



LITTLE CLARION

MONTESSORI SCHOOL



Parents' Handbook

Preparing your Child for the Future!

Welcome to Little Clarion Montessori School!

Little Clarion International Preschool is a leading early childhood education institution in the Philippines offering internationally recognized Christian Montessori Method as its core academic curriculum.

Our innovative preschool program is tailored for each child as such, it emphasizes independence, student-initiated work, problem solving, flexible pacing and freedom of movement. Through mixed-age groupings, it encourages learning from each other and fosters cooperation. Moreover, it builds biblical foundation for children. Montessori curriculum consists of core areas in practical life, sensory, language and mathematics and culture (geography, science and art). An exciting exploration of a small society in Montessori classroom will be a great experience for each student to be happy and self-confident.

Our teachers are experts who are trained in recognized universities for early childhood education and special education. They have received 300 hours of intensive Christian Montessori Training Course. More importantly, our teachers are devoted and passionate in teaching students with loving care for each child.

Please read through all the information and keep it handy for quick reference to be used as a guideline for you to follow. Little Clarion International Preschool holds the right to amend and supplement this handbook as exigencies require.

Please contact the administration for any question and concerns.

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I. MISSION, VISION & PHILOSOPHY

MISSION

- **To Provide Diverse Opportunities**

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

- **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.

- **Develop Christian 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 stories.

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.

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 of daily routines of prayer, we would like to teach Christian Values to our students.
- Through regular bible study of the faculty members, teachers 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 to our institution, evangelization is achieved through daily prayers and regular bible studies.
- 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. OUR PROGRAM

CHRISTIAN MONTESSORI CURRICULUM

The academic curriculum of Little Clarion International Preschool is Christian Montessori Curriculum. The Christian Montessori Curriculum is integrated with the enrichment activities in ballet, musical theater, choir, taekwondo, bible storytelling and other enrichment activities including Lego Education and Gabe. Our mission is to continuously provide high standard up to date early childhood programs to develop children into holistic human being who can contribute to the future society.

Medium of instruction at the Little Clarion International Preschool is English and we cater to teach mother tongue languages to students of different nationalities.

Christian Montessori program was founded by Dr. Grace Lee, of Bethany College of Missions in Minnesota, USA, who is also the founder of (ACMI) Appleseed Christian Montessori International. Teachers of Little Clarion International Preschool holds Montessori teaching certificates from Bethany International and ACMI.

The Christian Montessori Curriculum at the Little Clarion International Preschool consists of five learning areas namely Practical Life, Sensorial, Mathematics, Language, Cultural area which include geography, arts, music, botany, science, astronomy and history. The Montessori approach is founded by Dr. Maria Montessori, the first female doctor in Italy and she was the only educational philosopher who actually came up with her own method of teaching. Montessori approach is indeed sensational and brings out the hidden potential from a child and found to be the best early childhood educational approach in history. Along with the five learning areas, biblical foundation is instilled in the program in presenting materials.

The principles of Montessori method are **“Freedom of Choice,” “Freedom of Movement,” and “Freedom to Repeat.”** Freedom of choice and freedom of movement within limits require a prepared class environment. Each child plays an active role in choosing the learning activity of the day, whether in an individual or a group setting. Dr. Maria Montessori believed that EDUCATION is a natural process. She believed that it is spontaneously acting on the environment and it is not learned from words taught by teachers. She also believed that all children have a natural power and hidden potential for learning. Thus, Montessori encourages children to engage with a thoughtfully prepared environment and discover facts about the environment by themselves. The teacher plays a passive role and presents materials in Montessori method of presentation while children, given proper presentation by teachers, are able to explore, repeat, and discover concepts and knowledge by themselves through Montessori materials.

Before any teacher is able to teach students, they must understand some of the theories and principles which Dr. Maria Montessori, as a medical doctor, have discovered about children from ages zero to six. Dr. Montessori said in her book entitled, “The Absorbent Mind”:

“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 which absorb everything in the environment.

ENRICHMENT CLASSES for WHOLE DAY PROGRAM

The morning session for the Christian Montessori class is complemented by diverse enrichment classes in the afternoon. Ballet, Taekwondo, musical theater, Lego education, Oxford Reading Tree, Origami, and Gabe (Froebel’s Gift) classes still play an essential role in Little Clarion program as is clearly stated in its mission to develop children holistically through diverse opportunities and experience in performing arts education.

Little Clarion’s goal is to enrich the preschool program along with the Christian Montessori approach, and it believes that children need to develop holistically through diverse opportunities in learning. Music and the arts will help learners develop emotional and thinking

skills as it is proven in many studies that children who are good in music and other forms of performing arts excel in academics as some of the skills needed in music and art are also needed in language, communication, and especially in mathematics.

Studies show that left brain is used for logical thinking and analytical processes, which are typically trained by school work such as mathematics, reading, and science. Right brain, on the other hand, is used for emotional perception, intuition and creativity, mainly used when a person is involved in creative endeavors such as creative arts and performing arts. In order to achieve the full potential of the mind, the two hemispheres of the brain must be stimulated and work together. Thus, children who are exposed to music and arts are likely to perform better in academics. Studies also show that children who study music and arts show better scores in standardized tests.

III. Admission Policy & Application Procedure

ADMISSION

Children from 18 months to 6 years old are eligible to enroll in Little Clarion International Preschool. Enrollment is open to children of all nationalities, provided that the school can meet the particular needs of the child.

1. Children will be placed in classes according to their age at the beginning of the school year.
2. Classes are filled on a first-come, first-served basis according to the date when the registration fees are paid.
3. Class sizes are limited for each class. Teacher student ratio is 1:9 in Primary Montessori Class and 1:5 for Toddler's class.
4. 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. A pre-registration visit by the parent and the child is encouraged to help the child feel comfortable on the first day of class. Students can avail of one-day free trial class prior to enrollment.
2. The parent shall guarantee placement in the class by paying admission fee.

3. The parent will complete the following admission requirements:

- Application Form
- Health Record Form
- Previous School Records
- Copies of Passport & Birth Certificate / Copies of Visa, if foreigner
- Copies of Parents' / Guardian's Passport or ID

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 your child and it is deductible from the total tuition but is non-refundable. Reservation fees are valid for one year upon registration date.

REFUND POLICY

Tuition Fees may not be refunded after the agreed date of enrollment.

- Tuition Fees may not be refunded however, may be credited to consume with other enrichment classes.
- Tuition fee may not be credited if the child has been absent without prior notice and agreement with the school administration.
- Unused tuition fees may be credited only within a span of one year from the date of enrollment.

TUITION

Tuition can be paid in the following ways: annual, semi-annual, or quarterly. Monthly payments may be accepted with 3 PDCs to be submitted in advance (Monthly fees are higher). We accept cash or checks payable to **Clarion School of Performing Arts**.

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 up the payment. A reminder of tuition payment will be sent home when the amount is due.

Little Clarion International Preschool reserves the right to assess and collect: interest rate 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.

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 POLICY

DAYS & HOURS OF OPERATION

Little Clarion International Preschool is open from Mondays to Fridays. Half day classes start at 8:30 am and ends at 12 nn. Students for lunch program with half day enrolment should be picked up by 12:30 pm. Whole day classes start at 8:30 am and ends at 3:00 pm.

The office is open from 8:00 to 5:00 PM from Mondays to Fridays.

PARENT VISITATION POLICY

Little Clarion International Preschool 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 communication notebook or kakao chat.

We **do not** provide make-up classes for children who miss a class. (Exception for toddler's class on 2-day/ 3day program)

For children going on vacation, a corresponding adjustment will be given based on the following terms:

1. The class directress and school directress must be informed in writing of exact dates the child will be on leave.
2. Tuition Adjustments may be given to those who will be away for a minimum of four (4) weeks. Absence below four (4) weeks do not have any tuition adjustments.
3. Remaining Tuition Fee may be used within the following months depending on the accounts due date and mode of payment.
 - monthly payment quarter- 3 month validity
 - Semi Annual- Annual - 6 months validity

UNIFORM

Children must wear school uniform from Mondays-Thursdays. Children may wear clothes of their choice on Fridays as it is a fashion day, provided that it is comfortable enough to enjoy themselves without worrying about their clothes.

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.

LUNCH

Optional lunch program is available.

We would like to give you some information about the lunch served in Little Clarion! Information about what kind of ingredients are being used, and where they are bought, and how it is being cooked!

Please see the information below !

What kind of ingredients are used for each dish?

Mini Burger	Ground beef, ground pork, carrots, onions, mushrooms, onion leeks, ground garlic, salt, pepper, egg, bread crumbs, sugar
Chapchae	Kalitiran beef, carrots, spinach, onions, onion leeks, oden, mushrooms, soy sauce, sugar, dangmyun noodles, sesame oil, sesame seeds
Chicken Stew	Chicken thighs, onions, carrots, potatoes, ground garlic, soy sauce, syrup
Sweet glazed chicken	Chicken thighs or breast, cornstarch, ginger, onions, ketchup, syrup, oyster sauce, peanuts, sweat potatoes, oil
Shrimp/squid tempura	Shrimp, squid, bread crumbs, salt pepper, egg, flour, oil
Bulgogi	Bulgogi meet, carrots, onions, onion leeks, broccoli, cabbage, garlic, soy sauce, pepper, syrup
Lumpia	Carrot, shrimp, beansprout, lumpia wrapper, onion, cabbage
Fish Pancake	Cobbler fish fillet, egg, flour, salt, pepper,
Fish and chips	Cobbler fish fillet, egg, flour, Bread crumbs, salt, pepper
Donkatsu	Pork butterfly cut, egg, Flour, salt, pepper, ground onions, bread crumbs
Vegetable pancake	Cabbage, squid, spam, onion, onion, zucchini, Korean pancake mix, egg
Sweet glazed vegetables	Hotdogs, onions, bell pepper, carrots, green beans, corns, squid balls, ketchup, cornstarch, syrup
Potato Chapchae	Potato, onion, carrots, salt, sesame oil

Spaghetti	Onions, Ground beef, tomatoes, corn, carrots, garlic, Del Monte Spaghetti noodles, Del Monte Spaghetti sauce (Sweet style & Italian Style), Olive oil, butter, pepper
Beef Curry	Beef Kalitiran, carrots, potatoes, onions, curry powder, honey, butter
Soup Base	Dried anchovies, seaweed, dried shrimp/beef kalitiran/bean paste
Raddish pickles	Raddish, sugar, vinegar, water
Kimchi	Petchay, raddish, onion leeks, onions, garlic, chili powder, sugar, tomatoes, salt, fish sauce

Where do you buy them?

Cartimar Market – Shrimp, squid, kalitiran beef, Bulgogi beef, ground beef, ground pork, eggs,

quail eggs, Vegetables – Lea’s and Jeju grocery, Malakit rice

Landmark - Oil (Wesson’s Vegetable Oil), (Del Monte) Spaghetti sauce & noodles, ground beef,

ground pork, green beans, corn kernels, bread crumbs, flour, cornstarch,

Del Monte Ketchup, Spam, Chicken thigh or breast, lumpia wrapper,

Korean Grocery - Sesame Oil (Ottugi), Curry powder (Ottugi), Dangmyun (Baeksul), Soy sauce (sempyo),

Syrup (Ottugi), Tofu, Oden, Rice (Jasponica)

S & R - Fish fillet (Cobbler), chicken fillet (thigh & breast), strawberry & peanut butter jam, honey, spaghetti noodles, Kirkland Vegetable Oil

Where is it cooked? The food is being prepared and cooked in Ms. Julia’s residence, by her cook.

The groceries are done by Ms. Julia Lee, herself. Only the best ingredients are chosen with the assurance of freshness.

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 held every three months. 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 Kakao Talk chatroom for parents to send out news and reminders.
- ④ **Facebook** is used to post pictures of class activities and events each week.
- ⑤ **Milestone Book** – Weekly lesson plans and monthly narrative reports are updated in this Milestone Book. Parents may follow class activities each week to update themselves with the lessons they learn in school. Our goal is to work hand in hand with parents for the best possible educational achievement for our students through smooth communication with parents.
- ⑥ **Communication Notebook**- Monthly events, class activities, incident reports, snack assignments, and other news are posted on this notebook. Parents may write to teachers about their concerns through the communication notebook.



GUIDELINES ON KAKAO CHATROOM AND FACEBOOK

We have created Kakao chatrooms and a Facebook account exclusively for parents of Little Clarion International Preschool. 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 International Preschool.

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

1. The Kakao 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 International Preschool.
2. The Kakao chatroom hours are from 6 am–8 pm only. Please refrain from sending messages after hours.
3. The Kakao 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 International Preschool 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 monthly 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 communication notebook 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. Children riding school shuttle service will be escorted to the building entrance by teachers and staff of Little Clarion International Preschool.

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 15 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 100 after 15 minutes an additional fee of P 25 for every succeeding 15 minutes.

RELEASE OF CHILD

Children will be released only to those specified by the parents. Please send a written note 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 Makati 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 International Preschool 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 International Preschool 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 International Preschool.

We will also be closed on all National Holidays.

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. Severe cough and cold symptoms should keep kids home from school. A serious cough could be a sign of contagious conditions like whooping cough, viral bronchitis, or croop. 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 paediatrician.
 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.

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, if that becomes necessary.

MEDICATION USE AT SCHOOL

Medication will be administered to a student at preschool only when absolutely 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 stair case to exit.