

PARENT HANDBOOK **Alka Montessori**

Policies & Procedures:-

Registration

We invite you to visit Alka Montessori and give us the opportunity of explaining our program to you. We are located at 70 S San Tomas Aquino, Campbell, CA. School visits will be conducted by appointment Monday-Friday, 9:00 am – 11:00am and 4:00 pm – 5:30 pm. Upon your arrival, you will be given a tour of the facilities and an opportunity to discuss the program with the teachers. Please bring your child with you. Enrollment is on a rolling basis, with the Center admitting children when space is available. If there is no space available in any of the classrooms, you will be placed on our waiting list and notified as soon as a space becomes available. In line with the Montessori philosophy, all our classrooms are mixed-age groups, serving ages 2-5 years. In order to enroll in the Center, a completed and signed Enrollment Form along with a \$125.00 nonrefundable registration fee must be turned into our office at least 5 business days before the date you wish your child to begin the program. All forms required for attendance must be submitted before your child can begin attendance. A list of forms is included at the end of this handbook.

Tuition, Payments, and Refunds

Tuition is based on the number of days per week that your child attends the Center. We have designed the tuition to cover your child's complete care with a built-in allowance for the average absentee rate. Therefore, there will be no reduction of the tuition for sick days, vacation days, professional days, holidays, or any other reason that causes the absence of a child on a day when the Center is open. Tuition includes all holidays and vacations. A list of our holidays and vacations is included. Tuition payments are due each month. You have the option to pay your child's monthly tuition on the first of the month, or on the first and the fifteenth of each month. If your fee has not been paid by the fifth of the month, a late charge of \$50.00 will be applied to your account after the fifth of the month and \$50.00 will be charged for returned checks. We accept personal checks, cashier's checks and money orders.

Withdrawal from the program

Please give two week written notice to the School to withdraw your child from the program. If the school decides on terminating enrollment of a child, two week written notice will be given.

Communication with Parents

We understand that our parents are busy with work, school, and family obligations. In order to make sure that our parents are kept informed about school events and their children's progress, we have several methods of communicating with parents:

The common area of the school is where copies of the monthly curriculum and lunch menu are posted. Also on the bulletin board are notices of upcoming events, school closings, etc. We will also communicate with the parents via email. Please give us your email address on the Enrollment Form. Your child's cubby/tray is the teacher's primary method of communication. You will find in it daily artwork, activities, and notes from the teacher. Twice a year, Parent/Teacher Conferences are held for children 3 years and older. We will email or call you to arrange a convenient time. We encourage both parents to attend Parent/Teacher Conferences. Formal meetings between the parents and the school staff may be scheduled at your convenience.

FOR THE CHILDREN

The First Day

For both parents and children, the first day in a new environment can be stressful. To make your child's introduction to the School as smooth as possible, talk to your child about what to expect at their new daycare. Bring your child in to visit the classroom for an hour or two before their start date, so they get the chance to "test out" the teacher and other children. Come early on the first day so you can spend some time helping your child acclimate to the School, and have an opportunity to talk to the teacher. Do not worry if your child fusses about you leaving; our staff is well trained and experienced in helping young children adjust. Each new child is individually attended by a staff member to make them feel at home and help ease the transition.

Arrival

Arrival: 8:30 am – 9:00 am. Late arrival: 9:00 am – 9:30 am or 9:30 am – 10:00 am. All children must arrive in School by 10:00 a.m. It is very important that you adhere to the arrival/dismissal group you choose in your contract. This will help in providing adequate parking to all the cars arriving and leaving the School parking lot. In case of occasional changes in schedule please call the school in advance. When a parent or authorized guardian picks up or drops off a child at the School, he/she must sign (full legible signature is required) the sign-in sheet. This is very important, because it provides a checklist that can be used in case of an emergency evacuation or fire drill. Please make every effort to arrive on time each day. Each classroom has an educational program that begins with the arrival of that group. People walking in and out of the rooms and talking during small-group time distracts the children and the teacher from their activities. We suggest that you wish ‘goodbye’ to your child at the door area.

Departure

The Center closes at 6:00 p.m. It is very important that children are picked up on time by an authorized adult. Please try to be at the School a little before 6:00 p.m. to allow time for conversations and getting your child ready to leave. In the evening, it is unfair for both staff and children to have to wait past closing time for late parents. If you are going to be late, please call ahead to let someone know. Repeated lateness in picking up a child will result in termination from the program. A late fee will be charged for pick-ups beyond the contracted time i.e. early dismissal and late dismissal, and beyond the extended care time i.e. 6:00 pm. For your child's safety, the staff will only release children to his/her parents or other persons listed on the Emergency Contact form. **DO NOT** let your child go outside to your car without you. When bringing or picking up your child, only use the door at the play area. Please make your arrivals and departures noticed by the staff, and inform us if you are going to be earlier or later than usual.

Transportation

Children are to arrive and leave school in their own vehicles by an authorized adult.

Attendance

Regular attendance is very important for your child's emotional and social adjustment to school. Since we also have a planned curriculum, your child's cognitive growth is also dependent on his/her regular attendance. If your child will be absent for a day, we expect to be notified no later than 9:30 a.m. Please contact us at (408) 871-0320. If you plan to take a vacation, please notify the School in advance the dates your child will be absent.

Nutritional Program

We do have the option for parents to purchase lunch for their kids; parents who do not wish to purchase food from the center are responsible for packing lunches for their kids. Teachers will heat and serve lunch from 11:30-12:00pm. Snacks are served from 9:00 - 9:30am in the morning and 4:00 – 4:30 pm in the afternoon. If you wish to send additional food for your child, e.g. snack, please let the school staff know. Children should not bring candy, toys, or money to the school. Parents should send lunches that require nothing but heating if necessary. All lunch bags must have one or two ice packs in them to preserve the freshness of the food and to avoid contamination. Cutting or peeling of foods should be done at home. Please avoid foods that have high sugar content such as fruit rolls, cookies and cakes. Also, please avoid foods that are not easily eaten and those that are a choking hazard such as popcorn, raw carrots, hot dogs, whole grapes, etc. Please shred raw vegetables and cut fruits in small bite size pieces. If your child is allergic to any food, please provide us with an itemized list of foods that he/she should not eat.

Holidays and Closings

A schedule of School closings for holidays and breaks is posted on the main bulletin board in the common area. The School's hours and days of operation do not change for summer and winter.

Birthdays

Your child's birthday has a very important meaning to him/her. Because it is so important, please plan it with the school in advance. Please ensure that you know the correct number of children in the classroom. You would be required to prepare and bring to school your child's time-line. Please select one or two pictures from birth to present, with a sentence describing the picture and glue it to a poster or folder. This would be posted in the classroom for the week and read to the whole class as part of the birthday celebration. It is a tradition in our school that the birthday

child brings an addition to the school library on their birthday. Please inscribe the book with your child's name and date of birth. You may purchase a hardcover book of your choice or in consultation with the class teacher.

Celebrations

During the course of the year we celebrate the following:

- March/April – Easter Egg Hunt
- October – Halloween Party
- November – Thanksgiving Feast
- December – Christmas Feast, Visit by Santa, Party for Children

Information will be sent home two weeks prior to the event.

Field Trips:

Parents will be informed ahead of time if any field trips are scheduled or planned. Before the field trip, permission slips will be sent home with a description of the trip and a request for parent chaperones and drivers.

Clothing:

Each child attending school is required to have one full change of clothing including underwear and socks at school at all times. A small blanket, crib sheet and pillow is required if your child naps at school. Please ensure that your child comes to school cleaned and dressed in simple, manageable clothes. Sneakers with Velcro are recommended. No open-toe sandals or flip-flops.

Medications

If your child is on medication, we can dispense it only if you bring it to the School in its original bottle. **You must fill out a Medication Form.** Medication, including cough drops, throat lozenges or vitamins, must never be placed in a child's lunch box, cubby or backpack.

Illness:

Please always call us on days your child will be absent. A child will not be kept in school in cases of fever, vomiting, diarrhea and runny nose with yellow or green mucus, severe coughing, or other infectious diseases. Parents are not to bring children to school with such symptoms. Your child is to remain at home until he/she is without fever for twenty-four hours. If your child is sent home ill with a fever, he/she must remain at home the following day. If your child has a fever the previous night, they must remain at home the following day. They cannot return to school until they have been fever-free for twenty-four hours. If your child is on antibiotics, follow the twenty-four hour policy before returning to school. Please do not give your child Tylenol prior to sending him/her to school.

Stomach Flu:

If your child vomits at home in the morning please keep your child at home. If a fever is present, follow the twenty-four hour policy above. In the event that a child becomes ill during school, a parent will be notified and is expected to come promptly to pick up the sick child. If a parent is not reachable, other people listed on the emergency numbers of the child's information forms will be notified. The full tuition payments are due for instances when any of these conditions occur. We cannot completely avoid viruses, but we can hopefully prevent them from spreading and reoccurring. Your cooperation is greatly needed and appreciated.

Emergencies, Medical and Dental

If your child has a serious medical or dental emergency at school, we will take the following steps:

1. Call 911
2. Call the listed doctor or dentist
3. Call the Parent or Guardian and if not successful, other Emergency contacts
4. Notify School Director or on-site supervisor

All services that are provided to the child in an emergency are paid by the parent or guardian.

Discipline Policies

Our environment is prepared for the child to achieve a strong sense of independence and worth which ideally fosters self-discipline and self-direction. We treat our children with love and respect and believe that they in time will learn

to love and respect us. The goal of our discipline is to help the child change the behavior by using positive means and natural consequences. The staff focuses on the use of redirection and mediation with most behavior issues. If a child is causing physical harm to another child or teacher, the child will be removed from the group and a conference will be called with parents. We strongly urge the parents to work with us on behavior issues.

Consistent behavioral problems may lead to suspension/termination from the program.

Corporal punishment is forbidden at Alka Montessori.

Licensing Information

The Department of Social Services (Community Care Licensing) has the right to interview children or review their records without parent or guardian notification. All children in our program will not have their personal rights violated as per licensing requirements.

Licensing Requirement

Parents must complete and submit the following forms prior to the child's enrollment in the program:

- Admission Contract together with Admission Agreement
- Notification of Parents' Rights form – LIC 995
- Personal rights form – LIC 613A
- Identification and Emergency Information – LIC700
- Consent for Emergency Medical Treatment form – LIC627
- Child's Preadmission Health History – Parent's Report – LIC702
- Physician's Report – Child Care Centers – LIC701
- Immunization Requirements

Alka Montessori Fee Schedule

(Effective September 28, 2012)

A full school day is from **8:30 a.m. – 6:00 p.m.**, Monday through Friday.

Fees are charged monthly.

A **\$100.00** non-refundable wait-list fee is payable upon placing the child on our wait-list.

There is no registration or enrollment fee charged. There is no deposit charged.

Tuition includes all school holidays & vacations and personal vacations.

Fees Structure:-

- 1) Fulltime potty trained kids above 2 years - \$900/month (for non-potty trained kids an additional charge of \$100/month).
- 2) Fulltime kids below 2 years - \$1200/month
- 3) Part Time kids above 2 years - \$650/month
- 4) Part Time kids 18months-23 months- \$725/months
- 5) One time registration fees of \$125
- 6) Deposit- \$500
- 7) Semi-annual material charge \$50
- 8) A late fee of \$1/minute will be charged for late pickups.
- 9) A 30 written notice is required for termination of the Enrollment Agreement.
- 10) This fee does not include meals. Alka Montessori will only provide 1 evening snack to children.

Alka Montessori Schedule of the Day

8:30- 9:00 School Opens, Free Play Time

9:00-9:30 Snack Time/Restroom/Wash Hands

9:30-10:00 1st Circle Time, (Montessori Job Presentation, Calendar, Weather)

10:00-11:30 Work Periods (Individual Montessori Work, Coloring and Writing)

11:00-11:15 Topic of the Month (e.g. Food Groups, Manners, Community Helpers) \

11:15-11:30 Clean Up Classroom/Restroom/Wash Hands/Diaper Change

11:30-12:00 Lunch Time

12:00-12:30 Playground Time/Part-time kids leave

12:30-12:45 Restroom/Wash Hands/Set up Bedding
12:45-2:30 Nap Time
2:30-3:00 Cleanup Bedding/Restroom/Diaper Change
3:00-4:00 Music and Movement/Story Time/Sharing/Yoga/Indoor Games
4:00-4:30 Snack Time
4:30-5:30 2nd Circle Time/Individual Montessori Job/Writing
5:30-6:00 Playground/Pick kids from Play Yard

2012 Holidays & Vacations Schedule Holidays

New Year's Day Monday, January 2, 2012
Martin Luther King Jr. Monday, January 16, 2012
President's Day Monday, February 20, 2012
Memorial Day Monday, May 28, 2012
Independence Day Wednesday, July 4, 2012
Labor Day Monday, September 3, 2012
Veteran's Day Monday, November 12, 2012
Thanksgiving Thursday & Friday, November 22 & 23, 2012
Christmas Tuesday, December 25, 2012

Vacations

Spring Break March 30, 2012 through April 6, 2012
Summer Break June 29, 2012 through July 6, 2012
Winter Break to be decided based on the Campbell City School
District schedule