



# Life Project Education

## Family Handbook



Ojochal, Costa Rica

2019

[www.lifeprojecteducation.org](http://www.lifeprojecteducation.org)

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# Welcome to Life Project Education: A Community Centre Committed to Transformational Education



## Our Mission:

To empower families, educators, and children to connect with our deeper humanity through holistic, transformational education programs that resonate with both intellect and the intuitive spirit.

## Welcome to Life Project Education, 2019!

On behalf of the Life Project Education team, we **thank you** for your interest and trust in holistic education! Thank you for believing in what we are doing. **Thank you** for honoring your child's unique and organic unfolding, life experience, adventure, and JOY! **Thank you** for your courage and commitment to sharing these precious gifts with your children. **Thank you** for trusting us to include them in our community.

As you begin your journey with holistic education, we are happy to serve as a resource to your entire family. We are committed to working closely with our families to support, empower, and cultivate a truly customized approach to mentoring your child. Each family has unique needs, goals, curiosities, worries, and questions. We understand that enrolling your children in an alternative program is exciting, and maybe even scary! We wish to ensure that you feel full confidence and unwavering peace with your decision to make this leap! Please do not hesitate to reach out. Within this handbook, you will find useful information highlighting our programs, calendar, required investment, and policies. Should our program resonate with you, please feel free to fill out an application for enrollment. Our intimate learning model allows limited enrollment, so we recommend submitting an application as soon as your enrollment needs are confirmed. Applications are reviewed immediately and acceptance letters and enrollment forms are sent generally within one week to accepted families.

— *alys robinson* —

## Communication

**Email:** info@lifeprojecteducation.ORG

**International programs:** info@lifeprojecteducation.ORG

**Website:** www.lifeprojecteducation.ORG

**Location:** Calle Papagayo, Ojochal, Provincia de Puntarenas, Costa Rica

**Google Map Location:** " Casa del Papagayo ", Ojochal, Costa Rica

### Get Social with Us!

**Facebook:** @Life Project Education

**Instagram:** @lifeprojecteducation

**YouTube:** Life Project Education



#### 2019 Life Project Education Team

Team Member	Title/Commitment
Alys Robinson	Director Mindfulness Literacy Mentor Curriculum Specialist
Rebecca Loosli	Math and Holistic Science Lead Mentor Music Workshop Teacher
Jennifer Bacon	Literacy and Writing Mentor
Andrea Soto	Spanish Humanities Mentor

Life Project Education additionally integrates local and international specialists in the areas of permaculture, movement, wellness and nutrition, the arts, music, woodworking, filmmaking, and community development throughout the year.

## **Parent Portal**

Parents of all children enrolled on any Life Project Education programs (local / seasonal / international and full-time or part-time) should login to the Parent Portal via the website. This will house all information regarding your child, their milestones and progress.

Additionally, any changes in schedules and other important notifications will be announced via the website and via email.

## **Email/Cell**

Technology use is expected to be reserved for after lesson time so educators and mentors can focus their attention on the children. While messages will be checked intermittently during the day, responses will only be made to emergencies. If you have an urgent message for them you can text them, and they are allowed to review these texts, but they will not respond until after study ends for the day.

If you would like to speak with one of the educators or administrators, please email or text to set up an appointment. We ask that the parents stay in Parent Lounge or at the LPE gate when dropping off and picking up children. This minimizes the potential disruption to classes.

## **Facebook**

We also have a Facebook page: @LifeProjectEducation where you can view more general information on our classes and activities.

## **Community Expectations and Parent Responsibilities**

**When you enroll your child in our community centre either as a parent or legal guardian, it is understood that you embrace our philosophy and commit yourself to upholding it, to following the guidelines of the handbook, such as treating all staff members and students with respect, communicating clearly and respectfully with Life Project Education team members, and showing interest in your child's education.**

## PARENT RESPONSIBILITIES

Please read the handbook and observe and abide by the following:

1. Read the calendar and participate in LPE events and meetings.
2. Reinforce the understanding of the policies with your child, eg with regard to attire, cell phones, etc.
4. Encourage your child to meet his/her own responsibilities as a student.
5. Support your child to eat healthily.
6. Fill out and turn in LPE forms on time.
7. Pay the monthly investment in due time.
8. Support your child in bringing the supplies required by educators (notebooks, classroom supplies, etc.).
9. Attend your child's scheduled conference(s) and ceremony(ies).
10. Communicate any questions or concerns directly to the educator responsible for the related subject matter.
11. Actively participate in Life Project Education daily life (events, fundraising, parent workshops and sharing your opinion and offering suggestions in a constructive manner).

## 2019 Program Descriptions

### ★ Early Years Program

**Life Project offers an alternative early-learning program to children ages 4-6.**



Unlike the traditional, widespread existing paradigm of pre-school and kindergarten programs which emphasize rapid skill acquisition, our program nurtures the organic unfolding of a child's curiosity about the world.

Life Project Education's child-centred, early-learning program nurtures a lifelong joy of learning and natural skills progression through social play-based activities, dynamic learning centres, exploration of the natural world, and collaboration with multi-age peers. Our small group dynamic supported by two full time bilingual educators, fosters strong connection, facilitates individualized support, and maintains an intimate learning environment.



★ Middle Years Program, Ages 7-9  
Upper Years Program, Ages 10-12

**Life Project offers an alternative intermediate-learning program to children ages 7-9, and 10-12**



Our alternative “middle years” program serves children ages 7-9, while our new Upper Years option is available for more independent children ages 10-12. Local families have an option to enroll Middle and Upper Years children in our accredited partnership program, Global Village School, requiring a minimum 10-month commitment.

With the guidance of our passionate mentor team, older children begin transforming joys into deeper passions and learn how to turn their passions into purposeful life work through our Life Project curriculum. Customized Learning Plans are co-created by family, students, and mentors prior to enrollment to ensure each child's pathway to learning and holistic growth is absolutely optimal.

Our small group dynamic assures our older students receive individualized attention and support in all content areas. We welcome traveling students and our local full-time students are eager to host, teach, and learn from new friends around the world.

## Life Project Education weekly curriculum includes:

**Mindful, Heartful curriculum:** Learning objectives include self-regulation, character education, breath work, verbal and non-verbal communication, compassion, virtues, and nurturing a child's sense of self through heart connection, spirituality, creative expression, and general wellness. Mindful movement workshops are included throughout the year including martial arts, ecstatic dance, yoga, cooperative games, stretching, gymnastics, and callisthenic exercise.

**Bilingual Education:** Our bilingual curriculum and team nurture "simultaneous bilingualism" within our young local children, most of whom have been exposed to two or more languages since birth. Daily exposure and opportunities to use and learn both English and Spanish equally, encourages and honors our children's natural language acquisition. Non-local, visiting children are immersed in a language-rich environment, experiencing and acquiring both English and Spanish socially through play and adult modeling. Private Spanish instruction is also available.



**Project-Based Learning:** Topics may be customized to children's level, interests and strengths but generally incorporate: an authentic age-appropriate challenge or problem to be solved, partner or small group collaboration, student-centred inquiry and problem solving, and presentation of learning. Previous topics included: raising awareness about endangered wildlife in Costa Rica, designing a home-school garden & compost, and developing a student-led business creating organic home and body products, hosting a student-led art festival, and organizing a community sea turtle release event.

**Global Village School Curriculum:** Life Project Education proudly partners with WASC accredited Global Village School, a holistic education program in California. Families may elect to dually enroll in both Life Project Education’s program as well as the GVS program in order to receive a fully accredited verification of grade completion.

**Individualized “Life Projects”:** Nurturing a child’s own natural talents and personal passions facilitate discovery of their intrinsic “calling”, an element that is tragically ignored and stifled in traditional settings. Personalized early education is a direct pathway to help children recognize and fulfill their full potential. “Life Projects” include fully customized, individualized learning goals based solely on the child’s joys and gifts. As mentors, we support children in identifying topics and skills to explore and nourish.

bit of body text



## 2019 Life Project Education Themed Modules

While children will interact with all core disciplines throughout the week (mindfulness, math, literacy, the arts, movement, etc.), we additionally interact with themed literacy-based holistic projects throughout the study year, designed by our director, and local and international specialists.

### **January 16-March 15: Hearts on Fire!**

Our journey with holistic education begins as we gently transition to a new space, new community, and new rhythms. Mindfulness education, self-awareness, connecting, team building, and intention setting will lay our foundation for a rich and secure study year. Students will explore their new learning environment, design the educational community, and develop policies, commitments, and a lunch menu that resonates with all.

### **March 19-May 31: Sustainable Community Builders**

Our children's journey with holistic education principles expands as we find deeper identity, meaning, and purpose in life through community connections. Students will participate in several project-based learning challenges in which they will co-create their learning community, emphasizing sustainability and led by local and international specialists. Projects will include elements of permaculture, foraging and wildcrafting, pond ecology, energy and resource conservation, Eco-entrepreneurialism and continued design of their learning environment.

### **April 15-19: Earth Guardian Camp (Details TBA!)**

Check our website and social media platform for information as our conservation partnership continue to unfold for 2019.

### **April 22-30: Closed for Spring Break**

Private workshops available upon request

### **June 4-August 9: Community Conservation & Eco-Literacy**

Each year, Life Project spends our summers in partnership with a local conservation organization. Stay tuned for our announcement of 2019's summer conservation partner!

### **August 13-September 27: Pura Vida Costa Rica**

¡Bienvenidos a Costa Rica! We invite you to join us for a rich and immersive cultural journey in the land of Pura Vida! Children will learn Latin American geography, Costa Rican history, receive additional Spanish language classes, traditional Latin Dance and cooking, and participate in our national sport- FUTBOL! Students will enjoy preparing for and celebrating Costa Rican holidays that fall within this module: Independence Day, National Children's Day and Mother's Day!

### **September 30-November 1: Green Season Break**

Workshops and full-time enrollment available upon private request.

### **November 4-December 6: Tortuga Team**

Perhaps our most popular module, scheduled during the height of turtle nesting and hatching season in the southern Pacific region of Costa Rica. Partnering with **La Reserva Playa Tortuga**, children will discover what it means to be a true wildlife ambassador for endangered species. As they work alongside marine specialists, students will study marine ecosystems and species, conservation, and will undoubtedly never forget the moment their visit to a local turtle hatchery where they will witness firsthand the efforts to protect our backyard reptile neighbors!

## 2019 Program Options

Annual Local programs	LPE and <b>Global Village School</b> dual enrollment	LPE enrollment
Program description:	<ul style="list-style-type: none"> <li>Personalized learning goals created to align with students' interest, personality and needs</li> <li>10-months continuous enrollment</li> </ul>	
	<ul style="list-style-type: none"> <li>* Certified documentation of attending a USA WASC 'accredited' school on completion</li> <li>* Roadschooled curriculum offered during travel</li> </ul>	<ul style="list-style-type: none"> <li>* Documentation of attending Life Project Education's non-accredited holistic education centre</li> </ul>
Recommended for:	<ul style="list-style-type: none"> <li>* Middle years students</li> <li>* Students who need to follow curriculum to earn GVS credit</li> <li>* Families who can commit to a consistent schedule</li> </ul>	<ul style="list-style-type: none"> <li>* Early years students</li> <li>* Unschoolers</li> <li>* Families who prefer part-time enrollment</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>10 months February to December</li> <li>January and October are optional</li> </ul>	
Payment schedule	<ul style="list-style-type: none"> <li>Enrollment is secured upon receipt of the one-time Enrollment Fee</li> <li>Monthly investments payable on the 1<sup>st</sup> of each month</li> </ul>	

Seasonal & International	Seasonal enrollment	International Enrollment
Program description:	<ul style="list-style-type: none"> <li>Personalized learning goals created to align with students' interest, personality and needs</li> <li>Children fully integrate into our daily programs and projects</li> </ul>	
Recommended for:	<ul style="list-style-type: none"> <li>Students aged 4-12</li> <li>Unschoolers and Worldschooled</li> <li>GVS certification not offered</li> </ul>	
	<ul style="list-style-type: none"> <li>* Families living in Costa Rica seasonally or resident families who are unable to commit to annual enrollment</li> </ul>	<ul style="list-style-type: none"> <li>* Families who are travelling short-term, ie under 2 months</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>* 8 full weeks commitment</li> </ul>	<ul style="list-style-type: none"> <li>* 1 day up to 8 weeks</li> </ul>
Payment schedule	<ul style="list-style-type: none"> <li>Enrollment is secured upon receipt of a one-time Enrollment Deposit of 25% total investment</li> <li>Investment balance is due 24 hours prior to arrival</li> </ul>	

## 2019 Investment

### Full-time Programs

Annual or 10-month program	Monthly	Enrolment	Materials	TOTAL
Curriculum: Life Project Education with accredited <i>Global Village School</i>	\$625	\$1,695	\$100	\$8,045
Curriculum: Life Project Education	\$575	\$575	\$100	\$6,425

8-Week Renewable Program	8-weeks	Enrolment	Materials	TOTAL
Curriculum: Life Project Education	\$1,800	\$0	\$50	\$1,850

Flexible International Enrolment	Daily	Weekly	4-weeks	Enrolment / Materials
Curriculum: Life Project Education	\$70	\$300	\$1,050	\$0

### Part-time Options

Annual 10-month Program	Curriculum: Life Project Education with accredited <i>Global Village School</i>				
Study schedule	1 day	2 days	3 days	4 days	5 days
Investment monthly (x10 months)	--	400	500	575	625
Annual Enrollment and Portfolio Investment	1695				
Materials	100				
Total cost for 10 months	--	5795	6795	7545	8045

Annual 10-month Program	Curriculum: Life Project Education				
Study schedule	1 day	2 days	3 days	4 days	5 days
Monthly investment	225	350	450	525	575
Annual Enrollment and Portfolio Investment	225	350	450	525	575
Materials	100				
Total cost for 10 months	2575	3950	5050	5875	6425

8-week Program	Curriculum: Life Project Education				
8 weeks in study days	8 days	16 days	24 days	32 days	8 weeks
Seasonal investment	360	720	1080	1440	1800
Annual Enrollment and Portfolio Investment	na				
Materials	\$50/8 weeks				
Total cost for 8 weeks	410	770	1130	1490	1850

**For all programs, whether full-time, part-time or in a customisable capacity, the following applies:**

- \* All investments are non-refundable regardless of attendance
- \* All programs are eligible for a 10% sibling discount (applicable to the second sibling only)
- \* All programs include snacks and a healthy vegetarian lunch
- \* Good behaviour is a pre-requisite. Programs may be subject to early termination in accordance with our policy.

## Scholarships

As we never wish for money to inhibit access to our unique programs, we invite families who are in true need of tuition reduction to please contact the director, Alys Robinson, privately.

# Admission Policy

We have limited places as we lovingly co-create our new centre in Ojochal with educators, parents and students. Unlike other community centres which in most cases accommodate students for the entire academic year, our programs are designed to support local and visiting children, homeschoolers and worldschoolers. To allow for this flexibility, customized tuition plans are put together to ensure we have the right class that will support all attending children. The starting point therefor is to ensure there is a space for your child during the desired time period: this is done by completing the [application form](#) on our website.

Once a place is confirmed as available the following documents are required for admission\*:

1. Fully completed enrollment and other forms in the Enrollment Pack
2. Student birth certificate or passport
3. Student file, if coming from another learning institution
4. Present bank receipt for tuition payment
5. Two passport size photos (on physical arrival)

\* Please note that until the above are received in full, the place is not secured.

## **Admissions evaluation:**

Our admissions policy is that children may be evaluated so that they can be placed in the learning environment that will best suit their learning needs. This is particularly the case for children in the Early Years program as the spectrum for readiness of 4-6 year-old children is diverse and / or in many instances specific to the individual child.

In some cases, therefore, preliminary drop-in days may be required to assess the child's readiness. Our intent is that we provide an individualized program for each child and not merely fill seats by accepting all applications regardless of readiness. Parents will be informed in advance if drop-in days are recommended and the process involved.

In the event that the outcome of the drop-in day reveals that LPE cannot provide the right learning environment for a child, recommendations and or referrals will be provided for other local learning centres.

# Payment Policies

## Payments Methods

Payments must be made in either

- Local enrollments: paid into Costa Rican bank account “Promerica”, on first day of the month or week attended.
- Seasonal and International enrollments:
  - Cash:
    - US dollars is preferred
    - Costa Rican colones also accepted with exchange rate to be advised
  - Transfers via Transferwise or Paypal

## Payment Timeline

### *Local Enrollments:*

- Enrollment is secured upon receipt of the one-time Enrollment Fee
- Each child will have a customized tuition plan which will indicate the exact date for each subsequent payment.
- Generally, monthly investments must be paid on or before the first calendar day of the respective month.
- Monthly investments that are 10 days past due, will result in the child being asked not to attend classes until payments are current. Study days that are missed as a result of this will not be made up or compensated for at a later date.

### *International and Seasonal Enrollments:*

- Worldschooling enrollment will be secured upon receipt of a one-time 25% Enrollment Deposit based on the period for which you have enrolled your child.
- The investment balance will be due 24 hours prior to arrival.
- Deposits are non-refundable as often other students may have been deferred.
- No refunds are offered for illness or absence during the enrollment period.
- Worldschooling families are welcome to withdraw at any time for any reason, and will be refunded 25% of the pro-rated remaining enrollment, excluding the deposit.

### **Withdrawals and Refunds**

- There will be no refunds offered for illness, absence or days unattended due to late payments, during enrollment period.
- In the very unlikely event that Life Project Education requires a family to withdraw a child from a program, eg due to excessively poor and/or dangerous behavior, families will be refunded 50% of the prorated remaining enrollment, excluding the Enrollment Fee or Enrollment deposit.

### **Important Observations on Safety**

We endeavor to create a safe, holistic learning environment for all children at Life Project Education. Our premises are expansive with many staircases as well as outdoor areas that are surrounded by nature and wildlife which we encourage and nurture. We also have an on-site swimming pool. All children will receive an orientation upon arrival regarding boundaries and safety expectations. All participating families will be required to provide proof of accident insurance and sign a waiver of liability prior to attendance. Uninsured visitors may request a referral for purchasing a policy locally.

## Calendar and General Schedule

GENERAL CLASS SCHEDULE: Classes start at 8:00 am and end at 2:00 pm, Monday through Friday.

### Sample Day

8:00-8:30	Guided morning practice (whole group) *Mediation, yoga, intention setting, reflection
8:30-8:45	Movement and morning snack
8:45-9:30	Morning Workshop 1 (small group)
9:45-10:30	Morning Workshop 2 (small group)
10:45-11:30	Morning Workshop 3 (small group)
11:30-1:00	Mindful Mealtime and Democratic Learning
1:00-1:45	Afternoon Workshop

Though we are flexible throughout the year, below is a sample of our weekly workshop schedule. Please check our website for up-to-date workshop offerings.

- Movement** ~ Monday, Friday
- Art** ~ Friday
- Mindfulness Literacy** ~ Monday, Tuesday, Wednesday
- Writer's Workshop** ~ Tuesday, Thursday
- Mathematics** ~ Wednesday, Thursday, Friday
- Spanish** ~ Daily
- Science/Eco-Literacy** ~ Taught through our seasonal project-based learning modules.



ANNUAL CALENDAR: The Life Project Education academic calendar runs from February to December, with optional seasonal enrollment in January and October dependent on interest.

IMPORTANT DATES	CLOSURES
January 16-31: "Hearts on Fire" Transition Camp (Wed and Thurs) only	<i>Friday, February 01</i>
February 04: Grand Opening & Blessing Ceremony	
February 28-March 3: Envision Festival	<i>Friday, March 01</i>
March 15: "Hearts on Fire" Expression Exhibition/Open House	<i>Monday, March 18</i>
April 15-19: <i>Semana Santa</i> or <i>"Earth Guardian" Camp</i>	<b><i>April 22-30 (Spring Break)</i></b>
	<i>Monday, June 03</i>
	<i>Monday, August 12</i>
August 01: Pachamama Day	
August 15: Mother's Day Breakfast	
September 9: National Children's Day, Family Play Day	
September 15: Independence Day Celebration	
September 27: 2020 Early Enrollment Investment DUE	<b><i>September 30-November 1 (Green Season Break)</i></b>
Nov 04 – Dec 06: <i>Tortuga Team Camp</i>	
	<i>November 28-29: Thanksgiving</i>
December 19: Closing Ceremony	

## **Emergency Procedures**

In the event of any emergency natural or otherwise, LPE will follow the directions given by the local governing authority (police or MEP). We will practice emergency drills throughout the year and emergency procedures will be posted in each classroom. In the case of natural disaster, the students will be evacuated from the building but will likely remain on the property. Parents should come immediately to the property to pick up children. Each parent must have a phone number where they can be reached as well as an emergency contact who can come pick up your child in case we cannot reach you.

## **Media Policy**

The Life Project Education curriculum is new and one that we aim to expand across and beyond Costa Rica. We hope that over time more families may benefit from an alternative way of schooling and learning about and engage with our world differently. To do so, our website and other forms of social media are used to share our experiences and offerings using photographs, videos and audio recordings of children at play and work at our centre. Parents are asked to accept this arrangement by signing a media release form. If there are any concerns about this arrangement then this should be raised and discussed at the admissions stage.

## **Birthday Celebrations**

In 2019, simple gratitude circles will take place to honor children's birthdays. If parents wish to provide anything beyond a simple gratitude circle, eg special treats or decorations, it will need to be coordinated with their child's mentor or centre director at least a week in advance.

## Food and Nutrition

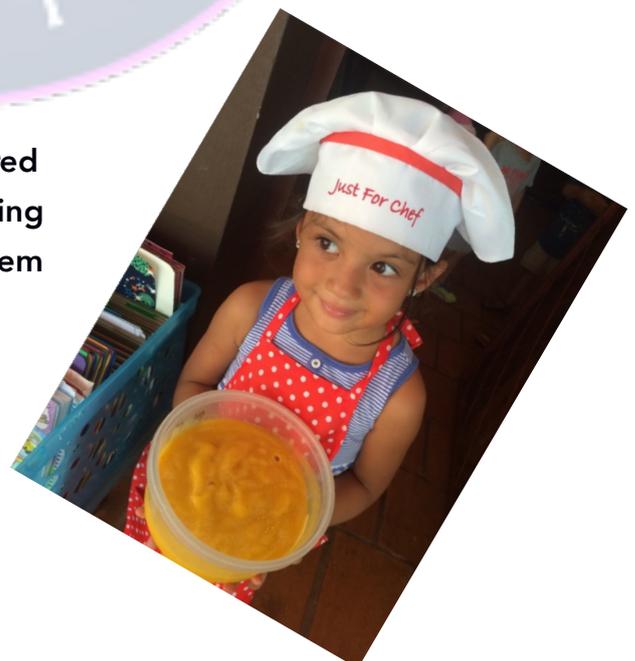
**Snack:** Children should arrive at school after eating a hearty breakfast. At 9am a fresh, organic, seasonal fruit OR vegetable-based snack is offered. If your child's specific rhythm requires an afternoon snack they may bring their own, provided it's in alignment with our food policy.

**Lunch:** Our 2019 lunch menu will depend on our specific children's dietary preferences and needs and is served at around 11:30am or 12pm. Therefore, as always, we will require the first 4 weeks of the academic year to confirm what our unique, daily rotating dishes will be. However, most days we consistently offer:

- Organic white rice and cooked, sprouted black beans
- Cooked, sprouted brown or green lentils OR non-sprouted, cooked yellow peas.
- A gluten free pasta
- A homemade sauce
- Tortillas

One plate of food will be served to each child and servings will be of a size that is considered adequate to energise, nourish and keep the child alert while learning.

If children require more food than that offered for snack and lunch, they are welcome to bring their own supplemental snacks and enjoy them during any of the body breaks.



## **Materials and Supplies**

It is the obligation of each family to purchase the personal materials that appear on your child's supply or materials list.

## **Organic Waste and Waste Disposal**

Visiting families are encouraged to be mindful of LPE's sustainability practices. All waste will be duly sorted and disposed of. Both students and educators will sort and reuse recycled materials. While visiting or staying at the LPE community centre, families are encouraged to be mindful of generating waste and limiting consumption.

## **Use of Multimedia Room and Parent Lounge**

We welcome our families to our community centre. We offer a multimedia room and lounge for parents to work, socialize or to simply enjoy a coffee. We ask that laptops and cellphones are only used in this area so as not to disrupt the flow of classes. Similarly, calls should be taken from inside the media room and lounge area so as to minimize noise.

## **General Property**

As a holistic learning centre and a home for visiting world schoolers, we ask all learners, visitors and team members alike to care properly for the LPE environment. In the event of damage or loss to LPE property, regardless of intent, the person responsible should make good on fixing or replacing any item and we reserve the right to charge that individual for the cost of rectifying such damage or loss.

## **Use of Cellular Phones, Other Electronics and Games and Toys from Home**

The use of cell phones, tablets, game, audio and other devices is not permitted at any time by children. Educators may allow for the use of electronics in class under the condition that it supports a learning goal established by the educator and

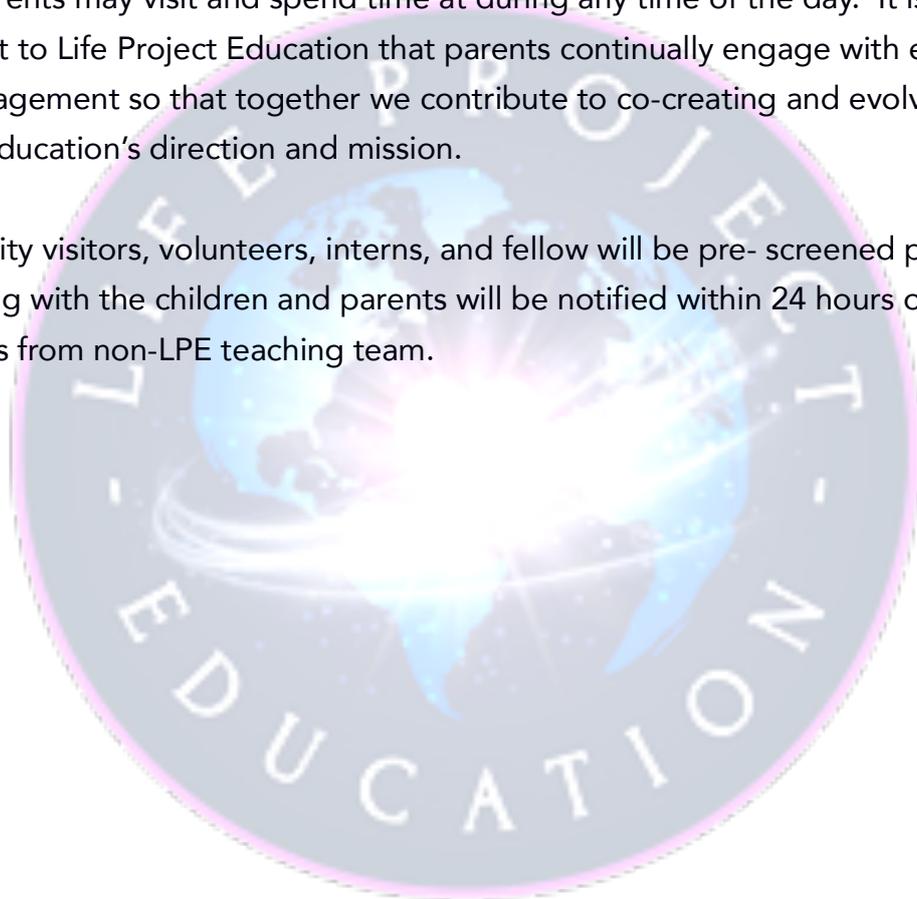
approved by the program director. Neither the centre nor the administrative or teaching staff will be held accountable for the loss of students' electronics. Personal items are the sole responsibility of students.

If students have personal toys, they are not allowed to bring them to class without the explicit permission of their mentor for an academic or learning purpose.

### **Visitors**

Parents are most welcome to visit at any time. As above there is a parents' lounge which parents may visit and spend time at during any time of the day. It is important to Life Project Education that parents continually engage with educators and management so that together we contribute to co-creating and evolving Life Project Education's direction and mission.

Community visitors, volunteers, interns, and fellow will be pre-screened prior to interacting with the children and parents will be notified within 24 hours of any visitations from non-LPE teaching team.



## Drop off and Pick Up

- Early and Middle Years: Arrival 8:00 am, Dismissal 2:00 pm
- After Class Workshops (Days, times and themes TBD by family schedule needs, and children interest)

### **Punctuality**

School gates will open at 7:55am when parents may walk their child into the school and settle them down with a book or some quiet time. Children must be supervised by a parent until 8am when school starts. All students must be picked up by 2pm, unless they have an afterclass workshop.

### **Parking**

Whenever possible, families are encouraged to carpool or walk to LPE. To minimize traffic, drop off and pick up will be in front of LPE on the Calle Principal. Parents may drop children off at the gate until 8:05 am when the gate is supervised. After that, parents of Early Years children should walk their children to the main building. Middle Years and Upper Years children may enter independently.

### **Late drop off**

If you anticipate being late for class, please notify a team member as soon as possible, and follow our standard drop off procedure.

### **Late pick up**

Students will all be walked to the front gate on Calle Principal at 2pm where they will be supervised until an authorized adult arrives to pick them up. Late pick-ups will be charged at \$6 per 30 minutes unless arrangements have been made with the office at least 3 hours in advance.

\* Please understand that our educators have defined responsibilities and late pick up requires an educator to step away from these responsibilities to supervise. Therefore, late pick up should be reserved for emergencies only.

# Materials

## **Instructional Materials**

All general materials are provided for international and seasonal students. However, this does not include textbooks which are a part of the long-term curriculum. Full text books are available for purchase if separately if desired.

Full-time annual students will be provided with personal texts for each workshop. Depending on your child's progress additional texts are available for purchase.

## **Personal Items**

Students may bring books, comfort items, games, and instructional toys to class to share with the whole group. However, if these personal items create disruption or division, it will be returned to the parent after class. Again, personal items are the sole responsibility of students.

## **Consistent Needs**

Students consume the following items the most, and they happen to be less easily available, and often expensive. We appreciate any donations of these throughout the year:

- ◇ natural items such as river rocks, driftwood, bones, feathers, shells (mindfully collected)
- ◇ 8 ½ x 11 cardstock paper (cartulina)
- ◇ construction paper
- ◇ washable paints
- ◇ dry erase markers
- ◇ glue sticks
- ◇ art materials (feathers, beads, glitter, pipe cleaners)

## Attire

### **Clothes**

Please send your child in clothing in which they can move and sit comfortably. We participate in movement activities daily, so unrestricted comfort is key! We highly recommend loose fitting, breathable clothing or yoga and dance gear. Students wearing skirts or dresses are strongly encouraged to wear shorts underneath. Valuable clothes should not be worn as we often garden, cook, and do art. Life Project Education hand bags are available for purchase but are not required.

### **Shoes**

Students must wear shoes while exploring " green spaces " and are asked to remove their shoes indoors. Therefore, it is recommended they keep a pair of " jungle shoes " at LPE, and wear slip on sandals daily to allow flexibility in their activity. Children who do not have proper " jungle shoes " may not be permitted to explore green spaces, or may risk injury from slippery and/or rocky terrain, or insect bites.

### **Extra Clothing**

Please send your child with a set of extra clothes (shirt, shorts, socks, undergarments) in a large Ziploc bag. It is also recommended children keep a swim suit and towel at LPE for swim days and rain dances. Children who do not have proper swim attire will not be permitted to swim in clothing, or in their birthday suit!

## Health and Wellness

Life Project Education takes great pride in our holistic approach to education. Health is a critical link to early childhood development. Therefore, we appreciate the opportunity to expose our students to nutrient-dense, clean diets while on site.

### **Hydration**

Fresh water from our Berkey filter will be offered throughout the day and students will be taught how to refill their personal glass water bottles, provided. Sodas, sports drinks, and artificially sweetened drinks should be saved for family time.

### **Snacks and Lunch**

A morning snack and lunch, both vegetarian, are offered daily. Children are welcome to bring additional snacks to supplement our offerings.

### **Food from Home**

Students are welcome to bring their own snacks or lunch items to LPE; however, processed foods are strongly discouraged, and candy and gum must be reserved for family time please. There is no microwave at LPE, and all food from home must come ready to eat, unless pre-arranged with a team member. (All nutritional rules do not apply on birthdays)

### **Food Sharing**

Students who bring their own food may not share unless it is a snack for the whole group to share.

### **Food Donations**

We always appreciate donations of food that we use on a regular basis in our snack and lunch menu. Donations of the following are especially welcome: honey, raisins, coconuts, eggs, broccoli, watermelon.

### **Food Allergies**

Life Project Education builds our menu around our children's preferences and medical needs. All confirmed or suspected allergies shall be communicated in the enrollment form. Unless a severe allergy is identified in one of our students, there will be no restrictions. We currently are not a nut-free campus.

## Accidents and Illness

If a child becomes ill during class time, the educator will call the parent immediately. If they are unable to communicate with the parents, they will call the emergency number on hand. The child will be brought to the office to rest, apart from the other children, until their parents come to pick them up. If you are called to come pick up a sick child, please come immediately. We do not have a school nurse or the facilities to properly attend to them. We would also like to minimize the exposure of other children at LPE to any potentially contagious illness. Please keep your child home for 24 hours after they have been ill (for example with fever) to ensure that they are healthy again and not contagious.

If there is a major accident or medical emergency, the parents will be called immediately to determine their preference for how to handle the situation. Children can be taken to the hospital in Cortes, the hospital in San Isidro or Clinica Labrador in San Isidro, depending on the parent's preference. For minor injuries, they can also be taken to the EBAIS clinic in Uvita or the private doctor in Uvita.

LPE team members will not transport ill or injured children unless there is an emergency need to do so. LPE reserves the right to act as deemed necessary by the administrator in a life-threatening situation.

## Student Support/Healthy Connections

LPE Behavior Policy: Our philosophy is to provide each individual with guidance, redirection, and support/coaching in the moment in which a behavior arises.

Instruction is secondary when real-life teachable moments arise, demanding educator attention.

Our philosophy regarding behavior and discipline:

“Fair” does not mean that each child receives identical support; “Fair” means each child receives the support that they NEED.”

How Mentors/Educators Are Trained to Support Children:

- \* All educators are familiar with and add to each child’s individual holistic profile, an ongoing shared document of individual goals, recommended supports, etc. The document provides an understanding of each child’s “needs”, strategies that work, triggers to avoid, and will direct how each child’s behavior is uniquely supported.
- \* Natural consequences and understanding of organic “cause and effect” are nurtured at LPE: This varies depending on the circumstances. For example:

Behavior	Natural Consequence/Support
A child’s feelings have been hurt	The children involved must heal the injured feelings through processing the misunderstanding and perspectives with a mentor.
A child has not been mindful of time management during work time, as a result, work is incomplete.	Work may need to be completed during center/play time with teacher support.
A child has accidentally or intentionally destroyed school property.	The child must fix or replace the damaged item.
A child is upset, feeling overwhelmed, emotionally exhausted or upset	Depending on the child’s unique needs they may: take a break in the “peace house”, work one on one with a teacher/mentor on breath work, meditation/centering, communicating needs, etc, journal, walk away to a designated place of peace, and return after recalibration.
A child in unfocused, over stimulated, hyperactive, possibly creating disruption	Depending on the child’s unique needs they may: take a break in the “peace house”, take a “body break”, jump on the trampoline, work one on one with a teacher/mentor on breath work, meditation/centering, communicating needs, etc, journal, walk away to a designated place of peace, and return after recalibration.

- ALL direct behavior or emotional support between educator and child must be documented and communicated to parent the same day. A photo copy of report must be made, organized in child's section of holistic profile portfolio, and original given to the parent same day. Documentation and communication must come from the observing/supporting educator.
- Less concerning behaviors/observations/anecdotes shall be documented in child's "observation" chart maintained within their holistic profile.

### **Zero Tolerance**

The following behaviors must be documented immediately, communicated to director and parent immediately so that a team meeting may be planned to collectively approach a system of more intensive support.

- ◇ Physical violence (biting, pushing, pinching, hitting, etc.)
- ◇ Theft of or intentional destruction of LPE property or student property
- ◇ Verbal assaults (insults, teasing, taunting, name calling)
- ◇ Developmentally mature/inappropriate dialogue or behavior in general
- ◇ Disrespect to LPE team members
- ◇ Suspicion of or observation of verbal, physical, or sexual abuse

### **General Rules**

- We will practice respect and kindness towards family, mentors, peers, animals, the learning environment, and ourselves.
- We will "speak our truth"
- We will strive to improve and do our best.
- We will express our emotions in a healthy way.
- We will not refuse to try or insist, "I can't". We ask for help from a peer or mentor/educator when faced with challenges.
- We will ask before taking something that does not belong to us.
- We clean up our learning, play, and lunch spaces after use
- We will always be supervised by an adult when in a classroom or an outdoor area
- We will not walk to the gate or play in the parking lot unsupervised
- We will use the toilet with the door closed and in complete privacy while at LPE.
- We will not go home with any unauthorized adult (list of authorized adults on enrollment forms)

# General Wellness

## Head Lice

Students with active head lice (eggs, nymphs, or adults) will be required to be picked up immediately. Please see the [Head Lice Policy](#) in our Enrollment Pack for specific information. It is recommended that parents check frequently (so too will LPE team members) using sterilized, individual combs periodically as well.

## Illness

Please do not send children to LPE with any other suspected contagious illnesses (pink eyes, rashes, colds, diarrhea, etc.).

## Vaccinations and Medical Freedom

Life Project Education honors each family's personal decision to vaccinate and therefore we do not require any vaccination records. We support all forms of traditional or non-traditional pathways to treating children's illnesses.

For this reason, we ask that all families be extremely sensitive about illness and exposure. We ask that you do not send children to LPE with any signs of illness whatsoever.



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