Hopper Creek Montessori School

Family Handbook

2141 Second St., Napa, CA 94559

(707) 231-8768 (School)

(707) 480-3395 (Director)

HopperCreekMontessori1@gmail.com

hoppercreeknapa.com

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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.

Step 1: Visit or appointment

We prefer families visit the school, see the facilities, and meet our faculty prior to filling out an application. This can be done in person or virtually. This visit provides an opportunity to ask questions or bring up any concerns. To schedule an appointment, families may either email or call (707) 231-8768.

Step 2: Submit our application

Families may find the application online. Completed applications can be submitted by email or given to our faculty.

Step 3: Enroll

Following the review of applications, families may be provided with an enrollment package. This 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.

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

Arrival and Building Access

All students must arrive no later than 10:00 a.m. Arrivals after this time are disruptive to the flow of our morning classes and will not be permitted.

The front door remains locked daily from 10:00 a.m. until 2:30 p.m. to ensure student safety and minimize classroom interruptions. The door is opened at lunchtime, 11:30 a.m. to 12:30 p.m., for parents picking up children for lunch or joining their child for lunch at school.

Families with scheduled mid-day appointments, such as doctor visits, should notify the school in advance to arrange entry or re-entry.

Late Pick-up

> *A fee of $2.00 per minute, per child, is charged when a parent or guardian arrives after the scheduled pick-up time. This policy is in place to respect our staff's time and ensure smooth operations.*

Daily Items Provided by Parents

Lost and found

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

Lunches

Lunch boxes and bags should be labelled with your student's name and the date. We provide masking tape and a permanent marker at sign-in to ensure each box or bag has a proper label. Your student's lunch can be stored in their cubby. For safety reasons, we must dispose of any unlabeled 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 welcome lunches that require quick microwave heating. We ask that simple heating instructions be provided if heating is required. 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 students 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 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. 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 changing.

School Calendar

Hopper Creek Montessori mostly follows the yearly calendar put forth by the Napa Valley Unified School

District. Below is a list of the holidays and breaks for which Hopper Creek Montessori will be closed.

Month	Closed for
July	Independence Day
September	Labor Day
October	Indigenous People's / Columbus Day
November	Veterans' Day; Thanksgiving break (1 week)
December	Winter break (2 weeks)
January	Dr. Martin Luther King Jr. Day
February	Presidents' Day
March	None
April	Spring break (1 week)
May	Memorial Day

> *Please check the front window for schedule updates and closures.*

Typical Daily Schedule

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, encouraging healthy eating habits and independence.
10:00 – 10:30	Group time. Stories, songs and group activities.
10:45 – 11:45	Outdoor time. Gross motor and social skills.
11:45 – 12:30	Lunch, eaten together, encouraging independence.
12:30 – 2:00	Nap or open work cycle.
2:00 – 2:30	Group time. Stories, songs and group activities.
2:30 – 3:45	Open work cycle. A snack is provided at this time.
3:45 – pick-up	Outdoor time. A snack is provided during this time.

Tuition and Fees

Hopper Creek Montessori sends out tuition invoices by Venmo or check. We accept payment by check or through our business Venmo.

Tuition is due by the fifth of every month.

Late fees

- A $50 late fee is assessed if payment is not received by the fifth of the month.
- An additional 10% is added if no payment is received by the fifteenth of the month.
- A fee of $2.00 per minute, per child, is charged for pick-up after the scheduled pick-up time.

After thirty days of no payment or payment agreement, the student will lose their seat at Hopper Creek Montessori. We require thirty days' 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 engage 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 a 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 email, website, bulletin boards, and telephone. We will post updates and information on our website and via text.

E-mail

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

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

Bulletin and 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.

Phone

Line	Number
School phone	(707) 231-8768
Director’s phone	(707) 480-3395

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 hold of during class time.

> *In an emergency, or for a quick response, please contact the Director’s phone.*

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: if we do not have adequate expertise or resources for the student’s educational, medical, or other needs; for violation of our policies; or for any reason we determine to be in the best interest of the safety for students, faculty, 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 on (707) 231-8768 or (707) 480-3395 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 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 or 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 days' 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 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 by phone on (707) 231-8768 or by email at 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 incidents in one day. Families will be contacted and asked to pick up their student.
- If a student has six 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.

Admission Agreement

Welcome

Hopper Creek Montessori Preschool welcomes all children regardless of race, creed or national origin. Our multi-age group provides unique learning opportunities for children ages two through six years. Emphasis is on enjoying the planned environment, indoors and outdoors, by feeling free to explore a variety of activities. Experiences are planned to enable children to grow emotionally, socially, intellectually, and physically.

Registration

There are no annual registration fees. All enrollment forms, including a physician's report, must be completed and on file before a child can be enrolled. Please see the Family Handbook for more detailed information.

Payment and Refund Policy

First month's tuition payment is due at the time of enrollment. This will secure a child's placement. Tuition payment is then due by the fifth of the month and is considered delinquent after the fifteenth of the month.

As tuition fees are subject to change to reflect operating costs, a new tuition fee schedule is issued each year. At least thirty days' notice will be given prior to any fee changes. As each month has a different number of school days, the monthly tuition fee is based upon the total number of school days in the year divided into twelve equal payments.

> *Please check the front window for schedule updates and closures.*

Siblings of current students will receive a 10% discount.

There are no refunds given for days missed and hours are not interchangeable. However, by notifying the director at least two weeks in advance of a vacation of two weeks or more, a child's space can be reserved and tuition reduced by half for the period that the child is away. Two weeks' written notice must be given for withdrawal from the school or a full month's tuition will be charged. Because of the difficulty of filling vacancies near the end of the school year, any withdrawals after May 1st will be billed for the full month of May. Tuition payments from the previous year must be paid in full before a child can be enrolled for the next school year.

Late Fees

- A $50 late fee is charged for any tuition not paid by the fifth of each month.
- An additional 10% late fee is charged to any tuition not paid by the fifteenth of each month.
- After the scheduled pick-up time, you will be charged $2.00 per minute, per child.

Dismissal

The school reserves the right to dismiss a child from attendance for any reason whatsoever, including, but not limited to, health, lack of adjustment to the preschool setting, behavior that disrupts the cooperative

climate of the classroom, delinquency of the tuition account or parent or guardian behavior.

Rights of the Licensing Agency

The Community Care Licensing Division of the California Department of Social Services (Section 101200) has the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child or any staff member and for the examination of all records relating to the operation of the facility. The licensing agency has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.

Rights of the Parents or Authorized Representatives

Parents understand that children have rights and have received a copy of the Personal Rights form (LIC 613A). Parents understand that they have the right to visit and observe the school any time their child is in care and have received a copy of the Parents' Rights form (LIC 995). Parents understand that they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child.

Write or call: Community Care Licensing, 101 Golf Course Drive, Suite A230, Rohnert Park, CA 94928. (707) 588-5026.

Permissions

Please circle the appropriate response, then date and sign.

Permission to share contact information

You may / may not share my contact information with other parents for the purpose of volunteering, play dates, parties, and similar.

Signature Date

Permission to use photos

You may / may not use my child's photo in newsletters, on the website and on posters.

Signature Date

Admission Agreement

I/We, the undersigned, have read and agree to the conditions of the Hopper Creek Montessori Preschool Admission Agreement and we will be responsible for payments.

Child's name

Parent or guardian signature Date

Parent or guardian signature (optional) Date

Family Handbook Acknowledgement Form

Student name

Address

Phone number

E-mail

This parent handbook was created to promote an understanding of Hopper Creek Montessori's policies and procedures. The information in this handbook applies to all activities during any school-related activities on or off campus.

Please remove this page, sign it, and return it in your child's application package. Your signature means that you have received this Family Handbook and understand the policies and procedures of our school.

I have read and understand the policies and procedures in the parent handbook. My child and I agree to abide by them.

Parent or guardian signature Date

Parent or guardian signature (optional) Date