

HeadsUp!® Montessori Preschool

Palo Alto

(An Educational Program of Early Learning Institute, a California Corporation)

BILINGUAL PRESCHOOL STATEMENTS OF PROGRAM & FEES

This document is a supplement to the regular *Statements of Program, Fees & Policies*. It should be read in conjunction with those documents.

PROGRAM

Two-Worlds™ Chinese Language and Culture Program

The HeadsUp! *Two-Worlds™ Approach* features intensive instruction in Chinese language and culture. At the same time, the bilingual setting offers all the benefits of the regular preschool program: it provides an especially enriching environment in which children can grow to fulfill their full potential; it gives parents the same security of knowing their children are receiving the finest care and developmental guidance available; and it combines an innovative approach to early learning with traditional values and the joy of discovery.

The significant difference between the two programs is that the bilingual program is taught in two languages, Chinese (Mandarin) and English. Chinese is spoken exclusively for the first three hours of the day, regardless of the curriculum subject (except English); during this time, all teachers working with students are fluent in Mandarin. In the afternoon, students will use English for English-language activities as well as other subjects (except Chinese); during this period, all teachers are fluent in English, including bilingual teachers fluent in both languages.

The program is designed to appeal to a broad range of students whose families want them to be fully competent in a second language, regardless of their ethnicity or heritage. Because of its linguistic rigor and cultural emphases, it meets the needs of families with children of Chinese heritage, who are American born as well as those born in China, Taiwan, Singapore, and other countries, including students who were adopted by non-Asian American families. The program is not designed for children who are not fluent in English; they will instead be served in a regular preschool setting until their English is sufficiently developed to permit them to participate fully in a bilingual classroom.

HeadsUp!® is highly qualified to offer a bilingual Chinese program. With its affiliate programs, it has been teaching Chinese to over 400 students per year since 2006.

Approach

HeadsUp!® follows an eclectic approach to early learning, borrowing from the best model programs and making use of the most recent educational research. All preschool programs, including the bilingual program, use a modified Montessori curriculum incorporating art, music, and imaginative play into the traditional emphasis on practical life, sensorial, language, mathematics, science, and cultural activities.

Students in regular preschool classrooms study both Chinese and Spanish at least twice a week. Spanish provides an important introduction to the Greek and Latin roots that are part of the foundation of the English language and serves as an important source of English vocabulary and grammatical awareness. Chinese, being based on an entirely different, non-alphabetic system, requires different cognitive awareness and skills (such as sensitivity to tones). Together, the two languages help create brain plasticity that contributes to fuller, more flexible cognitive skills. Students in the bilingual preschool program will have much more extensive exposure to Chinese (15 hours per week compared to 40 minutes per week). They will also receive instruction in Spanish.

The bilingual preschool classroom employs the same Montessori approach that is found in the regular preschool classroom, except that two languages are used instead of one. In the morning, the teacher heading the Montessori curriculum is a trained Montessori teacher who is also fluent in Chinese; similarly, in the afternoon, the Montessori coordinator is a trained Montessori teacher who is fluent in English.

Curriculum

The Chinese portion of the language curriculum focuses primarily on spoken language. When introduced, written language uses simplified characters and a phonetic system based on the Western alphabet. The cultural curriculum includes art, crafts, music, and dance, as well as modern cuisine, manners, and physical exercise.

During the English portion of the curriculum, students are exposed to a variety of subjects that are essential to Western humanism and rationalism—including history, science, literature, music, and art—as well as traditional American values such as individualism, entrepreneurship, and creativity.

Students in the bilingual preschool program participate in all of the subjects and activities that are part of the regular preschool program. These include math, language (both Chinese in the morning and English in the afternoon), science, history, art, music, Spanish, and free play. Students in kindergarten are all grouped together for two hours in the afternoon and participate in school readiness activities.

Private School Programs

ELI's two private Emerson Montessori Schools operate Chinese language-immersion after-school programs. They may serve students from other schools as well as the two private schools. Information pertaining to these school programs is available from the preschool director, the school directors, and ELI's website, <http://www.headsup.org/>.

Other Features

There is one important provision pertaining to “hours” that is different from the regular preschool program. In order to obtain the full benefit of the bilingual program, students must arrive no later than 8:30 AM.

Other than start time, the operation of the bilingual preschool room is in all other respects similar to the regular preschool, including the strictly enforced policy of requiring a 30-day notice of termination. The preschool is open from 7:30 AM to 6:00 and provides a minimum of a nine-hour program that meets the needs of most working parents. It is offered only on a five-days-per-week basis. A student-to-adult ratio of no more than 10:1 is maintained at all times. Health and safety policies are identical, as are policies regarding snacks and meals.

The full *Statements of Program, Fees & Policies* for the regular program should be read with this program description in order to fully understand the features, benefits, and requirements of the bilingual program.

Application Procedure

HeadsUp!® does not discriminate on the basis of race, color, ethnic origin, or religion. Applications are accepted according to the normal priorities of the preschool program. Within each group, applications are prioritized by the date of receipt. For enrolled families, additional priority is given to longtime students already in a preschool room, assuming readiness for placement and an application date at least six months prior.

HeadsUp!® reserves the right to adjust the priority based on the needs of children and/or their age distribution. Barring reservations by the child's physician, unsatisfactory previous experience in child care, or another significant concern, every child is considered eligible for enrollment.

To apply, a completed *Application* must be submitted to the director with a one-time application fee of \$200. The fee will be refunded only if the preschool cannot offer an enrollment date 15 days or less before or after the date specified on the *Application*, unless the child is enrolled earlier. The selected date may be changed once only at any time before enrollment is offered, but the priority will be adjusted to reflect the date of the change. If an enrollment date is not offered within the period specified, parents may withdraw the application and receive a refund of the fee, or request enrollment “ASAP,” which retains the original priority date, but precludes any future refund. Parents have three days following an offer of enrollment (or attempted offer made to the telephone number and/or address listed on the application) to accept the offer and submit an *Enrollment Agreement* with a permanent deposit, after which the offer and application are voided and there is no refund of the application fee. HeadsUp!® will make its best efforts to keep parents advised of the likelihood of enrollment, but—because terminations are typically provided with a 30-day notice—it is likely that parents will be notified formally 15 to 45 days prior to enrollment. Currently enrolled students must be re-enrolled each year by the priority deadline to ensure continued enrollment.

For additional information, please contact:

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FEES AND CHARGES FOR 2024-2025 ACADEMIC YEAR

Fees are based strictly on chronological age, not on program placement. The monthly fees for the 2024-2025 year are:

| | Tuition (Any 9-hr Period on ½ hour from 8:00 to 9:00) | Additional Care (per 0.5 hr on Regular Schedule) |
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| 36-72 Months of Age | \$2,230 | \$40 |
| 24-35 Months of Age (short period only) | \$2,810 | \$50 |
| Extended Care | \$5.00 per half hour per child during business hours only, with one-hour notice and approval by the administrator on duty. There is no charge for the first two half-hour blocks of extended care per month, assuming notice is given and approval of the administrator is obtained. | |

A younger sibling of a child enrolled in the preschool or an ELI elementary school, receives a 10% discount[§] on the scheduled tuition. The “Loyalty” program provides additional discounts of 2% per academic year of continuous seniority for children 36-72 months.

Parents wishing to pay for the entire academic year (12 months only) may do so on September 1 and will receive a 2% discount[§] off the regular tuition plus additional care, assuming the child remains enrolled for the entire year. Advance payment will not obligate a family for anything beyond our normal terms requiring a 30-day notice. However, withdrawal before the end of the academic year for any reason will negate the entire discount. Hours may still be increased or decreased; any differences in tuition will be settled at the end of the year. The amount paid in advance will be treated as a prepayment, to be drawn down each month and applied to tuition. Parents will still be responsible for paying incidental charges and additional hours on a monthly basis. Since the billing is done monthly, there should be no interference with either Section 125 (pre-tax spending account) reimbursements or with income-tax deductions for child care. The annual payment is computed by taking the total amount due for the 12 months, including any mid-year adjustment in tuition due to an impending birthday, and multiplying it by 0.98. Indicate "annual payment" on the check along with the child's name.

The tuition fee includes all charges, except for the bilingual preschool program; no additional fees are charged for regular preschool-supplied materials or activities. The preschool does not offer transportation services; field trips require parent drivers, although occasionally, with parent permission, kindergarten children will accompany elementary children on buses at no cost to parents. No other services are offered, or fees required, beyond those listed above.

All children must be picked up on time, unless extended-care arrangements have been made in advance (at least one hour prior). A penalty of \$5.00 for each 15 minutes will be assessed for drop-offs before and pickups after regularly scheduled times. After closing, the charge is \$10.00 plus \$2.00 per minute; the third and subsequent after-closing pickups in any accounting month will incur an additional penalty of \$25 each and subject the enrollment agreement to possible termination. There is a penalty of \$10.00 plus \$10.00 per additional day for a failure to sign out or to correct on the same day a failure to sign in. The returned check fee is \$25.

[§]Discounts are applied sequentially, not additively. Thus, a younger sibling pays 90% of the published tuition; if the sibling's tuition is paid a year in advance, the family pays only 98% of the 90%, or 88.2% (the total discount is 11.8%, not 12% that would be derived from adding 10% and 2%).