINES

- **VACATION**

There is no vacation prorating regardless of the duration of the vacation. You still have to pay for the full month 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. (If you are a full-time slot, you will have to pay the TTh slot to reserve your space.)

Since we are shelter-in-place, we ask that parents be mindful about traveling outside of the state or country. Any parents or families who travel outside of the state or country are mandated to self-quarantine for 14 days.

- **TEACHERS**

- All teachers must be tested for COVID-19 monthly.
- Teachers must wear masks, or masks and face shields.
- Complete a health survey each day before coming to work.

- **CLASSROOM ENVIRONMENT**

- More outside time
- Windows and doors open throughout the day for fresh air
- Social distancing of 6 feet as much as possible
- Individual work and play
- Cleaning after each play or direct contact



- Encourage to keep masks on as much as possible but not mandated
- NO sharing of material
- 12 students per teacher but no more than 24 in a class
- Hybrid Learning Program where some students are learning at home and some are at school.
- Mandated handwashing throughout the day or as needed
- Temperature checks when arriving at school and before naptime
- Health surveys completed before coming to school
- Daily janitorial and deep cleaning

- **FIELD TRIPS**

Due to COVID-19, in-person field trips have been suspended until further notice. However, to enrich our preschool educational program, we will engage in some virtual field trips.

- **FOOD**

Breakfast, lunch, AM, and PM snacks are provided by the center. Due to COVID-19, all meals are cooked in the school kitchen and served on individual plates by the teachers. 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**

Since we are in the middle of a pandemic, parental visits or volunteerism in the classroom have been deferred to prevent the spread of the virus.

- **TRANSITION OF THE CHILDREN**

Children are advanced every year in September. Because of the pandemic, a virtual 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**

Due to COVID-19, we ask that parents drop-off and pick-up at the front office rather than going to the classroom to avoid any contact with the teachers or children. This will prevent the spread of the virus.

- **PERSONAL BELONGINGS**

Please refrain from bringing in toys from home due to COVID-19 guidelines.

- **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 be individually wrapped, store-bought, nut-sensitive, and not too rich and sweet for the children. Please ask the teachers for suggestions. No goodie bags are allowed.

- **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: At the beginning of each month, the teachers will send the parents a calendar overview so that you can better plan for the month.

Weekly Lesson Plans: A learning curriculum for the week will be sent out via email every Friday for the following week.

ENROLLMENT PROCEDURE IN ACCORDANCE TO COVID-19 GUIDELINES

1. Fill out the online application completely. Make sure no questions are left unanswered.
2. Children cannot start until the online application and enrollment packet is completed and turned in before the start date.
3. The Center Administrators will set up a Zoom pre-enrollment interview to go through the required paperwork and ensure that all questions are being answered.
4. Parents can schedule a Zoom meeting with the teachers and school Administrators before enrolling their child.

- **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**

Monthly tuition can be done via e-mail or hard copy at the Lochinvar Site and Monroe Site. Your request can be done upon registration with the school administrators.

- **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.

- **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**. The late charge will be paid upon arrival to the teacher/administrator who is staying late.

- **WAITING LIST**

If there is no space available in the center, your child's registration will be placed on our Wait List Pool. We will contact you once there is an opening. Parents are welcome to e-mail us for the status of the Wait List 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.





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. Monticello will ask you to withdraw your child from the center. If he/she continues with the behavior after the conference, a two-week notice will be given.

PARENTAL EXPECTATIONS

- **PARENT'S RESPONSIBILITIES**

It is the responsibility of the parents to ensure that their child is under a teacher's supervision before leaving 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 it to the school Administration directly. Any classroom questions, concerns, or problems, please address it 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.

- **SIGN-IN AND SIGN-OUT PROCEDURE**

According to the state's licensing law, all parents are required to sign their child in upon arrival and sign out before departure. A sign-in and sign-out logbook or computer will be available at the front desk.

The only people, other than the child's custodial parents, authorized to take the child from the center are the people designated on the Emergency Information Form. Identification will be checked if we do not recognize the person.

- **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 are not allowed.**

MEDICAL /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.**

GENERAL INFORMATION

- **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 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 child 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	ttrinh@monticelloacademy.org	101
Assistant Director Mrs. Evon Melchor	emelchor@monticelloacademy.org	129
Finance Ms. Justine Tran	jtran@monticelloacademy.org	157
Front Office Mrs. Nancy Nguyen Ms. Megan McMahon	attendance@monticelloacademy.org	100
Ladybugs Room	ladybugs@monticelloacademy.org	113
Adventureland Room	adventureland@monticelloacademy.org	112
Sea Turtle Room	Seaturtle@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

☐ Sea Turtle

☐ Jungle

☐ Adventureland

☐ Sunshine

Monroe Site:

☐ Two's Town

☐ Guppy

☐ Sunshine

