

# Parent Handbook

## **Statement of philosophy:**

This school offers children something unique and different from other child care centers in the local area. We create an environment where children are safe, nurtured, loved, and encouraged to learn.

We encourage and teach the children life skills to prepare them as they grow. They learn how to share, take turns, follow directions, and use their “words” to solve problems. At our school we follow a positive discipline policy that uses redirection to encourage children to make better choices. We teach children how to make good choices and praise them for doing so.

This school believes in the importance of open communication between parents and staff. This open communication provides consistency for the child and a balance of school and home. Parents and teachers work together to benefit each child. This school is open for parents to visit and observe their children at any time.

## **Purpose:**

The purpose of this school is to provide high quality program in an innovative environment that supports the family, respects the child, builds character, and encourages learning through exploration.

This school staff is committed to providing dedicated service and support to your family. We have teachers educated in Early Childhood Education, have CPR & First Aid certifications, and previous school experience. In order to provide the best care and instruction, our staff attends meetings in the field. We understand that education is a life-long process and continually stay up to date in the best practices for our children. Our entire staff brings unconditional love, emotional security, a sense of routine, and an opportunity to be creative and resourceful to our program.

## **Goals:**

Our goal is to provide quality care for children. This school offers a clean and safe environment for all children. We are culturally sensitive, encouraging diversity and positive self worth. All children, regardless of ethnic background, race, color, or religious beliefs, are equal and participate in our non-discriminating environment. We show respect for each child’s cultural, ethnic, and family background, as well as their primary language or dialect.

## **Program method:**

We follow Montessori curriculum designed by credentialed teachers which allows children to be exposed to a large network of educational resources and the best

care available. This school develops programs that focus on the development of the whole child. We balance standard based academics and age appropriate developmental skills, learning through play, and creating “Life Long Learners.” This school believes that children learn through experiences, play, and direct instruction. We provide an environment that encourages children to learn, play, and explore. We meet the needs of our children socially, emotionally, physically, and cognitively. Our students leave this school with a solid foundation, prepared to meet the standards and expectations ahead of them.

**Category and age of children accepted in the program:**

This school enrolls preschoolers of the ages 2 to 6 years in the preschool program and children attending public school ages (5 and above) in the school age program.

**Days and hours of operations:**

We are open from 6:30 am to 6:30 pm. A structured curriculum is followed from 8:30am to 5:30 pm. There are 3 sessions of 3 hours each with the same educational value.

At this school we provide options for parents to enroll for as many sessions in a day, and as many days of the week, as they would like. Most children enroll for one session each day for every week day. All sessions have equally balanced curriculum. The tuition fee structure is posted on the website. Most of the times, we are able to accommodate most parents unique schedules to enroll for extra hours as needed.

**Food Service Provisions (meal and snack time):**

At this school there is a meal/snack time in every 3-hour session. We expect the parents to pack a healthy lunch/meal and/or snack with their children. We always have some health snacks in stock just in case someone forgets to bring food.

**Naptime:**

The children who are enrolled for longer hours that necessitate a nap for the children have a dedicated area for their nap. Each napping child has their own blankets, sheets, and mats. They are supervised at naptime in alignment with regulatory guidelines.

**Times of specific preschool activities:**

- Session 1: 8:30 - 11:30
  - 8:30 - 9:00 Montessori hands-on jobs exploring: Practical life, Sensorial, Language, Math, Culture, Geography, History, Biology, Science, Universe
  - 9:00 - 9:45 Montessori demonstration & worksheets: Individual Montessori jobs demo, Grace & Courtesy, Phonics, Worksheets, Alphabet & word recognition, Reading, Cursive writing, listening, speaking

- 9:45 – 10:00 Group Activities: Music, puppets, plays, juggling, Book reading, songs, Pledge, National Anthem, Calendar, sign language
- 10:00 - 10:30 Nutrition: Table manners, Self-help, Nutrition lesson, Meals, Clean-up lesson after meals, Etiquettes, Socializing
- 10:30 - 11:15 Art/craft projects & Outdoors Free Play: Art, craft, cutting, gluing, sculpting, experiments, Gymnastics, Motor skills development, Social skills development, cardiovascular exercise, Yoga, Lego, Sports, Teamwork
- 11:15 - 11:30 Group Activities: Music, puppets, plays, juggling, Book reading, songs, Pledge, National Anthem, Calendar, sign language
- Session 2: 11:30 - 2:30
  - 11:30 - 11:45 Group Activities: Music, puppets, plays, juggling, Book reading, songs, Pledge, National Anthem, Calendar, sign language
  - 11:45 - 12:15 Nutrition: Table manners, Self-help, Nutrition lesson, Meals, Clean-up lesson after meals, Etiquettes, Socializing
  - 12:15 - 1:00 Art/craft projects & Outdoors Free Play: Art, craft, cutting, gluing, sculpting, experiments, Gymnastics, Motor skills development, Social skills development, cardiovascular exercise, Yoga, Lego, Sports, Teamwork
  - 1:00 - 1:45 Montessori demonstration & worksheets: Individual Montessori jobs demo, Grace & Courtesy, Phonics, Worksheets, Alphabet & word recognition, Reading, Cursive writing, listening, speaking
  - 1:45 - 2:15 Montessori hands-on jobs exploring: Practical life, Sensorial, Language, Math, Culture, Geography, History, Biology, Science, Universe
  - 2:15 - 2:30 Group Activities: Music, puppets, plays, juggling, Book reading, songs, Pledge, National Anthem, Calendar, sign language
- Session 3: 2:30 - 5:30
  - 2:30 - 2:45 Group Activities: Music, puppets, plays, juggling, Book reading, songs, Pledge, National Anthem, Calendar, sign language
  - 2:45 - 3:15 Nutrition: Table manners, Self-help, Nutrition lesson, Meals, Clean-up lesson after meals, Etiquettes, Socializing
  - 3:15 – 4:00 Art/craft projects & Outdoors Free Play: Art, craft, cutting, gluing, sculpting, experiments, Gymnastics, Motor skills development, Social skills development, cardiovascular exercise, Yoga, Lego, Sports, Teamwork
  - 4:00 - 4:45 Montessori demonstration & worksheets: Individual Montessori jobs demo, Grace & Courtesy, Phonics, Worksheets, Alphabet & word recognition, Reading, Cursive writing, listening, speaking
  - 4:45 - 5:15 Montessori hands-on jobs exploring: Practical life, Sensorial, Language, Math, Culture, Geography, History, Biology, Science, Universe
  - 5:15 - 5:30 Group Activities: Music, puppets, plays, juggling, Book reading, songs, Pledge, National Anthem, Calendar, sign language

**Supplementary services:**

Based on needs of parents and children supplementary services are offered like teaching Spanish, piano, etc.

**Field trip provisions:**

There are seasonal events celebrations almost every month. When any of these events includes field trips like for pumpkin patch, parents accompany them. The

children whose parents cannot join send in one of their representative to supervise their child. Teacher/adult to child ratio is maintained per regulatory guidelines.

**Transportation arrangements:**

On field trips of other school related events outside of the school, it is parents' responsibility to transport their children to the site.

**Criteria for determining appropriate placement:**

At this school there is a pre-defined criterion for appropriate placement of child which includes feedback from parents and involves pre-admission appraisal of child.

- **Parent interviews:**

Parents are interviewed prior to giving admission to the child, to assess the needs and abilities of the child. It is assessed if the child has any special needs. Any medication or special needs are requested to be provided in writing.

- **Pre-admission child assessment:**

Before the admission the school staff interacts with the child to assess their needs and abilities. Any special needs are documented for future adequate care of the child.

**Children and parents rights:**

The parents are provided the documentation provided by regulatory agencies and their signatures are obtained as an acknowledgement that they fully understand their rights.

**Immunization requirements:**

The California State Department of Social Services requires that the school have on file a licensed physician's certificate of good health for each child. This information must be updated each year showing evidence that immunizations are current. This form must be on file in our office.

All parents (or guardians) are required to provide documented evidence of the fact that their children have been immunized. Those who choose to sign a waiver against immunization can provide that. The documentation of immunization records is done in alignment with regulatory agencies requirements on the appropriate forms.

**Medical assessment and T.B. requirements:**

Parents of all children must provide documented evidence of negative TB tests prior to admissions to the school.

Please do not bring in a sick child. It may compromise the health of other children and staff members. Failure to comply may result in your needing to find another center that can better meet your needs.

Children with the following symptoms will be sent home or not admitted to the school:

- **DIARRHEA:** Three or more loose bowel movements in one day will result in the child being sent home. They may not return until they have been free of diarrhea for at least 24 hours. This means they may not return the next day.
- **VOMITING:** Any child that vomits will be sent home. We encourage you to have your child stay home the following day to let things settle. However, if you feel that it was just a “one time thing” your child may return. It is up to our discretion whether or not they may stay. They will be sent home if we feel they are not well enough to attend.
- **FEVER:** Any infant with a fever of 100 degrees or higher or a preschool age (and school age) child with a fever of 101 degrees or higher will be sent home. They may not return the next day or until they have been free of fever for at least 24 hours, without the use of fever medication.
- **COUGH:** Any child with a persistent, hacking cough may be sent home.
- **LICE:** A child sent home with lice will not be readmitted until they are nit free. When the child returns, the teacher will make an evaluation and determine if the child can remain at our school. Our procedure, when lice is detected, is to check each child at our center, send home all sheets and blankets, and thoroughly spray each classroom.

Children with the following symptoms will be sent home and may return to school with a note from the doctor stating a diagnosis and that the child is cleared to return to school:

- **PINK EYE:** Pink eye or any eye condition must be checked by a doctor. Once medication has been started a child may be readmitted, but not on the day they were sent home. We will need a note from your doctor stating the diagnosis and that it is not contagious.
- **RASHES:** Any rash, bump or skin affliction will be cause for leaving the center. A diagnosis from the doctor of exactly what it is and a clearance that it is not contagious will be necessary before re-admittance.
- **DISCHARGE:** Excessive discharge could be an indication of an infection. If your child is sent home with this condition, they may not return the following day. They may return the second day if on antibiotics or with a written diagnosis from the doctor.
- **THRUSH:** Any child with white spots in their mouth will be sent home. They may return to school once their mouth is cleared of white or they have a note from their pediatrician stating; the diagnosis, that they are bring medically treated, and that they are cleared to return to school.

Children absent from school because of a communicable disease will be readmitted only with a note from the child’s physician stating the diagnosis and that they are no longer contagious. We reserve the right to send a child home and readmit

them at our discretion. We realize that most of you are working parents and we do try to accommodate you as much as possible.

**Identification & emergency information:**

All the children's personal items are identified with labels with their names on them.

We have emergency drills for children and staff to know how to respond in emergency situations. In case of emergency, we will call the local emergency services. We have First Aid and CPR certified staff that will provide services they are trained in.

It is very important that we have a current emergency phone number where you can be reached. Your child's care is our utmost concern. In the event of an emergency, unnecessary delays in locating the parents could jeopardize the wellbeing of the child. Please keep the school up-to-date on phone numbers and other pertinent information.

**Medication policy/plan:**

We do not administer over the counter drugs to the children in this center unless accompanied with a current prescription with the child's name and the dosage clearly printed on the prescription. This does include off the counter medication. All medication must be signed in on our medication sheets each day. These sheets are in the director's office. The prescription must be current. Please do not leave medications in cubbies or diaper bags.

We can only administer medications to children if a strict set of guidelines are observed. These guidelines are as follows:

- Physician prescribed medication will be administered upon the written consent of the child's parents or guardians.
- Medications must come in their original bottles.
- The name of the child to whom the medications are to be administered must be on the bottle. Siblings can't share medications.
- The medication dosage must be on the bottle, including the number of times per day to be administered, and instructions as to how long the medications should be administered.
- The center shall not administer a non-prescription medication unless it is accompanied by a physician's request to do so.
- The center shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication or for adverse reactions which are caused by the administration of such prescription medication.
- The school is not responsible for making sure medication goes home daily.

**Services provided during a medical and dental emergency:**

Please make sure you leave a contact number as you sign your child in daily. Should your child become ill or have an accident while at school the parent will be

notified immediately. When you are notified that your child needs to go home, they need to be picked up within the ½ hour. We do not have accommodations for sick children. In the event the parent cannot be reached within 30 minutes, the director or teacher will determine treatment according to the circumstances and seriousness of the situation, performing one or all of the following:

- Allowing the child to rest in an area isolated from other children until the parent can be reached.
- Contacting the person(s) listed by the parent to be called in the case of an emergency.
- Calling the physician listed by the parent.
- Calling the paramedics.
- Taking the child to the emergency room.

It is necessary to have on file, a signed authorization to treat a minor. The school will provide this form.

### **IMS (Incidental Medical Services) plan of operation**

Even though we only provide non-medical care and supervision, it does not preclude us from providing some incidental medical services as described below.

#### **Types of IMS provided:**

- Epi-Pen and Epi-Pen Jr.
- Blood Glucose Testing
- Glucagon
- Inhaled Medication
- Carrying out the Medical Orders of a Child's Physician

#### **Records requirements:**

For children that may need IMS, the following records are obtained and maintained:

- Parental / Authorized representative permission to provide IMS
- Any written instructions from child's physician
- Verification of staff training
- Records of medication/services provided

#### **Storage requirements:**

- Equipment and supplies: All IMS medications, equipment and supplies are stored in a locked cabinet or box.

#### **Training requirements:**

- How to administer medication and service is part of the training.

- Use and maintenance of required equipment and supplies is part of training.
- What to do in emergencies is part of the training.
- Who will provide training to staff and licensee is part of the training.

**Staffing requirements:**

- At the preschool, at least one trained staff (or licensee) is always available at all times when service is being provided to the child who might need IMS care.
- For field trips, the parent or at least one trained staff (or licensee) is always available at all times when service is being provided to the child who might need IMS care.

**Safety precautions:**

- Staff providing IMS, wears proper gloves during any procedure that involves exposure to blood or body fluids.
- Staff providing IMS, performs hand hygiene immediately after removal and disposal of gloves.
- Staff providing IMS, disposes of used instruments in approved containers.

**Transportation requirements:**

- The trained staff transports the medication, equipment and supplies in case of an emergency that requires relocation of children, when any child requiring IMS is present.

**Parents notification requirements:**

- Every time IMS is provided to a child, the event is verbally notified to the parent / authorized representative.

**Reporting requirements:**

- All serious IMS events and significant changes that affect children are reported to the Department of Social Services.
- All reporting is done within a time frame of one month.

**Universal precautions requirements:**

- All staff follows universal precautions while administering IMS.

**Sign in/sign out procedures:**



The State of California requires that the parent or legal guardian sign the child in and out of the center each day with a full legal signature. The sign-in sheet is located inside the front entrance of the facility. Children cannot be dropped off outside the facility and told to run in. This is for your child's safety. The parent must notify the teacher when dropping off and picking up their child from the school. School staff can sign in and out any school age children of legal age to independently walk to and from school.

Children will not be released to persons other than their parent or guardian unless the names of those persons are included in the file and are at least 18 years of age with a valid form of ID. A note signed by the parent is required when the child arrives if it is necessary for someone else to pick up your child. If there is a custody issue regarding the child in our care, copies of all legal papers must be kept on file at the school.

### **Discipline policy:**

Guidance consists of direct and indirect actions used by the adults to help children develop socially acceptable behavior. Effective, positive guidance maintains the child's self-esteem and produces growth and desired changes in the child's behavior. The long-term goal of guidance is inner self-control. Teachers provide a respectful, supportive climate in which children are helped to make decisions, observe the consequences of their actions and take responsibility for their own behavior.

- **Types of disciplines and conditions under which they are used:**

- Positive reinforcement and praise is used to encourage appropriate behavior and to correct inappropriate behavior, as set by our standards.
- If this proves unsuccessful, the child will be reminded to make better choices.
- If this proves unsuccessful, the child will be removed from the situation.
- After a brief period (1 minute per year of age), the desired behavior is reinforced and discussed with the child before allowing them to return to the activity.
- If the negative behavior pattern persists, the child's parents will be consulted at the earliest possible occasion.
- If a pattern of negative behavior that causes harm to themselves or others occurs, they may be asked to leave the school.
- If your child chooses to run from the teacher and exits the supervised group or is continually physically aggressive to anyone, you will be asked to leave the school.
- We do not condone or allow spanking.

- **Types of disciplines not permitted:**

Disciplining at the school is free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to:

interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

- **Provisions for contacts/conferences with parents:**

Parents whose children need disciplining on a frequent basis will be contacted to keep them informed and to figure out the best solutions for the child's discipline issues. In the periodic parent teacher conference that happens on a routine basis, any discipline issues with the child will be addressed.

- **Absence from the program**

While the child is enrolled in the program, parents need to pay for the full duration of the program, even if the child is absent for some time for various reasons. Absences create a vacant spot which cannot be filled by another paying child at short notice for a short period of time.

- **Discontinuing from the program**

A one month notice is required to withdraw your child from Ace Montessori. You are responsible for tuition for this full month. If you were to re-enroll your child at a later date, the full non-refundable registration fee will be charged. We will hold personal items for two weeks. After that period of time, items left will be donated to charities.

- **Grounds for dismissal/removal:**

We attempt to keep parents informed through written and verbal communication by using reports, daily behavior contracts, behavior logs, notices of probation/ pending termination reports, phone calls, and speaking directly to parents as they pick up or drop off their children. However, any extreme violation of any of these behaviors can result in immediate termination without notice. Any child whose behavior jeopardizes the safety of others in the school will be dismissed/removed.

Our expectation at the school is that children in our care are able to function in a group setting and behave in a way that allows them and others to be successful. This means that the child can follow directions, respect the rights of others, be cooperative, deal with frustrations appropriately, ask for what they need, and in general follow the rules of acceptable social behavior in a group setting.

The following behaviors are not tolerated and could be cause for immediate termination without notice:

- refusing to follow teacher directions
- hitting

- threats
- scratching
- spitting
- swearing
- kicking
- biting
- pinching
- name calling
- bullying
- sexual acting out
- leaving supervised areas

We want to work with you and your child by reinforcing and rewarding positive behavior. We want children to feel motivated to make good choices. However, if your child cannot or refuses to follow directions, refrain from hurting other children and/or teachers remain with the supervised group or displays any other aggressive or inappropriate behavior, they can be dis-enrolled immediately. This decision will be made at the sole discretion of the school, and again, can be made without notice.

# Admission agreement

## **Description of basic services:**

We provide education and care to preschool age as well as school age children. To preschoolers, we teach about colors, numbers, shapes, phonics, reading, writing, math, arts, craft, songs, group activities, and socializing. School age children are provided their grade level education.

## **Optional services:**

Based on needs of parents and children optional services are offered like teaching Spanish, piano, etc.

## **Payment provisions:**

We accept payments in the form of checks.

Promotions with different rates are offered from time to time. Parents are requested to sign-off on the rates that they are offered at the time of joining a program. One should check the website for the most current rates for specific sessions and any additional services. Rates for all services are subject to change at any time. The customers who are affected by any rate changes are notified in advance to make a choice of whether or not to continue to keep the child in the program with the changed rates.

- **Rate for basic services:**

As an example, the generic monthly rate for typical 3 hour sessions is approximately \$600 for those who are enrolled for one session 5 days a week program. Parents may choose to sign up for one or more sessions in a day and their tuition fees are accordingly changed.

- **Rate for optional services:**

As an example, the generic monthly rate for optional classes like Spanish or Piano is approximately \$50 for those taking one class a week. Parents may choose to sign up for one or more classes every week and their tuition fees are accordingly changed.

- **Payor:**

The parents of the children are responsible for making the payments.

- **Due date:**

All payments for the next month's services are due before the beginning of the month.

- **Frequency of payments:**

The parents make payments on a monthly basis for services provided.

**Modification conditions:**

In order to modify the sessions, days or fees for the program, the parents shall connect with the school administrator before the services are provided.

**Refund policy:**

Within a week of joining the program if a parent chooses to pull their children out, the refund will be made for the unused portion of the fees paid in advance.

**Termination conditions:**

Services will not be provided to those who have not paid their fees due by the time they are due. Enrollment will be terminated for those who have not paid one week past the due date.

Any child whose actions or company are unsafe for others in the school will be terminated from the program.

Any parent who is repeatedly late for picking up their child, will be terminated from the program.

**Rights of licensing agency:**

Licensing agency has the right to visit and inspect the facility at any time. The licensing agency may interview any child, their parents or any staff member.

**Parents' signature and date:**

Parents shall write their full legal name, sign and date at the bottom of this page to acknowledge that they are aware of all the admission agreement policies.

Full Legal Name: \_\_\_\_\_

Legal Signature: \_\_\_\_\_

Date: \_\_\_\_\_