



LITTLE CLARION MONTESSORI SCHOOL

<Parents' Handbook>

SCHOOL YEAR 2023-24
Preparing your Child for the Future!

LCMS Community welcomes you
to a blessed SCHOOL YEAR 2023-24!



INSPIRE WITH **FAITH**
NURTURE WITH **HOPE**
SERVE WITH **LOVE**

"You are the light of the world."

Matthew 5:14

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Welcome to Little Clarion Montessori School!

Founded in 2008, Little Clarion Montessori School is a leading educational institution offering internationally recognized Christian Montessori Method as its core academic curriculum aiming to **inspire, nurture and serve** community of learners.

The Christian Montessori curriculum integrated with various enrichment programs, LCMS caters to children of all nationalities from ages 1.5 to 9 years of age providing the highest standards of early childhood, and lower elementary program. The Montessori approach emphasizes hands-on learning and discovery, independence, student-initiated work, problem-solving, flexible pacing, and freedom of movement based on the idea that children have a natural curiosity and desire to learn. Montessori inspired classrooms of LCMS are characterized by mixed-age groups fostering cooperation, multi-sensory materials, and a focus on individual learning at each child's own pace allowing individual liberty with limits. An exciting exploration of small society of learners in LCMS nurtures students to be independent, enthusiastic, and confident lifelong learners.

Faculty members of LCMS have attained their bachelor's degree in recognized universities for early childhood education, special education, or elementary education. They have received 300 hours of intensive Christian Montessori Training Course from Christian Montessori Teacher's Academy (CMTA). More importantly, our teachers are devoted and passionate about teaching students with love, faith, and hope.

Please read through following information and keep it handy for quick reference and guide. Little Clarion Montessori School holds the right to amend and supplement this handbook as exigencies require.

Please contact the administration for any questions and concerns.



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I. PHILOSOPHY & OBJECTIVES

MISSION

To Provide Diverse Opportunities

To build a foundation for our students' growth by providing diverse learning opportunities which are innovative and artistic on daily activities.

To Develop the Child Holistically

To nurture and enhance cognitive, emotional, social, linguistic, physical, and spiritual development of children through the inclusion of Christian Montessori program, music, art, dance, and theater in daily student activities.

To Develop Leaders

To educate our students to be good leaders of family, community, and the nations with the Word of God in their hearts and prayer by instilling Christian values through daily routines of prayer and bible studies.

VISION

Enthusiastic Learners

We encourage children to be active and creative explorers who are not afraid to try out their ideas and think on their own.

Independent Learners

Through the Christian Montessori program, children become lifelong responsible learners who know how to make the right choices. Children learn at their own pace and in the ways that are best for them.

Confident Learners

We educate children to have a positive sense of themselves by giving them good work habits and attitudes which will make a difference throughout their lives.

CORE VALUES

Our core values are based on a biblical foundation, specifically emphasizing faith, hope, and love.

1. FAITH

Faith is confidence in what we hope for and assurance about what we do not see.
Hebrews 11:1

- Faith in God: Trusting in God's presence, guidance, and provision in one's life.
- Faith in oneself: Believing in one's abilities, strengths, and potential, recognizing that we are created in God's image.
- Faith in the future: Maintaining a positive outlook and trusting that God has a plan and purpose for our lives, both in the present and in the days to come.

2. HOPE

Hope is characterized by confidence, aspiration, goals, motivation, achievement, and optimism. It is a powerful force that brings life, joy, and confidence. As children of God, hope is grounded in the promises of God and the assurance of eternal life through Jesus Christ.

3. LOVE

Love is central to the Christian faith and is emphasized in the teachings of Jesus. LCMS promotes two aspects of love.

- Love for God: This involves wholehearted devotion to God, acknowledging His love, and responding with reverence, worship, and obedience.
- Love for neighbors: Jesus commanded His followers to love others as themselves. This entails showing compassion, kindness, and selflessness towards others, treating them with dignity and respect.

By embracing these core values, LCMS seeks to guide its members in their spiritual journey, fostering a deepening relationship with God, promoting a hopeful outlook on life, and encouraging a genuine love for God and others.

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. Love your neighbor as yourself.” Mark 12:30-31

CORE COMPETENCIES

1. Excellence

- Excellence in teaching: Demonstrating a commitment to high-quality and effective teaching methods, ensuring students receive a valuable and enriching education.
- Excellence in nurturing: Providing a supportive and caring environment for students' personal and academic growth, helping them develop their full potential.
- Excellence in program: Ensuring that educational programs are well-designed, relevant, and aligned with the needs of students and the institution.
- Excellence in professionalism: Upholding high ethical standards, being accountable for actions, and maintaining a respectful and responsible demeanor in all interactions.

2. Service

Leaders to serve God and others.

Emphasis on servant leadership is the fundamental context of service at LCMS. It emphasizes the leader's role as a servant to others, putting the needs of their team members or followers first and supporting their growth and development. Jesus Christ serves as a profound example of a servant leader in various aspects of his teachings and actions.

- Humility: Jesus was the epitome of humility. Despite his divine nature, he washed the feet of his disciples as an act of service, showing that leaders should not be above doing humble tasks and serving others.
- Empathy: Jesus showed deep empathy towards people, understanding their needs, concerns, and emotions. A servant leader listens actively and compassionately to the concerns of their team and seeks to address them.
- Healing and Support: Throughout his ministry, Jesus healed the sick and comforted the afflicted. Similarly, a servant leader provides support and care to their team members during challenging times, showing genuine concern for their well-being.
- Vision and Purpose: Jesus had a clear vision and purpose, which he communicated to his followers. A servant leader also inspires their team by sharing a compelling vision and helping each member understand their role in achieving it.

- Empowerment: Jesus empowered his disciples by giving them responsibilities and trusting them to carry out their tasks. A servant leader empowers their team by providing them with the resources and autonomy needed to succeed.
- Sacrifice: Jesus ultimately sacrificed his life for the greater good. While not all servant leaders are called to make such profound sacrifices, they are willing to make personal sacrifices for the benefit of their team and the organization.
- Leading by Example: Jesus led by example, demonstrating the values and behaviors he expected from his disciples. Similarly, a servant leader sets an example through their actions and ethics.

3. Trust

Building trust amongst colleagues, students, and parents: Establishing an atmosphere of openness, honesty, and reliability, where all parties can feel confident in each other's intentions and actions.

- Responsibility and Respect: Demonstrating responsibility by fulfilling commitments and treating others with respect, valuing their perspectives and contributions.

PHILOSOPHY

- We believe that ALL children have the right to learn.
- We believe in the educational philosophies of Dr. Maria Montessori that children have natural power and hidden potential for learning and that teachers and parents will help develop and shape this power and hidden potential.
- We believe in the constructivist theory of learning of Jean Piaget and John Dewey, that learning occurs as learners are actively involved in a process of learning and knowledge construction.
- We believe in the theory of multiple intelligence.
- We believe in the great commission God has given us.
- "Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age." Matthew 28:19-20

- Through practicing and observing daily routines of prayer, we would like to teach Christian Values to our students.
- Through daily prayers and devotion of the faculty members & staff, they are trained to walk with the Word of God and pray for the guidance of the Holy Spirit in daily classroom management and school life.
- By welcoming non-Christian students LCMS, we achieve to evangelize through daily prayers and sharing of Gospel.
- Teachers are to be mentors of students by showing the fruits of the Holy Spirit – Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-control.

II. LCMS PROGRAM & CURRICULUM

LCMS PROGRAMS

CREATIVE TODDLER'S PROGRAM (18 months to 3 years old)

Welcome to our LCMS's Creative Toddler's Class! This exciting and engaging program is designed specifically for curious minds 18 months to 3 years old. Our classes are carefully crafted to foster your child's creativity, imagination, and cognitive development while providing a nurturing and stimulating Montessori environment.

In our Creative Toddler's Program (**CTP**), we believe in the power of hands-on exploration and self-expression based on Montessori principles. Here's a glimpse of what your little one can expect:

Sensory Sensations: We understand that young children learn best through their senses. Our sensory play activities will engage their visual, auditory, tactile, kinesthetic, olfactory sense. Through daily exploration of Montessori sensorial activities stimulating their senses and enhancing their cognitive and motor skills.

Practical life: Activities such as pouring, dressing, cleaning, and food preparation are incorporated to help children gain independence and develop coordination, concentration, and order.

Music and Movement: Our class incorporates music and movement to stimulate your child's coordination, rhythm, and social skills. They'll groove to catchy tunes, learn simple dance moves, play with musical instruments, and engage in interactive group activities that encourage self-expression and boost their physical development.

Storytelling: Imagination takes center stage as we dive into the world of storytelling. Through interactive storytelling sessions, puppets, and role-playing, your child will embark on exciting adventures and develop their language skills.

Throughout our Creative Toddler's Class, our experienced and enthusiastic Montessori directresses will guide your child's exploration, encouraging their unique ideas, and fostering a love for creativity and learning. We prioritize safety, individual attention, and a supportive environment where children can thrive.

Come join us on this exciting journey of imagination and discovery in our Creative Toddler's Class! Together, we'll create treasured memories and lay the foundation for a lifelong love of creativity.

PRIMARY MONTESSORI PROGRAM (Age 3-6)

Welcome to LCMS's Primary Montessori Program (**PMP**). The PMP caters to students 3 to 6 years old. The primary goal of the Montessori program is to support the natural development of the child in a prepared environment that fosters independence, curiosity, and a love for learning. The program recognizes that each child is an individual with unique interests, abilities, and learning styles, and seeks to provide a personalized and child-centered approach.

Key features of the Primary Montessori Program include:

Prepared Environment: The classroom is carefully designed and arranged to promote independent learning. It is equipped with specially designed Montessori materials that facilitate hands-on learning experiences. The environment is organized into different learning areas such as practical life, sensorial, language, mathematics, and cultural subjects.

Montessori Materials: The materials used in the program are specifically designed to be self-correct and allow children to learn through their senses and movement. These materials help children develop fine motor skills, logical thinking, concentration, and problem-solving abilities.

Mixed-Age Grouping: Children in the Primary Montessori Program are grouped together in multi-age classrooms, spanning three years (ages 3-6). This setup allows younger children to learn from older peers and older children to reinforce their knowledge by teaching younger ones. It promotes cooperation, socialization, and the development of empathy.

Individualized Learning: The Montessori approach emphasizes individualized instruction. Children are encouraged to choose their own activities from the prepared environment, based on their interests and developmental needs. Teachers guide and observe each child's progress, providing appropriate support and lessons when necessary.

Independence and Responsibility: The program fosters independence and self-discipline. Children are given freedom within limits, allowing them to explore, make choices, and engage in purposeful work. They learn to take care of themselves, their environment, and develop a sense of responsibility.

Emphasis on Practical Life Skills: The Montessori curriculum places a strong emphasis on developing practical life skills. Activities such as pouring, dressing, cleaning, and food preparation are incorporated to help children gain independence and develop coordination, concentration, and order.

Holistic Development: The Montessori approach recognizes the interconnectedness of all aspects of development, including intellectual, social, emotional, and physical. The program aims to nurture the whole child, promoting a love for learning, creativity, critical thinking, and respect for others and the environment.

and cooperative member of society.

LOWER ELEMENTARY PROGRAM (Age 6-9)

Welcome to LCMS's Lower Elementary Program (**LEP**). The **LEP** is designed for children between the ages of six and nine. It is an extension of the Montessori philosophy and builds upon the foundation laid in the Primary Montessori program (ages three to six).

In the Lower Elementary Montessori program, the focus is on providing a holistic education that fosters the child's natural curiosity, independence, and love of learning. The program aims to develop the child's intellectual, social, emotional, and physical capabilities through a hands-on, experiential approach.

Here are some key features of our Lower Elementary Montessori program:

Mixed-Age Classroom: The Lower Elementary includes a mixed-age- classroom where children within the age range of six to nine years old learn together, allowing for peer learning, collaboration, and a sense of community.

Prepared Environment: The classroom is carefully prepared to meet the developmental needs of the children. It is organized into different areas, including language, math, science, cultural studies, practical life, and sensorial activities. The environment is designed to encourage exploration, independence, and freedom of choice.

Individualized Learning: The Montessori approach recognizes that each child learns at their own pace and has unique interests and abilities. The curriculum is designed to accommodate individual learning styles, allowing children to progress at their own speed and explore areas of interest in-depth.

Hands-On Materials: Montessori classrooms are known for their use of hands-on learning materials. These materials are designed to be self-correcting, allowing

children to independently discover and correct their mistakes. They provide concrete experiences that help children develop abstract thinking and problem-solving skills.

Integrated Curriculum: Montessori curriculum integrates various subjects and connects them to real-world experiences. For example, a study of plants may involve botany, art, language, and geography. This interdisciplinary approach helps children see the interconnectedness of knowledge and fosters a love for learning.

Freedom and Responsibility: Montessori classrooms emphasize the balance between freedom and responsibility. Children have the freedom to choose their activities within the limits set by the teacher and are responsible for completing tasks, managing their time, and respecting others' work and space.

Role of the Teacher: Montessori directress serves as a guide or facilitator rather than a traditional instructor. The teacher observes each child's progress, offers individualized lessons, and provides support and guidance when needed. The goal is to foster independence and self-directed learning.

Emphasis on Character Development: Along with academic skills, Montessori education places importance on the development of character traits such as respect, empathy, responsibility, and perseverance. The curriculum includes activities and discussions that promote social and

CHRISTIAN MONTESSORI CURRICULUM

The Little Clarion Montessori School follows the Christian Montessori Curriculum, which is designed to provide a holistic early year's program for children, fostering their development as future leaders and contributors to the community. The curriculum is integrated with various enrichment activities, including musical theater, Bible storytelling, Lego education, and Oxford Reading Tree Program.

The medium of instruction at the school is English. The Christian Montessori program was founded by Dr. Grace Lee, a former professor at Bethany College of Missions in Minnesota, USA, and the founder of the Christian Montessori Teachers' Academy (**CMTA**). Teachers at Little Clarion Montessori School hold Montessori teaching certificates from CMTA.

The core Christian Montessori Curriculum at the school is structured into five learning areas:

Practical Life: Focuses on daily life skills, promoting independence, concentration, and coordination.

Sensorial: Develops the senses through various activities, aiding in understanding the environment.

Mathematics: Introduces mathematical concepts through concrete materials, allowing children to explore and internalize abstract ideas.

Language: Encourages language development through phonics, vocabulary, reading, and writing activities.

Cultural: Encompasses various subjects like geography, arts, music, botany, science, astronomy, and history.

The Montessori approach, founded by Dr. Maria Montessori, the first female doctor in Italy, is based on the belief that children have an innate drive to learn and possess hidden potential. The key principles of the Montessori approach are "Freedom of Choice," "Freedom of Movement," and "Freedom to Repeat." Children are given the freedom to choose their learning activities within limits, and the prepared class environment encourages exploration and discovery.

Dr. Montessori emphasized that education is a natural process that occurs when children interact with a thoughtfully prepared environment. She believed that children have natural powers and potential for learning, and the role of the teacher is to present materials and observe while children engage with the Montessori materials to explore and discover concepts on their own.

Dr. Montessori regarded the period from birth to the age of six as the most critical in a child's development, often referred to as "The Absorbent Mind" period. During this time, children's minds are like sponges, absorbing everything in their environment. The goal is to unleash the child's potential, transforming them into individuals who can positively impact the world.

At Little Clarion Montessori School, the Christian Montessori Curriculum, along with the Montessori principles and methods, aims to create a nurturing and stimulating environment where children can thrive and develop their full potential.

The most important period of life is not the age of university studies, but the first one, the period from birth to the age of six. For that is the time when man's intelligence itself, his greatest implement, is being formed. But not only his intelligence: the full totality of his power.

Dr. Montessori believed that children from age zero to six have minds like sponges that absorb everything in the environment.

"Free the child's potential, and you will transform him into the world" – Maria Montessori

MONTESSORI LEARNING AREAS:

I. Practical Life

Practical Life exercises are about purposefully doing living activities. These activities are essential, simple, and ordinary tasks that we do as adults to prepare, maintain, restore, and beautify our environments, such as washing, sweeping, cooking, etc. Practical Life activities are basic activities that the child can find at home, such as holding, carrying, rolling a mat, folding napkins, dusting, washing, polishing, arranging flowers, sweeping, greeting, offering, and apologizing.

Practical Life Exercises include grace and courtesy, which underlies all of the Montessori pedagogy. It provides interaction with the environment, respect and delight for each other's existence in the classroom, and responsibility and consequences.

BENEFITS:

- Helps the child gain control in the coordination of his movement.
- Helps the child to gain independence.
- Helps the child to adapt to society.
- Helps the child to become fully functional in society.
- Develops will.
- Develops physical, mental, and emotional aspects of the child.
- Builds purposeful movement.
- Increases concentration.
- Develops orderly work habits.
- Develops logical thinking.
- Forms a sense of responsibility.
- Establishes a sense of reality.
- Builds emotional stability.

II. Sensorial

Sensorial activity starts from birth. We immediately begin with smell, touch, and taste. Sight and hearing are the tools for intellectual life. Sensorial experiences play a significant role in intellectual formation and orientation.

Aristotle said, "The senses are the gateways to intelligence. There is nothing in the intelligence that did not first pass through the senses."

Montessori sensorial activities include pairing, matching, grading, naming lessons, memory exercises and games, discoveries and variations, and application.

Ten Senses are developed through Sensorial activities:

- Visual Sense
- Auditory sense
- Olfactory sense (Smell)
- Gustatory sense (Taste)
- Tactile sense (Touch)
- Kinesthetic sense (Muscular sense)
- Stereognosis sense (Muscles, Skin)
- Thermic sense (Temperature)
- Baric sense (Weight)
- Pain sense

BENEFITS:

- Builds foundations for consciousness, intelligence, and exploration of the environment.
- Creates the basis for order in the mind which lead to clarity of vision.
- Child's motor coordination is refined (small and large muscular movements).
- The senses become refined and sharpened; therefore, the children gather more reliable information to serve intelligence.
- The refined senses help the child to discover the beauty of things and an aesthetic sense for artistic creativity.
- Sensorial materials prepare the children for intellectual activities that follow with language, mathematics, and cultural subjects.
- Sensorial materials help the child detect abnormalities early on so they can be remedied.

III. Mathematics

Mathematical mind is a term borrowed from the French philosopher Pascal. It is a natural human tendency to think in mathematical terms to count, measure, and recognize shapes and symmetry. There are five different groups for abstract calculations in Montessori mathematics.

- Concepts of numbers 1-10, quantity and their names, symbols as abstract representations, an association of quantity and symbols, and sequence of numbers.
- Decimal system material is introduced in units of 10, 100, and 1000 to children. The child sees these numbers in a geometric form.
- Linear counting through activities with tens and teens boards.
- Memorization
- Abstraction

BENEFITS:

- The role of mathematics in education is to help create order in the child's mind. It prepares the child for rigorous discipline and helps the child reach abstraction.
- We help children by analyzing the difficulties and presenting scientifically prepared material to deal with large numbers because tens, hundreds, and thousands are presented as a single object.
- The mathematical material is like a mental gymnasium on which the child's mathematical mind can exercise. Children will build a strong foundation in mathematical skills.

IV. Language

Language development is an essential part a child's development. It is the context of culture and intelligence. It is our job to help children become efficient communicator.

Four areas of language development:

1. Spoken Language – gain confidence, form ideas, enrich vocabulary, and language training.
2. Written language – preparation of the hand and the mind.
3. Vocabulary Enrichment
4. Reading Language

Additional Areas of Language Development:

- Be able to identify symbols.
- Attach the sound to symbols.
- Fuse the sounds.
- Attach meaning to the words.
- Put the meaning into context with other words.

BENEFITS:

- Montessori language program is rich in its content. It is a step-by-step development of a child's inter-relating skills from practical and sensorial

exercises. Child will be able to express him/herself politely and courteously.

- Child will be able to write and read with ease.
- Child will be able to speak with intelligence and clear information.

V. Cultural – Geography, Botany, Science, Astronomy, History, Music, Art

In a Montessori environment, Cultural activities help the child to become conscious of the world around him. Our world contains language, mathematics, and the world of flowers, plants, animals, music, geography, history, music, and art. Children will learn about land formations, globe, continents, and flags. Children will learn about different parts of the flowers and animals. They will learn about history, music, and art. Our goal is to help the child develop his personality; and adapt to his particular time and place to be a functioning, independent,

III. ADMISSION POLICY & APPLICATION

ADMISSION

Children from 18 months to 9 years old are eligible to enroll in Little Clarion Montessori School. Enrollment is open to children of all nationalities, provided that the school can meet the needs of the child.

- Each child will be assessed during the trial session. Children will be placed in classes according to their age at the beginning of the school year.
- Classes are filled on a first-come, first-served basis according to the date when the registration fees are paid.
- Class sizes are limited for each class. The teacher student ratio is 1:9 in Primary Montessori class and 1:5 for Toddler's class.
- If the classes are filled when a parent inquires, the child's name will be placed on a waiting list to fill vacancies as they occur.

REGISTRATION PROCEDURE:

Registration may be an ongoing process throughout the year, depending on availability.

1. **Online Registration:** All registrations should be done through the school's website or an online portal. Parents can access the registration form and fill in the necessary details to initiate the enrollment process.
2. **Pre-Registration Visit or School Tours:** The school encourages parents and their children to schedule a pre-registration visit or take part in school tours. These visits will help the child become familiar with the school environment and feel more comfortable on their first day of class.
3. **Free Trial and Assessment Class:** Before finalizing enrollment, students have the opportunity to participate in a free trial and assessment class. This allows the child to experience the teaching style, curriculum, and facilities, and helps the school assess the child's academic level and individual needs.
4. **Reservation Fee:** To guarantee placement in the class, the parent must pay a reservation fee. This fee is typically non-refundable and serves as a commitment from the parent to secure the child's spot in the school.
5. **Admission Requirements:** The parent will need to complete the following admission requirements, which may vary depending on the school's policies:
 - Submission of the completed online registration form.
 - Signed enrollment Contract
 - Health Record Form
 - Previous School Records
 - 1 1x1 photo of your child with white background
 - 2 photos of authorized fetchers for the fetcher's ID (online)
 - Copies of Passport or Birth Certificate / Copies of Visa, if foreigner
 - Copies of Parents' / Guardian's Passport or ID

Once all the admission requirements are fulfilled and the reservation fee is paid, the school will process the enrollment and confirm the child's placement in the class. If there are any additional steps or specific requirements, the school will communicate them to the parent during the registration process.

It's important for parents to keep track of registration deadlines and availability, as some classes may have limited space and registration may be ongoing throughout the year based on availability.

RESERVATION FEES

There is a reservation fee that is set each year prior to the beginning of the school year. This must be paid at the time of registration, prior to enrollment. The reservation

fee ensures a slot for the child, and it is deductible from the total tuition but is non-refundable. Reservation fees are valid for six months upon registration date.

REFUND POLICY

Tuition Fees may not be refunded after the agreed enrollment date. Tuition fees are non-refundable.

Tuition fees will be considered for refund if:

- The program does not start on the date which is notified in the offered School Calendar.
- The program stops being provided after it starts and before it is completed. (Except in case of any event caused by or resulting from **Acts of God**, war, civil commotion, pandemic)

TUITION

Tuition can be paid in the following ways: annual, semi-annual, or quarterly. We accept cash or checks payable to **Clarion School of Performing Arts or Clarion School of Performing Arts Inc.**

NON-PAYMENT of TUITION

It is very important that tuition be paid on time. In the event that tuition payments are late, parents will be given up to 30 days to make the payment. A reminder of tuition payment will be sent home when the amount is due.

Little Clarion Montessori School reserves the right to assess and collect an interest of 5% after the due date and subject to 10% penalties after non-payment of one month. If, after 30 days from due date, payment has not been made, a letter will be sent to the parents requesting immediate payment. The child's enrollment may be terminated at school's discretion if payment is not completed.

Little Clarion Montessori School will withhold all school records and documents for students with pending tuition fees or outstanding payments. LCMS will not release all related school documents including certificates of attendance, completion, progress reports, narratives and transcripts for students with pending tuition fees.

WITHDRAWAL & DISCHARGE POLICY

If a child needs to be withdrawn from the school, **one month's** prior written notice is required. If one month's prior notice is not given, the full tuition fee for the term will be billed to the parent. The parents/guardians are responsible for tuition payment until

proper notification has been made to the Director of Little Clarion International Preschool.

We may also find the need to discharge a child from our care. Reasons for discharge are as follows:

1. The teachers are not trained in the appropriate care of a child's special needs.
2. When parent's expectations do not match the philosophy of the school.
3. When parents repeatedly and unreasonably ignore the recommendations of the school to seek additional care for their child such as an assessment with a Developmental Specialist.
4. If a parent disregards or violates the policies and procedures set forth in the handbook.
5. Delay or failure to make tuition payments.

In the event the school finds it necessary to discharge a child, the school will prioritize and ensure the child's rights to due process are respected and observed.

IV. PROGRAM

DAYS & HOURS OF OPERATION

Little Clarion Montessori School is open from Mondays to Fridays. The office is open from 8:00 to 5:00 PM from Mondays to Fridays. School tours are by appointment only.

CLASS HOURS

LOWER ELEMENTARY PROGRAM (Age 6-9)

Fully Day 8:30am – 2:15 pm

MONTESSORI PRESCHOOL PRIMARY PROGRAM (Age 3-6)

Morning 8:30am-12nn

Afternoon 1:00pm-3:30pm

CREATIVE TODDLERS (18 months-3 years old)

8:30am – 10:00 am

10:10am – 12:10pm

2:00am- 3:30pm

PARENT VISITATION POLICY

Little Clarion Montessori School does not allow parents to visit classrooms on regular school days. Montessori environment is designed for students to fully enjoy their space

explore and work independently. Parents or other adults' presence often times disrupts class and students are distracted from their work.

Parents may observe the class through the window glass only with a prior agreement with the directress of each class. If a child is new and a child seems to be having difficult time to adjust, his/her parent is more than welcome to call the office and a staff member will check on the child.

ABSENCE, VACATION LEAVES, MAKE-UP CLASSES

If the child will not be attending school, the parents should inform the respective directress through written letter or Viber chat.

We **do not** provide make-up classes for children who miss a class, especially to those students who come in daily.

For children going on vacation, LCMS does not provide make up classes nor tuition fee adjustments.

Exception may apply :

- to students in toddler's class on 2-day/ 3day program
- foreign students with long emergency leaves more than 20 days (Parents must write a formal letter for leaves, at least 30 days prior to leaves)
- Above is not applicable for students who fall under Primary Montessori Level 3 and Lower Elementary (5 years and above)

UNIFORM

Students must wear school uniform from Mondays-Fridays.

Students in Creative Toddler's Program need not wear uniform.

SNACKS & BIRTHDAYS

In Montessori class, snacks are prepared by students themselves at any time of their choice. Snack list will be given out to parents each week by respective directresses of the Montessori class.

In Creative Toddler's class, 15-20 minutes snack time is allotted for snacks and parents must provide snacks for their own child each day. We encourage you to send nutritious food. **Food cautions include popcorn, peanuts, raisins, grapes, and hotdogs which may cause choking in young children. (Grapes and hotdogs may be served when cut into quarters)**

BIRTHDAYS are special days for children. You are welcome to bring special snacks, treats, decorations and games for your child. For birthday celebrations, please confer with the respective teachers in advance. It is advised that the snacks and meals are nutritious for young children. **In case the party is offered for the whole school, parents will be responsible for set up and clean up, ingress and egress of all party toys, food, party organizers.

ITEMS FROM HOME

Children's class activities include Show and Tell, where children are assigned to bring items specified by their respective teachers from home. Please inform respective teachers if these items need special care.

Parents should avoid sending toys, jewelry, money and other valuables to school with their child. They are difficult to share and it may cause trouble between students when the toys broken or lost. Stick objects, guns, action figures, and mouth toys should be left at home.

V. Communication with Parents

To maximize the benefit of our program, good communication between families and the school is strongly recommended. Parents can communicate with teachers and the school through the following means:

- ① **Parent Orientation** – Parent Orientation will be conducted each academic year. These sessions work as a workshop session for parents to familiarize themselves with Montessori method of teaching so that parents may further continue the same method of teaching at home. Parents will also get to express their concerns and ideas about their educational goals with the school during these sessions.
- ② **Parent Teacher Conference (PTC)** - Parent Teacher conferences are held twice a year in May and December with the progress reports and observation of daily class activities. Parents may discuss specific educational goals and expectation for their child. Teachers will discuss how children have progressed over months and also make their hidden treasures known to parents.
- ③ **Parents' Chatrooms** – For continuous communication with parents, school operates Viber chatroom for parents to send out news and reminders.
- ④ **Facebook** is used to post pictures of class activities and events each week.



GUIDELINES ON VIBER CHATROOM AND FACEBOOK

We have created Viber group chatrooms and a Facebook account exclusively for parents of Little Clarion Montessori School. The sole purpose of these social networking tools is for open, accessible, and improved communication between the school and parents for the benefit of our children in line with the mission and vision of Little Clarion Montessori School.

In using these tools, we would like to inform you of some guidelines and rules to be observed.

1. The Viber chatrooms may only be used to announce school news, events, related school activities, and emergencies such as cancellation of schools, other events and news related to students of Little Clarion Montessori School.
2. The Viber chatroom hours are from 7am- 6 pm only. Please refrain from sending messages after hours.
3. The Viber chatroom may not be used for private messages to other parents, or to publicize complaints or any other messages which may incite conflict between other parents/students. Any complaints should be directly communicated to School's administrators via phone, email or face-to-face meeting.
4. We will do our best to keep Facebook account secure for our children. Please do not share or post the school's content without permission to protect our children.
5. Little Clarion Montessori School can deny access to these sites to any parent, if we believe the above rules are not observed. If we remove access to the sites for violating the rules, and you believe we removed it by mistake, we will provide you with an opportunity to appeal.

Please help us in keeping these chatroom and Facebook safe, useful, and friendly for efficient exchange of news and events.

STUDENT EVALUATION

Narrative reports are sent out on a quarterly basis with picture collage. Progress report cards are given out twice a year with a check list in their cognitive, physical, social and emotional skills. Students' progress based on Montessori work is thoroughly discussed in the narrative reports for parents to see their progress through daily activities in school.

GUIDANCE TECHNIQUES

Montessori education emphasizes education on grace and courtesy, respect and care of environment and self, and responsibility for work and relationships. Adults are models for children. In Montessori classroom, children become responsible young adults who take responsibility of their actions. Well prepared Montessori materials and the environment (teachers are part of the environment) help children to develop independence, control of error, intelligence, patience, responsibility, respect, and many others. Rewards and punishment is not used in a Montessori class as children develop inner discipline through Montessori work time.

When in such times where children bite or heat other children. Some of our Toddler's children are still developing their social skills and may not have the language skills to express themselves, they may, at times, express their feelings and emotions through biting and hitting other kids or teachers. We will try our best to understand our students in different stages of growth and prevent such incidents in the classroom. Please also help us by reading the following article on biting, so that teachers and parents can work as a team to help our children to express themselves in a more appropriate and positive ways.

In case of any aggression and fighting, children will be immediately separated and immediate comfort and care/treatment for both children. Parents will be notified such incident through incident report and conferences may be called. Each incident is documented and reviewed by the school directress to assess adequacy of teacher supervision and appropriateness of response. CCTV documentations will be used to review such incidents.

BITING.... Biting is a very common behavior among toddlers, which means there are a lot of concerned parents out there. You are not alone. The good news is that there is a lot that parents and caregivers can do to reduce and, ultimately, eliminate biting.

To set the stage for effectively addressing this challenge, avoid calling or thinking of your child as a “biter” and ask others not to use this term. Labeling children can actually lead to them to take on the identity assigned to them, which can intensify biting behavior rather than eliminate it.

Why do toddlers bite? Children bite in order to cope with a challenge or fulfill a need. For example, your child may bite to express a strong feeling (like frustration), communicate a need for personal space (maybe another child is standing too close) or to satisfy a need for oral stimulation (teething).

What can I do to prevent biting? Trying your best to understand the underlying cause of the biting will help you develop an effective response. This makes it more likely that you will be successful in eliminating the behavior.

What do I do when my toddler bites?

1. First, keep your own feelings in check. When a toddler bites, you might feel frustrated, infuriated, annoyed, embarrassed, and/or worried. All of these feelings are normal, but responding when you are in an intense emotional state is usually not a good idea. So calm yourself before you respond—count to 10, take a deep breath, or do whatever works for you.
2. In a firm, matter-of-fact voice (but not angry or yelling), say: No biting. Biting hurts. Comment on how the other child is feeling: Look, Madison is crying. She is crying because you bit her. Biting hurts. Keep it short, simple and clear.
3. Next, shift your attention to the child who was bitten. Often when a child bites, adults pay a lot of attention to him or her. This is usually negative attention, but it is still very reinforcing and can actually cause the biting behavior to continue, rather than stop. When parents shift their focus and energy to the child who was bitten, they clearly communicate that biting does not result in more attention. Showing concern and sympathy for the child who was bitten also teaches empathy.
4. If your child is verbal and able to talk about his/her experiences, go back and talk with him/her about the different strategies he/she can use next time, instead of biting: If Tyler grabs your cuddly and won't let it go, you can say: “Tyler, that is my cuddly. Give it to me.” If he won't give it back, you can come get me and I will help you. Or: When you want to play, you can say: “Will you play with me?” Then your friend knows you are ready to play.
5. Help the children move on. Ask: What would you like to play now? It might help to offer activities, like play-dough, drawing, or playing in sand or water, that allow them

to release energy in constructive ways and can help them relax. The toddler who bit and the child who was hurt should not be made to play with one another, unless they want to.

Remember, learning a new behavior takes time. Your toddler may bite again, so continue watching playtime closely. It also helps to use the same words (**No biting. Biting hurts.**) as consistently as possible to emphasize the message.

VI. ARRIVAL & DEPARTURE

ADULT ESCORT

All children must be escorted by responsible and authorized adult to school entrance during the time of arrival and departure. Parents and nannies must not allow children to enter the building by themselves. We will not allow a child to walk into or out of the school alone.

All fetchers must present the fetcher's QR Code in order for them to collect their child. The school will only release the child to authorized fetchers or the parents of the child.

EARLY DROP OFF

Please respect the teacher preparation time by arriving no more than 5 minutes before the beginning of the class session. If your child is early, he/she must wait by the library area with an adult. Children are not allowed to play inside the Play area without a teacher present.

LATE PICK-UP

Please fetch your child within 10 minutes of the dismissal time. Children may become anxious if the parent does not come when the other do. For safety, please inform respective teachers if in case the child will be fetched late. Your child will be under the care and supervision of a teacher even if the class has already been dismissed.

For this reason, if a child is left beyond 15 minutes, a fee will be assessed when the child is picked up. We will be charging P 200 after 15 minutes an additional fee of P 50 for every succeeding 15 minutes.

RELEASE OF CHILD

Children will be released only to those specified by the parents with fetcher's ID. Please send a written note through Viber messenger or email to the school if it will not be the usual person or one specified in the form who will be fetching the child. A

phone call or verbal advice will not suffice for this purpose, except in cases of emergency.

CUSTODY AGREEMENTS

Separated or divorced parents are required to provide a copy of custody papers or court orders signed by a court of competent jurisdiction, together with the names and photocopy of government issued I.D.s of persons authorized by such parent to fetch the child from Little Clarion. These will be kept in the child's file at the time of enrollment.

Little Clarion reserves the right to seek the assistance of security or the police in case non-custodial parent attempts to pick up a child or makes an unscheduled visit during class hours, we will inform the custodial parent immediately.

VII. EMERGENCIES, DRILLS & CLOSINGS

EMERGENCIES

There are written policies for teachers and staff to follow in case of emergencies or the need for evacuation. Fire drills are practiced once a year when respective City Fire Department visits Little Clarion annually. We are equipped with fire extinguishers and smoke detectors in each classroom and common area, which are inspected regularly by the Fire Department.

CLOSINGS

Little Clarion Montessori School will follow the Dep Ed Order No. 66 (Prescribing Rules on the Cancellation or Suspension of Classes Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities)

When Typhoon signal is raised to Signal No. 1, all public and private preschool and kindergarten classes in the affected areas shall be automatically cancelled or suspended. However, Little Clarion Montessori School will assess the situation and take into consideration the safety of our teachers, staff and students before we call off classes.

In case of Typhoon signal No. 2, classes will be automatically suspended in Little Clarion Montessori School.

We will also be closed on all National Holidays. The school has the right not to provide make up classes for National Holidays as this is already indicated in the calendar except for unforeseen holidays/ cancellation of classes.

VIII. HEALTH & SAFETY POLICIES

ALLERGIES & FOOD TO AVOID

If your child has allergies, please notify the teachers aside from having it clearly printed on the "Health Record Form" Please specify what kind of allergies and food to avoid.

ILLNESS & TRANSMITTABLE DISEASE

In case a student becomes ill at school, we will contact the parent or legal guardian immediately to pick the child up early. The child will be kept in isolation with a staff member until the child is taken home.

Please keep your child home if the child has following symptoms. With your help, we will be able to stop spreading germs in school. Your cooperation is highly appreciated.

1. Fever – is the body's way of destroying the germs making it sick, and it's a common symptom of infections such as flu.
2. Diarrhea – is often the result of infection, food poisoning, or a side effect to medications like antibiotics. Keep children home until stools are formed and your doctor gives clearance to attend school. Please make sure your child is well hydrated.
3. Vomiting – is another way for the body to rid itself of the germs making it sick, and is usually caused by a stomach virus or stomach infection. Keep children home if they have vomited twice or more in the last 24 hours. They can return to school after symptoms clear up or your doctor says they're no longer contagious.
4. Cough and cold symptoms (runny nose) should keep kids home from school. Cough could be a sign of contagious conditions like whooping cough, viral bronchitis. It can also be a sign of asthma or allergies.
5. Sore throat – may be a symptom of strep or a common cold. If your child has been diagnosed with strep throat, keep your child at home for at least 24 hours after starting antibiotics.
6. Pinkeye (conjunctivitis) is a contagious condition, and children should stay home from school for the first 24 hours after treatment begins. Symptoms of pinkeye include eye redness, irritation, swelling, and pus.
7. Headaches – may be a symptom of contagious condition like viral gastroenteritis, flu, meningitis, and strep throat.

8. Rashes- can be the sign of contagious conditions such as chickenpox, bacterial meningitis, or impetigo. Children should be kept home until they're diagnosed. Children may return to school with a clearance by a pediatrician.
9. Mouth sores- with drooling could indicate a contagious condition such as Hand Foot and Mouth Disease. Children should be kept at home unless a health care provider or health official determines the condition is non-infectious.

If **head lice** are present, the teacher will check the heads of all students to make sure no other infestations are present. The child is not permitted to return to school without proof of treatment.

COMMUNICABLE DISEASES

Parents must inform the school if their child has a contagious disease, so that students may be notified to prevent further spread of infections. Little Clarion International Preschool will send out a circular to inform parents of the outbreak of the disease.

Any child who has been infected of communicable disease may return to school with a clearance a physician stating that the child is completely recovered and no longer contagious.

LCMS HEALTH GUIDELINES

When NOT to send your child to school!

If your child has had fever within the past 48 hrs. If your child shows any of the following symptoms:

Fever	Cough	Colds/runny nose	Red eyes
Headache	Vomiting	Shortness of breath	Rashes
Diarrhea	Muscle pain	Sore Throat	Lethargic

* If your child tested positive or has been exposed to an individual with Covid, please follow the 10 days isolation period and notify the school immediately. If your child is returning from any viral and bacterial infection including Covid 19 LMCS will require the following:

- ✓ A medical certificate stating the reason of his/her absence
- ✓ A medical clearance from the doctor stating that he/she has fully recovered and is **FIT to return to school.**

HEALTH REPORT FORM

A Health Report Form will be accomplished by the teachers to inform the parents/guardians regarding the health status of their child in school. In some cases, if a child should be sent home immediately, this form will provide all the information regarding the early release/ pick up of your child.

Parents/guardians should receive the form for future reference especially if the child's health status requires immediate medical attention.

INJURIES

Little Clarion International Preschool ensures to provide safe and comfortable environment for students however, no matter how much we monitor conditions, accidents do occur.

If a child is injured while at school, staff will immediately assess the situation and treat the child's injuries with basic First Aid. If injuries are severe and require professional medical attention, the teachers will attend to the child first, contact the paramedics, and then notify the parents as soon as possible. If a parent is not available, Emergency contact person will be notified which is indicated in the Application Form. The child will be taken to Makati Medical Center or St. Lukes Medical Center Global City, if that becomes necessary.

LITTLE CLARION MONTESSORI SCHOOL
HURTS AND HUGS

Student's Name: _____

Class: _____

Teacher: _____

Date of incident: _____ Time of incident: _____

Incident Report :

Action Taken: :

HURTS AND HUGS

An incident report will be provided by the teachers to inform the parents/guardians of the child regarding the incident that happened in school and what actions were taken to resolve the incident.

Parents/guardians should receive the form for future reference especially if the incident requires immediate medical attention.

MEDICATION USE AT SCHOOL

Medication will be administered to a student at preschool only when necessary. It is requested that medication be given before or after school hours whenever possible.

If it is essential that a child receive medication during school hours, there must be a physician's prescription prior to administration of medication. Medicine must come to school in the original container and handed to the teacher by the parent. The prescription must contain the child's name, physician's name, medication, dosage, frequency, starting date and expiration date if applicable. Medications having a specific expiration date are not used after the date of expiration. Medication sent in unlabeled containers cannot be administered. Any change in the type or dosage of medication must be informed to the teacher immediately.

If a child has an allergy that requires asthma and requires an inhaler, one should be obtained from their doctor and left at school where it will be kept in case of an emergency. The teachers must also be given specific instructions on its appropriate use.

FIRE & EARTHQUAKE DRILLS

Little Clarion International Preschool will follow the safety and emergency rules of Alco building and will conduct Fire and Earthquake drills twice a year. Toddler's class will be the first to exit followed by House of Faith and Love to exit in case of fire or earthquake. Fire exit is located by the exit of our school entrance, and we will use the emergency staircase to exit.