



SPRINGFIELD  
MONTESSORI SCHOOL

# School Information Package

*Dublin Campus*  
*2024-2025*

# CONTENTS

## Dublin School Information Package

<b>Campus &amp; Contact Information</b>	<b>4</b>
<b>Teaching Philosophy</b>	<b>5</b>
<b>Program Offerings</b>	<b>6</b>
<b>Enrollment</b>	<b>8</b>
<b>School General Information</b>	<b>10</b>
<b>Parent Portal</b>	<b>15</b>
<b>Fee Schedule</b>	<b>16</b>
<b>School Calendar</b>	<b>18</b>
<b>Faculty</b>	<b>19</b>

# 2024-2025 ACADEMIC YEAR

Thank you for your interest in Springfield Montessori School.

Attached you will find our School Information Package, which provides an overview of the teaching philosophy, our programs, various policies and procedures and next steps.

We invite you to visit Springfield to observe our classrooms in session. This will give you a feel for the environment and dedicated time with our Administration team. We would also be happy to give you a tour of our facility, the grounds and answer any questions you may have.

Please note that tours and observations are by appointment only. This is required for many reasons. The primary reason being to ensure the health and safety of our staff and students.

Scheduled visits minimize classroom disruptions, limits the number of individuals at one time in the building and allows us to plan around drop-off & pick up times, staff breaks and guarantees we have enough staff members in all areas of the campus during your visit. Lastly, we want to ensure you have our undivided attention. We realize that every family is unique and has many questions. We do not want you to feel rushed.

School enrollments are taken on a first-come, first-served basis and classrooms do fill up quickly. We strongly suggest you schedule an appointment soon to secure a place for your child or get them on a waitlist. To be considered for enrollment at Springfield Montessori School, please complete the enclosed Enrollment Application along with the \$125.00 Application Fee.

Should you have any questions, please feel free to call the school directly and speak with the Administration team.

Sincerely,  
Springfield Montessori School

# CONTACT INFORMATION

## DUBLIN CAMPUS

5100 Brannigan Street  
Dublin, CA 94568  
Phone: 925-828-5102  
Fax: 925-828-5108

## ADMINISTRATION

**Irene Raducanu – Director**  
dublinadmin@springfieldmontessori.com

**Renee Mizuhara – Office Manager**  
renee@springfieldmontessori.com

## WALNUT CREEK CAMPUS

2780 Mitchell Drive  
Walnut Creek, CA 94598  
Phone: 925-944-0626  
Fax: 925-944-0678

## ADMINISTRATION

**Rachel Jacobsen – Site Supervisor**  
administration@springfieldmontessori.com

**Rosanne Esplanada – Director of Admissions**  
rosanne.esplanada@springfieldmontessori.com

**Jalen Rose – Administrative Assistant**  
jalen@springfieldmontessori.com

# TEACHING PHILOSOPHY

## ENVIRONMENT

Springfield Montessori School is based on the educational philosophies of Maria Montessori. Our programs ensure an environment conducive to learning – an environment rich in life giving activities suited to the needs of the developing child.

## AT SPRINGFIELD, OUR MISSION IS TO:

- Provide an environment that promotes a love of learning.
- Enable the child to develop physical and mental order and “Inner Discipline.”
- Provide an environment and materials that will meet the child’s emotional, cognitive, spiritual, social, and physical developmental needs.
- Help the child to help him or herself through the processes of:
  - Independence
  - Responsibility
  - Socialization
  - Grace and Courtesy

## STAFF

To achieve and maintain the standards required by the Montessori Method of education, Springfield Montessori Teachers are certified and trained in Montessori philosophy, Early Childhood Education and have a thorough knowledge of the young child’s stages of social, cognitive, psychological, and physiological development. We have numerous CPR certified employees on staff at all times and we offer CPR training to every employee.

## PARENT-LEGAL GUARDIANS

Parents & Guardians play a critical role in a young child’s education. It is important that they have a strong connection to the program in which their child is enrolled. Parent-Guardian / Teacher conferences are scheduled two times during the academic school year. These are face to face opportunities where we can inform and discuss your child’s progress, as well as address any concerns. Annually, Springfield offers a Parent Observation Week at each campus.

This is an opportunity for you to observe and “look” into the daily working of your child’s Montessori classroom. Springfield maintains an “Open Door Policy” and places great importance on open and consistent communication between the school and home. We encourage you to discuss any concerns whenever the need arises. As we must always maintain ratios, as required by CDSS Child Care Licensing, we strongly request that you call us to schedule a time to meet face to face. This ensures that we can give you our undivided attention as well as maintain necessary coverage.

# PROGRAM OFFERINGS

## TODDLER PROGRAM

This program is designed for children between the ages of 2 and 3 years. The primary focus of the program is to prepare the young child to understand his or her environment through “Practical Life” and “Sensorial Materials.”

<b>Morning Session:</b>	9:00 a.m. to 12:00 noon
<b>Full Day Program:</b>	9:00 a.m. to 3:00 p.m.
<b>Extended Care:</b>	7:00 a.m. to 9:00 a.m. & 3:00 p.m. to 6:00 p.m.

**Days: 5 days, 4 days and 3 days**

## PRE-SCHOOL

This program is designed for children between the ages of 3 and 5 years. The program creates an environment in which the child will experience both the educational and social aspects of learning. The curriculum is based on Math, Language, Sensorial, Cultural, Practical Life and Sciences. There are two sessions in this program – the Morning Session and the Afternoon Session, which when combined make up the 6-hour full day academic program.

<b>Morning Session:</b>	9:00 a.m. to 12:00 noon
<b>Afternoon Session:</b>	12:00 noon to 3:00 p.m.
<b>Full Day Program:</b>	9:00 a.m. to 3:00 p.m.
<b>Extended Care:</b>	7:00 a.m. to 9:00 a.m. & 3:00 p.m. to 6:00 p.m.

**Days: 5 days, 4 days and 3 days**

## DEVELOPMENTAL KINDERGARTEN (D.K.) / KINDERGARTEN

This program is for children between the ages of 5 and 6 years. It is structured to address academic skills in Math, Language, Reading, and Sciences and is a preparatory class for First Grade. Emphasis is placed on problem solving, social skills, etiquette, and gross motor skills, thereby providing a balance of all skills.

<b>Morning Session:</b>	9:00 a.m. to 12:00 noon
<b>Full Day Program:</b>	9:00 a.m. to 3:00 p.m.
<b>Extended Care:</b>	7:00 a.m. to 9:00 a.m. & 3:00 p.m. to 6:00 p.m.

**Days: 5 days**

# CO-CURRICULARS

## BEFORE & AFTER SCHOOL (CHILDCARE) PROGRAM

All children enrolled at Springfield Montessori School are eligible for Childcare if space is available. To participate in the Before or After School program, **PRE-APPROVAL** is required. The program is from 7:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m. throughout the year. This is **NOT** a “Drop-In” program as we must plan and arrange for additional staffing to always maintain required Licensing ratios. The curriculum consists of recreation, gardening, arts and crafts, cooking projects, games, reading, and free play time. Special programs throughout the year (ex. music, dance and additional foreign language instruction) are available at an additional fee. Programs and content vary annually as well as by campus.

## MUSIC PROGRAM

Our music program, led by Zulay Sanchez, is offered to all students every other week. Music is an integral part of the Montessori Environment. It enables children to communicate and express themselves, helps them enjoy music and feel joyful. The focus of Zulay’s program is to engage children musically through songs, playing of instruments and creative movement. This program is included in the tuition fees.

## YOGA PROGRAM

Yoga is offered to all currently enrolled Pre-K and Kindergarten children and is led by Kavita Patel of Monkey Bear Yoga. Kavita is a certified Yoga instructor and teaches classes throughout the Tri-Valley. Her training aligns with the Montessori philosophy in fostering a sense of self, mindfulness, community as well as developing strength, focus, and flexibility. This program is included in the tuition fees.

## SPANISH PROGRAM

Spanish is offered every other week to Pre-K and Kindergarten children. Our instructor is Zulay Sanchez. The Spanish course is presented in a simple and practical way, providing the basic tools that allow children to interact in class and participate in some of their everyday activities like singing songs, playing games, and practicing courtesy. This program is included in the tuition fees.

## SPRINGFIELD SUMMER CAMP PROGRAM

An extensive Summer Camp program is available from the middle of June to the end of August. The Summer Camp program is open to children between the ages of two years to first grade entry. Camp information and program details are provided to parents in the Spring and will be posted on the school website and ProCare.

# ENROLLMENT

## ENROLLMENT QUALIFICATIONS

- Enrollment is determined on a first come basis for each age group. Priority is given to returning students and to siblings of current students.
- Enrollment is open to any child provided Springfield Montessori School can meet the needs of that child. It is the sole decision of Springfield Montessori School to make that determination.
- Enrollment at Springfield Montessori School shall be granted without any discrimination on the grounds of race, religion, sexual orientation, or political views.
- Children must be at least two years of age upon enrollment.

## ENROLLMENT PROCEDURES

- The Springfield Enrollment Application must be completed and submitted with the non-refundable \$125.00 Application Fee to be considered for a space in the 2024-2025 Academic School Year.
- We encourage all parents-guardians to schedule a tour at the specific campus they are considering for their child. Tours are conducted when school is in session so that you can observe the environment. Tours must be scheduled in advance so that we can plan adequate time to answer your questions and ensure ratios are maintained.
- A Parent-Guardian Orientation is conducted to provide information and an overview of our philosophy, policies, procedures, and programs. During this time, we will discuss the state of the child's overall health history (physical, emotional, and developmental.) It is also an opportunity for us to assess whether Springfield Montessori School can meet the needs of your child.
- Springfield will inform the Parent/Guardian if their child has been accepted or put on a waitlist.
- Upon acceptance, you will be asked to complete and sign a series of documents in our 2024-2025 Enrollment Package. Additionally, we will require all deposits at this time.

## HEALTH REQUIREMENTS / HEALTH HISTORY

California law requires that all children who attend public school, private school or childcare centers, have received CA State required vaccinations prior to attending classes or their childcare center. During the enrollment process, we will provide you with a list of currently required vaccinations. Please note that "Personal Belief" vaccination exemptions are no longer allowed in the state of CA. Only valid medical exemptions from a licensed practitioner can be accepted.

A Physicians Report, signed by the child's physician, is required at the time of admission in addition to other medical forms.



# ENROLLMENT

## ENROLLMENT DOCUMENTATION

After acceptance, you will be asked to complete a series of forms required by the California Department of Social Services Community Care Licensing Division and Springfield Montessori School. Prior to the student attending classes, all documentation must be submitted, signed, validated and all Non-Refundable Enrollment fees paid (Application, Registration, Materials & Admissions.)

## TUITION

Annual Tuition is based on an academic year beginning in September and ending in June of the following year. There are two payment options for tuition fees. Fees may be paid up front in one lump sum or divided into ten equal monthly installments debited via ACH.

A discount of ten percent will be applied to siblings of currently enrolled students. This discount is applied towards the sibling with a lesser tuition amount. We charge a Returned Check / ACH Fee equal to \$60.00 if your Personal Check or ACH debit does not clear.

## TUITION PAYMENT - ACH

We require all fees be paid via our ACH program except initial enrollment fees or tuition changes during the school year. This includes Childcare services and fees for late pick up after 6PM.

## CONTRACT TERMINATION

A parent or legal guardian may elect to withdraw their student with written notice of their intent to terminate their child's contract noting their child's last day one calendar month in advance. Additionally, they must complete a contract termination request form (CTR). Springfield will accept contract termination requests monthly up to tuition installment #8 (April.) In order to apply the Admission Fee towards the last installment, we must receive termination paperwork 30 days prior to the contract termination date. No terminations will be accepted for the months of May or June.

# GENERAL INFORMATION

## HOURS OF OPERATION

We are open from 7:00 a.m. to 6:00 p.m. Monday thru Friday.

Classes begin at 9:05am and end promptly at 12:00pm or 3:00pm. Should children be picked up after 12:05 pm or 3:05pm, they will be assessed for Childcare. These monies will be debited via ACH.

## SIGN-IN & SIGN-OUT PROCEDURES

The parent / legal guardian is required to sign “in” his/her child, on arrival at the school drop-off point. This is a CA State Licensing requirement. The parent / legal guardian is also required to sign “out” his / her child, at pick up. Parents will use our Procure system to sign their child in and out. Procure kiosks are located at designated school entry points.

## AUTHORIZATION TO PICK UP CHILD

No child will be released to a person who is not authorized by the respective legal parent/guardian for pick up. The school must receive written authorization naming the specific individual who will pick up a child. Authorization cannot be given over the phone, a message must be sent via email or Procure message. Photo identification will be required before a child is released.

## DISCIPLINE

In all matters of discipline, the welfare and respect for your child is of primary concern. The ultimate discipline is “Inner Discipline.” This self-regulation comes through activity and redirection in a well-prepared environment. If a conflict occurs, the children are encouraged to use problem-solving skills to resolve the conflict. Physical punishment is NEVER allowed. If a severe discipline problem exists in the classroom, the teacher will confer with the school Director / Site Supervisor and the Parents.

## PARENT/TEACHER CONFERENCES

Parent / teacher conferences are scheduled in November and June. These conferences are an integral part of your child’s education. Appointments for additional parent/teacher conferences may be made throughout the year.

# GENERAL INFORMATION

## DROP-OFF & PICK UP

To ensure the safety of our children, families, and staff, we must adhere to the following procedures as it pertains to the drop-off and pick up of children. The safety and well-being of your children is of utmost importance to Springfield. Please review our pick up and drop-off guidelines thoroughly.

- Be patient at all times! Families need extra time in the parking areas to get their children in and out of their car seats and vehicles.
- Drive slowly upon entering or exiting the parking lot.
- **We do NOT have a drop-off & pick up line. You will need to park your car and walk your child to the front door/ gate to meet your Teacher / Administration team. Please hold your child's hand when in the parking lot.**
- Do NOT Park / stop your vehicle in front of the building in the roundabout. This leads to excessive congestion, confusion and is a safety violation as ONLY emergency vehicles are allowed to stop in this location.
- Upon drop-off, you are required to sign in your child. This is a state licensing legal requirement.
- Upon pick up, you are required to sign out your child. This is a state licensing legal requirement.
- iPads/ QR scanning code are located at each drop-off/ pick up point. Let the Administration team know if you need any help.
- Plan your daily arrival to give yourself ample time to park your car and then assist your child both to and from your designated campus drop-off and pick up locations.
- Only park in unmarked designated spots.
- Do NOT park in marked handicapped parking spots, even if in a time crunch. You can and will be cited for this.
- Use EXTREME caution when backing out of your parking spot. Children are difficult to see if they are behind a vehicle.

## LATE PICK UP AFTER 6:00 PM

Pick up after 6:00 p.m. is against school policy. Springfield is licensed to be open from 7:00 am to 6 :00 pm, Monday through Friday. Please plan your pick up to give yourself ample time to sign-out, gather your child's belongings by 6:00 PM at the latest.

If you are not available to pick up by 6:00 PM, please make the necessary arrangements with Springfield to authorize another family member or friend to assist you in the pick up your child. Springfield needs written permission in order to release your child. This must be done in ADVANCE of your child's pick up, via e-mail, ProCare or a written and signed note by the parents/ legal guardian. We'll also enforce a Photo ID verification for the person who will pick up your child.

After 6:00 p.m., a late charge of \$30.00 will be assessed for the first five minutes. After 6:05 p.m., parents will be assessed an additional fee of \$5.00/minute. This fee will be assessed by the Administration Team and debited via your ACH account.

# GENERAL INFORMATION

## SCHOOL HEALTH PROTOCOLS

Springfield Montessori School follows the guidelines set forth by the CA Department of Social Services Child Care Licensing. We also partner with and follow the health and safety recommendations of the Contra Costa Health Services Department, the Alameda County Public Health Department, the CA Department of Public Health and the Center for Disease Control and Prevention (CDC.)

We have numerous health and safety protocols in place at Springfield. Since the pandemic, we have included additional COVID-related procedures to include (but not limited to), health screenings, outdoor drop-off and pick up, suggested mask wearing / face protection by all individuals (to include parents and vendors) while on the school premises, social distancing measures, increased ventilation and mandatory employee COVID-19 vaccinations just to name a few.

We monitor national and local health trends continually, as well as partner with our local Health Departments and School Districts. Springfield protocols and procedures are subject to change at any point in time and will be consistent across both campuses. This could include moving back to a stricter policy on mask wearing, temperature taking at the door, and increased social distancing / pods. The health and safety of our employees, your children and families are our priority. Should you have additional questions or are interested in learning more about these and other Health & Safety protocols, please speak with your campus Administration team.

To meet the health requirements established by the health and social services organizations, parents are asked to keep their child at home when the child:

- Has a fever of 100.0 or higher.
- Is taking antibiotics – and is in the first 24 hours of the prescribed course.
- Has a heavy nasal discharge
- Has a constant cough
- Is suffering from diarrhea.
- Is unable to retain food or liquid (vomiting\*)

Temperature must be normal without fever reducing medication for 24 hours before the child can return to school. In case of a communicable disease, the school must be informed immediately. Children who arrive at school sick will be sent home immediately.

*\*vomiting must be subsided for 24 hours prior to returning to school.*

## ADMINISTRATION OF MEDICINE

Prescribed medication will be administered at Springfield provided the medication is accompanied by a written doctor's authorization indicating dosage, frequency, and duration. Non-prescribed medication will NOT be administered at Springfield without a written authorization from the physician. Parents must also complete a Parent Consent For Administration Of Medications Authorization Form, which is available in the Administrative office. Please note that text messages, emails and faxes do not constitute written authorization.

# GENERAL INFORMATION

## EMERGENCY PROCEDURES: ACCIDENTS

If a child is injured and the injury is minor, first aid will be administered. The injury will be recorded, and the parents will be informed when the child is picked up.

If a child needs medical attention, but it is not an emergency, the school will contact the parent. If a parent / legal guardian cannot be reached, the school will contact the emergency numbers on the emergency forms completed by the parents at the time of enrollment.

In the case of an emergency, the child will be transported by ambulance to the nearest hospital. The parents and the physician will be notified immediately. A teacher will accompany the child if parents have not arrived by the time the ambulance arrives.

## EMERGENCY PROTOCOLS: FIRE

Springfield conducts monthly fire drills. Under the direction of their classroom teacher, students evacuate the building quickly and remain on the school grounds with their teacher until it is safe to re-enter the building.

## EMERGENCY PROTOCOLS: EARTHQUAKE

The school building meets current seismic codes. Springfield Montessori School maintains an emergency supply of food, drink and first aid equipment. All children are taught the "Duck & Cover" procedure. In the event of a major earthquake, parents should follow emergency instructions given by the local government. Children will be supervised by staff until they can be released to parents / legal guardians or authorized individuals listed on their emergency forms. The Director/Site Supervisor and teachers will remain at the school until all students have been picked up.

## BIRTHDAYS AND CELEBRATIONS

We at Springfield Montessori take pleasure in celebrating your child's birthday. We ask parents to bring in photographs (to include one for each year of your child's life) that can be shared in the classroom on this special day. Additional details regarding birthday celebrations will be communicated by the classroom teacher.

## PERSONAL PROPERTY

Each child has a drawer / cubby for storing personal property. Currently we do not allow toys or personal items, other than a change of clothing, to be kept at the school.

# GENERAL INFORMATION

## REST TIME

Naptime is between 12:30 p.m. and 2:30 p.m. daily. The children rest on Nap Mats which can be purchased online. Nap Mats are sent home with each child on Friday's to be laundered.

## CLOTHING

We want our children to feel free to explore and experiment in and with a wide variety of activities and materials. We therefore ask parents to dress their children in appropriate clothes. Clothing should be clearly labeled with the child's name. All children must have an additional set of clothing at the school.

## FOOD

A nourishing snack will be served mid-morning and mid-afternoon. Snack information is posted daily outside of each classroom. Additionally, classroom snack information will be communicated daily via ProCare. Children are encouraged to bring a nutritious lunch to school.

## SCHOOL CALENDAR

The **Walnut Creek campus** follows the Mt. Diablo Unified School District school calendar for **MOST** holidays and breaks. Please check specific dates and current calendars as there are some dates that are not completely aligned.

The **Dublin campus** follows the Dublin Unified School District school calendar for **MOST** holidays and breaks. Please check specific dates and current calendars as there are some dates that are not completely aligned.

## SCHOOL COMMUNICATIONS

The ability to share information and quickly communicate with families in a timely manner is critical. As such, it is imperative that you provide the Administration Team with your current email address and cell phone number. We default to the email / cell information that you provide on your enrollment information - Photo Release & Parent Information form. This information is used for your classroom Parent Portal. Most general school communication & updates will come via email and Procure (Parent Portal.) From time to time, you may also receive a text alert from Springfield Montessori School.

# PARENT PORTAL

## SPRINGFIELD PARENT PORTAL

Springfield utilizes a parent communication platform named Procure, which serves as the main channel of communication between parents and their child's classroom teachers. Each classroom at Springfield has a specific portal that can be accessed solely by parents or guardians of the students within that specified room.

Using the Procure system, you can send a message with your child's teacher at any time via the app. Teachers will provide classroom specific information, including updates about daily activities, reminders, upcoming events, extra clothing requests, daily snacks and schedules to name just a few. Parents can add calendar reminders directly to their personal phones from the Procure app. The campus Administration will also send you important messages regarding a variety of topics. While this will not be the Administration teams' primary tool to communicate with parents, it is nice to also have some of this information in a secondary location.

Furthermore, monthly newsletters from the classroom will be sent through Procure, along with access to the classroom calendar. An appreciated feature of this platform involves photos of the children during their day. But please note, these photos will only include those children whose parents have authorized use on the Photography Release Form upon enrollment. This form gives Springfield Montessori School permission to post photos of your child not only on the classroom portal but also on our school social media feeds, plus use for advertising and promotional campaigns.

Lastly, parents will use Procure to sign-in and sign-out their child every day they attend school. Kiosks with iPads will be located at designated entry points on campus.

# FEE SCHEDULE 2024-2025

## TODDLER PROGRAMS

### **Hours: 9am - 12 noon**      **Installment / School Year**

5 Day Program	\$1,460 / \$14,600
4 Day Program	\$1,420 / \$14,200
3 Day Program	\$1,385 / \$13,850

### **Hours: 9am - 3pm**      **Installment / School Year**

5 Day Program	\$1,695 / \$16,950
4 Day Program	\$1,660 / \$16,600
3 Day Program	\$1,635 / \$16,350

### **Hours: 7am - 6pm**      **Installment / School Year**

5 Day Program	\$2,200 / \$22,000
4 Day Program	\$2,110 / \$21,100
3 Day Program	\$1,995 / \$19,950

## PRE-K PROGRAMS

### **Hours: 9am - 12 noon**      **Installment / School Year**

5 Day Program	\$1,395 / \$13,950
4 Day Program	\$1,355 / \$13,550
3 Day Program	\$1,260 / \$12,600

### **Hours: 9am - 3pm**      **Installment / School Year**

5 Day Program	\$1,535 / \$15,350
4 Day Program	\$1,490 / \$14,900
3 Day Program	\$1,430 / \$14,300

### **Hours: 7am - 6pm**      **Installment / School Year**

5 Day Program	\$2,060 / \$20,600
4 Day Program	\$1,955 / \$19,550
3 Day Program	\$1,870 / \$18,700



# FEE SCHEDULE 2024-2025

## DEVELOPMENTAL KINDERGARTEN (D.K.) / KINDERGARTEN PROGRAMS

**Hours: 9am - 12 noon**      **Installment / School Year**  
5 Day Program                      \$1,545 / \$15,450

**Hours: 9am - 3pm**              **Installment / School Year**  
5 Day Program                      \$1,735 / \$17,350

**Hours: 7am - 6pm**              **Installment / School Year**  
5 Day Program                      \$2,055 / \$20,550

## PM / AFTERNOON PROGRAMS

**Hours: 12noon - 3pm**      **Installment / School Year**  
5 Day Program                      \$1,395 / \$13,950

4 Day Program                      \$1,355 / \$13,550

3 Day Program                      \$1,260 / \$12,600



SPRINGFIELD MONTESSORI SCHOOL

"Let me be the one to do what is done."

5100 BRANNIGAN ST.  
DUBLIN  
CALIFORNIA, 94568

PHONE: 925-828-5102  
FAX: 925-828-5108  
License #: 013406853

WEBSITE: WWW.SPRINGFIELDMONTESSORI.COM

# 2024-2025 ACADEMIC SCHOOL YEAR CALENDAR - DUBLIN

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	<u>2</u>	3	4	<u>5</u>	6	7			1	2	3	4	5						<u>1</u>	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	<u>8</u>	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	<u>18</u>	19	10	11	12	13	14	15	16	15	16	17	18	19	<u>20</u>	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	<u>21</u>	22	23	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28
29	30						27	28	29	30	31			24	25	26	<u>27</u>	<u>28</u>	<u>29</u>	30	29	<u>30</u>	<u>31</u>				

  

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				<u>1</u>	<u>2</u>	<u>3</u>	4						1							1							
5	<u>6</u>	<u>7</u>	8	9	10	11	2	3	4	5	6	<u>7</u>	8	2	3	4	5	6	<u>7</u>	8	6	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	<u>20</u>	21	22	23	24	25	16	<u>17</u>	18	19	20	21	22	16	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			

  

May							June							July							August									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
					1	2	3	1	2	3	4	5	<u>6</u>	7				1	2	3	<u>4</u>	5							1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9			
11	12	13	14	15	16	17	15	16	17	<u>18</u>	<u>19</u>	<u>20</u>	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16			
18	19	20	21	22	<u>23</u>	24	22	<u>23</u>	24	25	26	27	28	20	21	22	23	24	25	26	17	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	23			
25	<u>26</u>	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30			
																					31									

## SCHEDULE OF EVENTS

- **August 19 to 22:** Teachers' Workdays.
- **August 20:** 2024-2025 New Parent Meet & Greet.
- **August 23:** 2024-2025 School Year Begins. First Day of School.
- **September 2:** Labor Day. No School. No Childcare.
- **September 5:** Back to School Night.
- **October 18:** Harvest Festival.
- **November 1:** Parent-Teacher Conferences. No School. No Childcare.
- **November 8:** Diwali Celebration.
- **November 21:** Fall Picture Day.
- **November 27 to 29:** Thanksgiving Holiday. No School. No Childcare.
- **December 20 to January 3:** Winter Recess, No School, No Childcare.
- **January 6:** Teachers' Workday, No School, No Childcare.
- **January 7:** School Resumes.
- **January 20:** Martin Luther King Jr. Day. No School. No Childcare.
- **February 7:** Lunar New Year Celebration
- **February 17:** Presidents' Day. No School. No Childcare.
- **March 7:** In-Service Day. No School. No Childcare.
- **March 17 to 21:** Parent Observation / Education.
- **April 7 to April 11:** Spring Break. No School. No Childcare.
- **April TBD:** Spring Picture Days.
- **May 23:** Cultural Faire.
- **May 26:** Memorial Day. No School. No Childcare.
- **June 6:** Parent-Teacher Conferences. No School. No Childcare.
- **June 18:** Last Day of School.
- **June 19 & 20:** Teachers' Workdays. No School. No Childcare.
- **June 23:** Summer Camp Begins.
- **July 4:** Independence Day Holiday. No School. No Childcare.
- **August 15:** Summer Camp Ends.
- **August 18 to 21:** Teachers' Workdays. No School. No Childcare.
- **August 22:** 2025-2026 School Year Begins. First Day of School.

# 2024-2025 SCHOOL FACULTY



**Irene Raducanu**  
Director



**Renee Mizuhara**  
Office Manager



**Ms. Chandani**



**Ms. Geetha**



**Ms. Habab**



**Ms. Hafiza**



**Ms. Ila**



**Ms. Jessica**



**Ms. Meenu**



**Ms. Paru**



**Ms. Sonia**



**Ms. Tali**



**Ms. Vivian**



**Ms. Vandana**