

# PARENT HANDBOOK 2018-2019

KEYSTONE MONTESSORI PRESCHOOL  
WHITTIER  
7056 Washington Ave  
Whittier CA 90638



Dear Parents,

Welcome to Keystone Montessori Preschool Whittier!

## Philosophy and Guiding Principles

**The child is both a hope and a promise for mankind.....**

**Dr. Maria Montessori**

As guiders, researchers and co-learners, we would intensify in each child's natural potentials. As educators our role is to determine the child's ability to grow in each developmental area and provide the precise environment to build their skills. Give access to hands-on activities and allowing adequate time and space to use materials that emphasize the lesson being studied creates an opportunity for individual discovery and construction of knowledge. We inspire Dr. Maria Montessori method. The Montessori Method is unique, scientific approach to fulfill a child mental and physical needs while encouraging maturity of behavior in child, his self-discipline and self-esteem. The positive and enthusiastic attitude will improve their education and bright their future.

**Free the child's potential and you will free the child....**

**Dr. Maria Montessori**

The Montessori method has been experienced over the years in many diverse environments. The hallmark of Montessori is the peer learning through Multiage classrooms will create not only family sense, but also give an opportunity to older students to reinforce their ability. Additionally, a full complement of special design learning materials are meticulously arranged to seek active learning. The children learn within their limits while focus of learning of their concentration will bring independence, freedom, coordination and a sense of order. Each student unique learning style welcome in Montessori classrooms and they will learn their own pace. Each child advancing through the well-planned curriculum which will guided by the teachers and an individualized learning plan. The children will self-assess and self-correct when they matured with their work. We are committed to provide each child the opportunity to fulfill his full potential and to become independent human being with the hallmark of the Montessori method.

**All children of all ages, have five critical needs in common which stay with them throughout their lives...**

**DR. Gerald Newmark**

In Keystone Montessori we are committed to creating healthy emotional children with respect, accept, include, important and secure environment. Therefore, we will optimistically build a healthy relationship since learning is processed through the sharing of concern. While the importance of interpersonal relationship is an association, we provide varied opportunities to communicate and to use their aptitude. We believe it is important to learn to respect, accept and embrace the differences between us to make the world so fascinate. Our goal to motivate families to feel a sense of commitment and dedication towards children and our school.

## HISTORY

Keystone daycare and Home Preschool opened in July 2011 as a small family child care in the city of Bellflower. In March 2013 Keystone daycare moved to La Mirada and Open it's 8 capacity daycare. In May 2013 expand its capacity to 14 children. Keystone daycare opens its first center base Montessori and childcare in the city of Whittier in 2015.

## Mission Statement

At Keystone Montessori Preschool Whittier we believe every child is a unique character who bring natural intelligence. They need a secure, caring and inspiring atmosphere in which to grow and mature intellectually, physically, emotionally and socially. At Keystone Montessori Preschool we challenge and support to bring their fullest natural potential in every developmental area by providing safe, supportive, challenging environment while satisfying their emotional needs of respect, accept, included Important and secure.

## GENERAL CENTER INFORMATION

### ADMINISTRATION

Director	Ass. Director
Bhagya Wijewardane	Jacqueline Hernandez
562.303.7273	562.325.5611
714.266.0497	info@keystonemontessoripreschool.com
info@keystonemontessoripreschool.com	

### HOURS OF OPERATION

Keystone Montessori Preschool will open 7.00 a.m. to 6.00 p.m. Monday thru Friday.  
The center will close in following holidays.  
Refer the Yearly Calendar for Holidays

### PROGRAMME

Keystone Montessori has 4 classrooms with Multiage grouping of age 2-6 years.

Explorer	Ages 2-3 year	Navigators	Ages 3-5 years
Adventures	Ages 2.5-3.5years	Inventers	Ages 5-6 years

## STAFF REQUIREMENTS

Keystone Montessori Preschool Whittier select staff with the utmost care. Experienced and well-qualified personnel are sought: also, we are given the opportunity to learn with us under supervised guidance and are required to pursue additional course work. Professionalism is a highest requirement.

All Montessori lead teachers must possess a course -approved Montessori Certificate or Montessori experience. Assistants must have completed 12 units in early childhood education and are encouraging to pursue additional early childhood units or to take an approved AMS Montessori Training course. All staff members are CPR and First Aid certified and are up to date with all Vaccines by law. Teachers participate in mandatory child abuse certification conduct by Department of social services. All classroom staff are required to attend professional development trainings, Staff meetings, Montessori & early childhood education conferences to uphold a high level of professional growth.

## NON -DISCRIMINATION POLICY AND DIVERSITY

We follow the Montessori tradition of fostering ethnic, economic, and intellectual diversity. Our students and staff come from many different countries and many walks of life. Keystone admits students of any race, color, national or ethnic origin to all rights, privileges, activities, and programs generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin, sex, or religion in the administration of its educational policies, admissions policies, and athletic or other school-administered programs. Keystone is an equal opportunity employer.

## COMMUNICATION

At Keystone Montessori we pride ourselves in open communication. It is extremely important to be in close contact with parents regarding their child's day. We are available to talk at morning drop off, pick up times, or you can call in during the day. Since drop off and pick up times can be a rushed and busy time for children, parents, and staff, if you would like to have more than a few minutes to talk, please set up a time for a conference by phone, or to come in and speak to your child's teacher. We also ask that you share with us information that may be affecting your child in school so that we can best understand and assist. This includes health issues or a change at home such as the passing of a family member, a new baby, visitors, divorce etc. Communication is important to us! No question is ever too small or "silly" to ask. Please call with any questions or concerns; you can reach Director 562.303.7273.

## POLICIES AND PROCEDURES

### Enrollment packets

It is very important to fill all forms properly and have all required signatures prior to your child's first day of admission. Most of the forms are required by the department of social services. Department will may review the files if any of the form not completed the department will penalized. Therefore, enrollment packet must complete and, in our possession, before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and satisfies the record keeping requirement of state licensing guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify the school to update your records. If you have any questions regarding the completion of these forms, please do not hesitate to contact us.

## **Sign in & Sign out**

Department of social services requirement your child must be sign in & sign out each day. Failure to do so could result to a citation and fine. One adult can sign for a child and need a full signature. Failure to do so could result in a citation and fine from department of social services. Deliver your child to staff ratio and make sure the person acknowledges the child presence. The school's responsibility for the health and safety of the child shall be immediately terminated once the child has been signing out.

**Failure to do so will fine \$25 per signature.**

Only authorized people, over the age of 18, will be allowed to pick up and sign out a child. parents and guardians will complete paperwork upon enrollment specifying who allowed to pick up their children. If someone will be picking up a child who is not on the authorized list, they must be added by the parent or guardian personally, before the school requires a signed, faxed letter releasing the child. Keystone will contact parents to verify receipt of the fax and will proceed to check the identification of the person designated to pick up the child. Please remember, **we will not accept verbal authorization from parents, all requests must be in writing. These policies are put in place to protect your child.**

## **Late pick up**

We all have emergency situations, meeting, vehicle break & sick. If you need extra care & can't pick up your child as per the contracted time, then please give us a call as soon as possible. Need to call at least one hour early if you need additional childcare. There will be an additional charge if pick up any time after your schedule time. **Fee for picking Up late after your schedule time is \$1 per 1 min.**

# TUTION AND FEES

Tuition for the academic school year is an annual fee. We offer 189 days. You have Four options to pay:

1. In one annual installment in two semi-annual installments (SA), or in 12 monthly installments paid September through June of the school year.
2. The annual payment and the first installment of the semi-annual payment are due by August 1 of the academic school year. The second installment of the semi-annual payment is due by January 15.
3. Monthly installment payments and incidental charges are due on the 1st of the month and considered late after the 5th.
4. Fourth option is pay weekly, and every Monday is the due date for the week. Tuesday consider as Late.

If any of the due dates fall on a weekend or holiday, payments are due by the close of business the Friday before. Keystone not accepts checks, money orders, cashier's checks anymore. **If you want to pay in cash or Money two weeks deposit will required. Every parent must sign ACH Payment system and all major credit/debit cards.** There is a **3%** charge for credit or debit card use. signers of the enrollment contract are responsible for ensuring that payments are made on time.

**A \$30 late fee will be assessed for late or partial payments.** The business office will contact you if the account is more than 5 days past due. Childcare will no longer be available if your payment is one week late. Accounts that are 10 days past due are reviewed by the Director. Accounts that are 15 days past due may result in dismissal of the student from school. Delinquent accounts are then subject to legal proceedings. Your account balance must be current to register your child(ren) for a new term. If the

account falls delinquent after registering for a new term, the registration fee and class placement may be forfeited.

Students will not be permitted to start a new school year or summer school if their account balance is not current. Please refer to your copy of the Enrollment Contract for complete details and deadlines regarding payment and refund policies.

### **Registration Fee**

The registration fee is the amount collected at the time a student is registered and every year onward for attendance during a school year. Both new and continuing families pay this non-refundable fee before feb28th for the next upcoming year. The registration fee is applied to the costs of the registration process, paperwork, an interview and/or orientation with the student's teacher, Classroom Materials, Insurance. For students in the wait list pool, the registration fee is the amount collected to hold a place in the pool, until space becomes available during the school year. The registration fee is then applied to the above costs as stated. If a space does not become available within the school year, parents will be contacted and given the option to either roll over the registration fee to the following school year or receive a refund. Once space becomes available, parents will be obligated to accept the space or forfeit the registration fee.

## **ACADEMIC PROGRAMS**

Montessori educational programs are based on the development of the child. Environments are carefully prepared to cater to the needs of the children at their stage of development. As the child grows, the environment shifts to meet the child's needs and afford him/her maximum engagement in learning activities. As a result, our programs are divided by a child's stage of development, called "planes of development" in Montessori, rather than age.

### **The First Plane of Development**

#### **Toddler Program - Explorer**

Children between 2 years to 3 years of age join the early preschool community, where basic motor coordination, independence, and language development are fostered, and the individual personality is respected. School materials also focus on development of gross and fine motor skills through practice life activities. Also focus on basic math concepts and language development, cultural studies. Children are guided through potty-training in this environment. Students have 1-1 1/2 hours non-distracted work time.

#### **Toddler Program - Adventures**

Children between 2 1/2 years to 3 years of age who need advance academic and social skills. The classroom design with age appropriate Montessori Materials for children to explore. In this classroom children will expose to many advance learning activities. Children can enroll to this classroom without potty training.

#### **Toddler program**

The Half-Day program meets 8.30 AM–12.30 PM.

The Full Day program meets 8.30 AM–2.30 PM.

The All-Day program meets 8.30 AM–6.00 PM.

## Primary Program – Navigators/Inventors

Between the ages of 3 and 6, children continue their work of constructing themselves through practical life and sensorial activities. Through a variety of Language activities children begin to Speak, read and write. They work with concrete materials to learn mathematical concepts including the decimal system, geometry, and fractions. They learn about the world by studying Geography, Sciences, zoology, Botany, History and Time. One area of the classroom is devoted to music, and art is integrated into other subjects such as math, science, geography, and culture. The students have 3 hours distracted work time.

2 Days /3 Days/5 Days

Montessori program meets 8.30 AM–2.30 PM.

Half -Day Program 8.30 AM - 12.30 PM

All Day program meets 7.00 AM–6.00 PM.

Combinations program available upon request

Early morning childcare is available from 7.00 AM to 9:00AM for families that sign up. Availability is subject to state-mandated ratio requirements. There is limited childcare available until 7.00 PM or for those children enrolled in the All Day program.

## Summer Program

Keystone offers summer programs for all. The Toddler and Primary summer programs give children a chance to continue their Montessori education in a relaxed atmosphere, integrating thematic indoor and outdoor experiences. Swimming lessons are a part of the Primary Full-Day and All-Day program. The program offers a series of two-week classes covering a range of interesting activities and subjects and is open to the public.

### SUMMER PROGRAM FEES

Summer school registration deposits are non-refundable and can only be applied toward summer school. If you request to cancel a summer session prior to the cancellation date, your deposit will be applied to the next applicable session. If all sessions are cancelled prior to the cancellation dates, only the summer school deposit will be forfeited. **If you request to cancel a session after the cancellation date, you will be held responsible for all program fees for that session.**

### Absences, Sick Days, and Vacations

Your regular rate will apply in the case of absences, sick days or vacations. Tuition is not reimbursing for those days. Returned Check We will charge a \$7-\$50 fee for returned checks.



## STUDENT DRESS GUIDELINES

Students are expected to comply with the required dress code listed below.

### All Students

- DRESS** : Always should be weather appropriate. It also needs to be appropriate to the school setting. We are not responsible for precious valuable clothes or accessories.
- SHOES** - Closed-toe shoes with flat, non-skid soles. Shoes must not have black soles as they leave marks on the floor, sidewalk and play equipment. Shoes are to be solid colored without characters. **No lace shoes please.**
- SOCKS** - Crew socks, tights or knee high socks.
- BELTS** - Easy to Remove Belts.
- SWEATER** - Any except Turtle Neck Sweaters
- JEWELRY** - Jewelry is not allowed in the preschool. It can be misplaced, disruptive and /or dangerous for some children. Earrings are allowed but **we cannot be responsible for lost earring.**
- FADS** - Make up, nail polish, hair color, temporary tattoos or marking one's body is not acceptable at school.

### OTHER DRESS DAY GUIDELINES

**Free Dress Day** - Special occasions such as holiday parties, gardening day, or special activities may require certain attire. Please check the school calendar to determine which attire applies and please adhere to the guidelines. Closed-toe shoes only, please.

**Party Attire** - Only dresses or skirts for the girls and slacks and button down shirts for the boys are requested. Neckties are encouraged for boys. Girls and boys should wear dress shoes, but are encouraged to bring regular shoes for outdoor playtime. On picture day please bring regular shoes to change into for safety reasons.

### SUMMER UNIFORM-ALL STUDENT

All children must wear the current Summer school T-shirt for all field trips.

## GENERAL INFORMATION

## SCHOOL CALENDAR

Important dates will be printed on a school calendar for the infant, Toddler, Preschool and will be available for distribution before the beginning of each school year. Special events and days that classes will not be in session will be noted. Please make your plans accordingly. Any changes will be posted in advance and e-mailed internally.

## PARENTS' BULLETIN BOARD

The parents' bulletin board is available on all campuses. It is used to display lunch menus, field trip notices, newspaper and magazine articles, newsletter, message and information directed to parents. Changes and updates will also be posted on this board and on each classroom clipboard. *It is your responsibility to keep yourself informed.*

## NEWSLETTER

Good communication between school and home truly enhances your child's learning experience. The school's monthly newsletter, allows us to share more of your child's school with you and allow you to keep up-to-date with some of the school activities and important events.

## HOLIDAY

Please see "School Calendar". Recess care on certain vacation days and holidays is available with pre-registration and a minimal charge (a minimum of 12 children signed up per department must be met in order to hold Recess care)

## FIELD TRIPS

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. School buses may be used for these field trips in preschool. Parents will be informed of each field trip, and must sign a consent form before each trip. Adult family members are invited to go on these trips to provide increased supervision and adult/child ratios. Parents may be asked to provide transportation for field trips. During the field trip, all children will wear identifying information that gives the program name and phone number. A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips. Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone in a vehicle or unsupervised by an adult. Children will learn with the hand on experience. Field trip will arrange throughout the year, please check the notice board for the field trip notices. Parents signature will have required for the permission latter. Children will wear unique dress code for the easy identification. **Prepaid field trips payments are not reimbursed under any circumstantial.**

## PHOTOGRAPHS AND PUBLICITY

Individual pictures will be taken during fall, winter and spring. Class pictures are taken in the fall. Photography of the children and/or their work participate in our program may be taken from time to time and may appear in newspaper, magazine, brochures or other publicity materials. **Parent permission form must be in file for all students.**

## SEPERATION ANXIETY

Initially, it can be difficult for parents and young children to separate at the beginning of the school year. We have found through experience that a short positive goodbye is easiest for the child. The very first day you can sit 15 to 20 min with your child and please do not interact with other children. You need to stop engage with your child slowly since we need her to separate from you. Once you totally stop engage with your child he/she will join with their peers. **Please do not enter the classroom everyday as this is a disruption to the entire class. For children over 3year of age, Please open the door for them.** Please make sure that a staff member acknowledges your child before you leave. If you are cheerful and reassuring, your child will feel comfortable. A short goodbye with one kiss and hug and re-assuring words that you will be back at pick-up time will let your child to have a fun and safe at school.

You are welcome to call the school for reassurance that your child has settled in and is adjusting well. if you would like to discuss your child's situation, please feel free to leave a message with the school the teacher or administration, we will call you back. We are always here to assist you.

## MESSAGE BOX

We provide message box in every classroom for your easy access. If you have any special information for your child teacher, you can drop a message. Teachers check their messages daily.

## CONFERENCES

If you wish to discuss about your child with the teacher, please do not interrupt them at any time while they are with students (Work time). You may leave a note or a message for the teacher in the message box locate in a classroom or office and he/she will get back to you as soon as possible. Parents may also request meetings with their child's teacher through the admin which will be accommodated after academic hours. The school director is also available for appointment to discuss any questions or concerns.

Communication between parents and your child's teacher is very important. parent-teacher conferences are set aside twice during the year, We invite both parents, if possible, are expected to attend. Daycare may not be available, so alternative care arrangements should be made. Progress report will be given at these times. It is most important that you keep the school informed of any changes at home that might affect your child, or anything that comes up in conversation with your child that you think the school should be aware of.

## PARENT VOLUNTEER

As part of our commitment to provide quality care and education for your child, we feel every parent should be involved every step of the way. We encourage you to join us for fun field trips or special family events to share your talents and skills with us. Children develop greater self-esteem when they see their parents helping in the classroom and with other school activities.

- Assisting on classroom field trips
- Contacting community workers to visit
- Assisting with school picture days
- Helping with the Curbside Valet services in a event
- Contributing ideas for classroom projects

- Helping with performance.

## CURRICULUM PLANNING

### CURRICULUM

Keystone Montessori Preschool will follow Dr. Maria Montessori method. The program will include

- |                                    |                              |
|------------------------------------|------------------------------|
| • Practical Life                   | Table Manners & Serving Food |
| • Sensory Activities               | Personal Grooming/Manners    |
| • Language                         | Storytelling/Dramatization   |
| • Math/Geometry                    | Art, Music and Movement      |
| • Physical, Earth and Life Science | Sports and Organized Games   |
| • Botany/Zoology                   | Community Visitors           |
| • Computers                        | Outside Play                 |
| • Foreign Languages                | Grading                      |
| • History/Geography                |                              |

### SCHOOL OF EXTRA CURRICULUM ACTIVITIES

Private and semi Private lessons will be scheduled for additional fee. A registration form must be completed and class specific attire is required before classes begin. Tuition is charged monthly and there is no reduction in fees for illness or vacation. If the instructor is absent, there will be a make-up lesson.

- Piano Lessons
- Dance Lessons
- Taekwondo

Please check our current class offerings. Our required 30-day withdrawal policy applies to all special classes whether changing or withdrawing as a courtesy to instructor.

## CLASSROOM SUPPLIES/MATERIALS

### Infants supply list

2 weeks - 2 years

1. (1) 15 quart plastic container. (Crib sheets and blankets must fit inside)
2. (2) Crib Sheets and (1) Blanket
3. (2) Or more bibs (per day)
4. (2) Or more washed clothes
5. (1) Or more small towel
6. (6) Complete set of extra clothes (Weather Appropriate)
7. (3) Pair of socks
8. (1) Set of wipes
9. (5-7) Diapers or more per day)
10. Milk and Water in a separate bottle and in a milk container (small). (If milk provides by parent)

## Supply List

(Ages 2-5 Year old)

### For all children

1. (1) 15 quart plastic container. (Crib sheets and blankets must fit inside)
2. (2) Crib Sheets and (1) Blanket
3. (2) Or more washed clothes
4. (1) Or more small towel
5. (3) Complete set of extra clothes (Weather Appropriate)
6. (3) Pair of socks
7. (1) 1 King or queen size pillow case (label)

### For children in Diapers

1. (1) Pack of diapers
2. (1) Package of Wipes
3. (4) Extra pair of shoes

### For children being toilet trained

1. (6) Pair of underwear
- 2.(4) Complete sets of extra clothes (weather appropriate)
- 3.(1) Extra pair of shoes
- 4.(4) pair of socks
- 5.(1) package wipes

### For children who are fully toilet trained

- 1.(2) Pair of underwear
- 2.(4) Complete sets of extra clothes
- 3.(1) Extra pair of shoes
- 4.(4) Pair of socks

Please check your child supplies daily and replenish them as needed. The child needs to clean and refresh during the day. PLEASE REMEMBER TO LABEL ALL BELONGINGS.

### CLASSROOM MATERIAL LIST (Non - Mandatory)

Order is basic to Montessori Education. **Keystone provide necessary materials for your child but if you wish to you can buy them.** It starts early with taking care of your own person, as well as your home and learning environment. Parent's can help prepare the child for work and responsibility by providing the necessary materials promptly. PLEASE PURCHASE ONLY SOLID COLORED MATERIALS AND REMEMBER TO LABEL ALL BELONGINGS.

### Ages 3-4

- 1.(1) Soft, insulated lunch container

- 2.(1) Backpack (only solid colors please)
- 3.(1) Pencil Box
- 4.(4) NO.2 Pencils
- 5.(2) set of colored pencils (24ct)
- 6.(1) Eraser
- 7.(1) Pencil sharpener
- 8.(2) Pencil grips
- 9.(2) Mini composition books

### Ages 4-6

- 1.(1) Soft, insulated lunch container
- 2.(1) Backpack (only solid colors please)
- 3.(1) Pencil Box
- 4.(4) NO.2 Pencils
- 5.(2) set of colored pencils (24ct)
- 6.(1) Eraser
- 7.(1) Pencil sharpener
- 8.(2) Mini composition books
- 9.(3) Red/Blue/Yellow plastic folder
- 10.(1) Graph spiral notebook
11. (3) "Learn to Letter" notebooks w/raised ruling

### Extra Clothing

All children must have extra set of cloths including socks and shoes in their lockers or cubbies always. School activities can be messy, sticky, gooey & fun. These clothes must be weather appropriate, please check and replace them as necessary.

### Backpacks

All backpacks must not exceed 17"H x 13"W x 4"D. The material must be nylon and should display no characters, have no wheels, and no metal attachments. **NO outside drinks will be allowed in the backpack.**

### Lost and found

It would be a good idea to put your child's name on the tag of every article of his/her clothing, including uniforms, and belongings. If you child loses an item or an article of clothing, ask the office about the designated "Lost and Found" box immediately. Items in "Lost and Found" will be dated and kept for no more than two weeks, after which time they will be donated to a local charity.

Conversely, if you child brings home the wrong article of clothing, Please return it promptly to the school office.

## SERVICES & ACTIVITIES

If, during pick-up, your child has not finished his/her snack, please allow your child to finish the snack in the classroom before leaving school.

### Breakfast & Lunch/Snack

We provide lunch and 2 snacks. The student can have their breakfast provided from home between 7.00am - 8.30a.m. All other students must finish their breakfast before arriving to the school if their starting time is on or after 8.20 a.m.

### Lunch

Lunches are available for all full times students (children ages 12 month and above). If you would like to join your child for lunch, please take your child to the picnic tables in the playground.

### Infant Diets

- If your child is an infant and requires baby food and/or formula or breast milk this should be brought from home.
- All bottles and baby food must be prepared at home and labeled before bringing it to the center.
- Bottles must be unbreakable.
- Babies are given their bottles only in designated places. They are not allowed to roam with them, as this makes it difficult to prevent sharing bottles.
- All special instructions for feeding plans will be discussed with the child's teacher before enrollment and filled out on a Needs and Services Plan. These plans are updated every three months or as needed

### NO Nut Policy

The school has implemented a "No Nut Policy". ALL nut products are banned in ALL classrooms. This is to ensure the safety of any child that may have an allergic reaction from any items be brought into the school. Please be sure to **check all labels** when purchasing items for your child's class snack or lunch.

### No Sugar Policy

School also implement No sugar policy for our students' safety. Many parents protect their child from sugar in early stage of life which we also recommended. In Keystone we do not provide soda, cookies, cake etc. For your child birthday please avoid bringing sugary items such as cupcake, Danish, sweet juices etc.

### Snack Time

School will provide healthy snacks twice a daily. The school will NOT serve soda, candy, chocolate, cakes or anything very sweet to the children. Please do not send those items as snack from home, we will send such items back home. Please see birthday guidelines for special snacks.

## Share Day

Every other Friday is a share day. Your child can bring something to share. Unfortunately facility not allows any toys. Educational material are permitted such as books, music, Scrap books, travel souvenirs, or share in nature, science. The children may also bring a pet from home (**Please clear with the office and the head teacher ahead of time**) Animal that may cause a danger to the children must be in a cage where they cannot be touched. Please remember to clearly label all items with your child's name.

## Birthdays

Children love to celebrate their birthday with their friends. For this special occasion, if you wish to bring a treat for your child's birthday, sweet such as cupcakes or cookies **will not be** accepted. Please **do not bring a cake** as they tend to be quite messy and violate our no sugar policy. **We do not** encourage balloons in all rooms for safety reasons. Please refrain from putting any small objects in the children's goodie bags.

Please discuss any birthday plans with your class teacher in ADVANCE. You can bring healthy snack or lunch for the whole class. If you choose to have your child's birthday celebration during lunchtime, please fill out the required form at the front desk two weeks in advance so we may adjust our quantities and shopping list accordingly. We would request that birthday lunch celebrations during the school year be schedule on Friday.

## Nap time

Cribs for young infants are in a separate sleeping area that can be used whenever individual schedules demand.

- For older infants, toddlers and preschoolers there is a regularly scheduled group nap time.
- Every child is expected to at least rest at nap time. Many children have a very long day in child care and need time to rest and to have quiet time.
- Families may send a special blanket, pillow or soft toy for nap time. Children are not expected to share these items, and use them only during nap
- No child is forced to sleep or to stay awake

## Parking Lot Safety

The speed limit in all Keystone/church parking areas is 5 mph. Your cooperation is essential to keep children safe in the parking lots. Children sometimes dart away from adults and cross the parking lot unexpectedly and unattended. Please drive slowly and use extreme caution. If applicable, parents are encouraged to use the curbside sign-in/out service to increase parking lot safety. It is unlawful to leave a child unattended in a parked car. Always turn off your engine, remove your keys, and take your personal belongings with you. California Law requires children to ride in the back seat in a properly secured child passenger safety restraint until they are at least 8 years old or until they are at least 4 feet 9 inches in height.



## Grievance Policy

Parents who have a grievance or concern relative to the school should attempt to resolve the difficulty through direct communication with the staff involved. Often this type of communication clarifies and resolves the situation immediately. In the unusual cases where direct communication does not affect a positive outcome, you should take the problem to the supervisor for resolution. This may be done in written form with the knowledge that any such documentation may come before the administration. If you are still dissatisfied, you should submit an account of the grievance to the Head of School. If the situation is unresolved after approaching the involved party, their supervisor, and the Head of School, you are directed to call upon the services admin. The admin will schedule a meeting to hear the situation and receive written communication. All written communications will be treated with strict confidentiality.

## Discipline Policy

The purpose of the Montessori is self-discipline through decisive activity. The right and safety of each person need to be conserved. Children are respect to authority of the staff and parent volunteers, toys, books, other property and provider is most important at all time.

We will always attempt positive steps for correction. Steps may be taken as disciplinary action.

- Child is asked if his/her behavior is proper
- Will explain what is wrong and what his/her activity should be at that time
- Calm down chair will be given if unacceptable behavior (Time base on the age 2year-2min)
- Child will be sent to office and Director will discuss a plan with child
- Parents are notified of frequent unacceptable behavior
- Child will be sent home if problem is extreme (Violence, Language etc)
- A physical evaluation will be required to rule out physiological problems
- A psychological evaluation will be required and subsequent counseling to correct behavior
- The final step to request withdrawal from our program

This policy is to protect your child and other children too. We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children explain the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time outs will be rare except when a brief cooling off period is needed. Sometimes when children are fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a time out.

**Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. NO CORPORAL PUNISHMENT/VIOLATION OF PERSONAL RIGHTS (CCR, Title 22, Section 101223.2)** is permitted and will be grounds for immediate staff dismissal. The child's authorized representative can contact a Director through conferences to further discuss this issue. Parent conferences are always available to discuss disciplinary issues. **Neither food nor sleep will ever be**

**withheld from children as a means of punishment.**

If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all. It is important to mirror practices at home with those at school, so the child is provided with a consistent environment, which will lessen the chances of confusion and increases the child's sense of security. Teachers welcome all discussions of these matters and are happy to offer and receive guidance.

### **Change of Rate**

To maintain an education standard of excellence, the school reserves the right to raise tuition and fee with a minimum of 30days notice.

### **Modification to Agreement**

This agreement may be modified whenever any of the circumstances covered by this agreement change. Such modification must be made in writing and be signed and dated by the parent and the school in order to be binding and effective. New enrollment contracts will be distributed if there are any modifications or changes to the contract.

### **Reporting Requirements**

As a child care service we are mandated reporters to the Department of social services and child protective agency if we feel a child is being abused or neglected. Always be sure to let us know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to daycare with injuries have them logged into the child's file.

### **Parent code of conduct**

The school reserves the right to immediately terminate your child's enrollment without notice including but not limited to:

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

We appreciate as much advance notice as possible when terminating and will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where

there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collection agency regardless of the amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to the amount due.

### **Injury report**

Injury report will be given to parents for every incident. It will include how it happened and when, any medicine given, first aid given etc... due to privacy name will not mention.

### **Daily Report**

Each child will get a daily report. It will include breakfast time, potty training times, diaper changing times, feeding time any special notes. Drop off parent need to note when the child had his/her diaper or feeding.

### **Parent Education**

We offer guest speakers, parent/teacher conferences, parent/child participation, observations, and the like in various aspects of child development. encourage all families to participate.

## **EMERGENCY AND HEALTH INFORMATION**

### **Department of social service Rights**

The California state department of social Service or Licensing agency shall have the authority to interview children or staff and to inspect and audit school records without prior consent. The school shall make provisions for private interviews with any child or staff members and for the examination of all records relating to the school. The department of social Services shall also have the authority observe the physical condition of the children, including conditions which of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.

### **Parents Rights**

Parents have rights to Enter and inspect the child care center without advance notice whenever children are in care. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child. Request in writing that a parent not be allowed to visit your child or take your child from the childcare center, provided you have shown a certified copy of a court order. Receive from the licensee the name, address and telephone number of the local licensing office. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office. Receive, from the licensee, the Caregiver Background Check Process form

## Personal Rights of the Child

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be 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 daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

## Medications

- **PARENT MUST FILLED OUT "PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATIO CHART" BEFORE ANY MEDICATION CAN BE ADMINISTERED.**
  - PRESCRIBED MEDICATIONS MUST BE DATED AND LABELED TO BE ADMINISTERED.
  - OVER-THE-COUNTER MEDICATIONS WILL BE ADMINISTERED IN ACCORDANCE WITH THE LABELED INSTRUCTIONS UNLESS AUTHORIZED BY A LICENSED PHYSICIAN.
  - NEVER LEFT MEDICINE OR INHALERS IN CHILD'S BACKPACK.
  - MUST BE IN A ZIP LOCK BAG AND HANDOVER TO THE TEACHER WITH THE REQUIRED FORM.
  - INFORM YOUR TEACHER IF THERE IS ANY SPECIAL INSTRUCTION SUCH AS HOW TO STORE THE MEDICINE.

- EVERYTHING MUST BE LABEL

### Emergency Phone Number

Every staff member is certified in CPR and first Aid. If an emergency arises that required immediate medical attention, we will call 911 first, then the parent and the doctor. **IT IS IMPERATIVE THAT PARENTS KEEP THE SCHOOL UP-TO-DATE WITH CURRENT PHONE NUMBERS WHERE PARENTS CAN BE REACHED AT ALL TIMES. REMEMBER, YOUR CHILD IS COUNTING ON YOU!**

### Emergency Drills

We perform emergency drills periodically (minimum of four times per year) to teach your child how to react in a safe and orderly manner. In case of an actual emergency or evacuation we will notify you as soon as the children are safe.

### In the event of evacuation

If a fire or natural disaster were to occur in or around Keystone Montessori the children would first be taken to the playground outside the building.

to:

- |                               |                            |
|-------------------------------|----------------------------|
| 1. First United Method Church | 2. Whittier Public Library |
| 13222 Bailey Street           | 7344 Washington Ave        |
| Whittier, CA 90601            | Whittier, CA 90602         |
| Tel: (562) 698-0022           | Tel: (562)567-9902         |

## HEALTH REGULATION

### Medical Examinations

The state of California required a medical examination for each new student. Medical Records A Physician's Health Report prior to or within 30 days of enrollment must be submitted. In addition, an immunization record must be submitted before your child's enrollment and must be updated in accordance with state law.

### Immunizations

The state of California requires that all children, prior to admission in school, must be protected against tetanus, whooping cough, diphtheria, mumps, rubella, measles, chicken pox, and polio and that a TB test be administered. An immunization record is required and must be kept-up to date. Required immunizations are subject to change based on health Department regulations.

### Allergies

Bring any allergies to the attention of the staff immediately, verbally and also in your enrollment forms. They will be posted in all classrooms. Remember to update the school with any new condition that may arise regarding your child's health.

## Illness

If your child is ill then he/she must be kept at home. If your child falls ill while at school, you or an authorized adult will be expected to pick them up shortly after we contact you (within 1 hour). If your child experiences a serious illness, emergency medical services will be notified.

The following is a list of common infectious diseases, which may cause the child to miss school due to behavior changes or infection: Bronchitis, Chicken Pox, Colds, Ear infection, Fifth Disease, Hepatitis A, Herpes, Impetigo Pink Eye, Infectious Croup, Infectious Diarrhea, Influenza A (winter flu), Lice, Ringworm, Roseola, Scabies, and Strep and Throat/Scarlet Fever. Symptoms such as vomiting, diarrhea, and fever: A child who has vomited or had a fever will be admitted back to school after 24 hours. If a child has had a more serious, medically treated illness then a doctor's note will be required stating that the child may return to school. If a child has a runny bowel movement then they will need to go home so that they may be cared for by a parent or guardian.

## Contagious Disease control

Parents will be notified of any contagious disease on the school that affects their children and will be advised of any quarantine measures. In case of any communicable disease, a medical authorization is required for the child to return to daycare.

**Chicken Pox:** - for at least 7 days after onset of blister and until all lesions are crusted

**Conjunctivitis (Pink Eye)** – During acute stage, until eyes are clear or 3 days after onset of treatment.

**Diarrhea** – During acute, infectious stage, as long as child has no elevated temperature and no loose, watery stools.

**Fever** – For 24 hours from the time the fever breaks

**Fifth Disease** – for 1-3 days from onset of rash or after fever breaks. Doctor authorization required.

**H1N1** – for 24 hours from the time fever breaks

**Hand, Foot and mouth** – for 7 days from the onset of illness. medical authorization is required to return

**Measles-** For 4 days after onset of rash or until rash disappears. Medical authorization is required to return

**Meningitis** – Until child is well .medical authorization is required to return

**Mumps** – for 9 days after swelling appears or until swelling is gone

**Pediculosis (Head Lice)**-for 3-6 days until treatment is successful

**Rubella** – for 4 days after onset of rash, medical authorization required.

**Strep throat** – for 24 hours after medication beginning

**Tuberculosis** –for 14days after beginning treatment

**Vomiting with fever** –Temp 100or above – until vomiting stop

**Whooping cough** – for 2 weeks after antibiotic treatment has begun.

Please advise to consult your doctor regarding the period of quarantine treatment for all contagious illnesses.