



Parent Handbook

Pre-School

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www.pinetopmontessori.com

Welcome

Welcome to Pine Top Montessori! You and your child are about to embark on a wonderful educational journey, "A Montessori Experience." This is a time of tremendous growth for your child, physically, emotionally, socially, spiritually and academically. It is our desire to strengthen, enrich, and nurture families through a compassionate learning environment.

What is Montessori

Montessori is an educational approach developed through extensive observations of how children learn. Dr. Montessori believed in education involving all the senses and the use of self-correcting manipulative. Montessori is to the child "the preparation for life".

What are Montessori Principals

Montessori is based on these key principles:

- A child's life is a continuum in which each stage of development is preparation for the next steps in life and, ultimately a well prepared adult.
- Children naturally love to learn. The Montessori teacher is trained to provide an environment and direction that promotes learning through discovery at the "child's own pace".
- Children are grouped in multi-aged classrooms. The older children in the class benefit from helping the younger ones, reinforcing their own knowledge by teaching.
- Children need to manipulate tangible objects in order to understand abstract concepts. When a child in a Montessori class has learned something, he or she has first seen, touched, researched or in some way discovered it personally.

Pine Top Philosophy

Pine Top is a place where each child is valued and given the opportunity to become a creative, capable, self-assured and independent thinking individual. Pine Top children will have the opportunity to reach for the best and have the best.

Admission

An important step in admission is that guardians read and agree to observe the **Admission Agreement**.

Age:

Three (3) years old upon entry to First Grade.

Hours of Operation:

8:00 am – 5:00 pm

3:00 – 5:00 PM Extended Care

A \$100.00 non refundable Registration Fee is due upon each child's initial enrollment and there is **an annual Material Fee of \$80.00** due with the first month tuition.

Enrollment Procedure

The child's guardian is given a personal tour by the director. If the guardians like what they see, they are then given the admission enrollment agreement. After the Registration Fee is paid in order to hold a spot for the child, the guardian will receive an enrollment package to complete.

The following forms are in the enrollment package and must be completed prior to the child's first day of school:

- Admission Agreement/ Enrollment Contract
- Parents Rights (LIC995)
- Caregiver Background Check Process
- Personal Rights (LIC613A)
- Identification and Emergency Card (LIC700)
- CCLD Consent (LIC 627)
- PTM Consent Form (Attachment E)
- Health History (LIC702)
- Physician's Report (LIC701)
- Permission to Photograph
- Handbook Signature Page

Immunization Requirements

Children in California are required to receive certain immunizations in order to attend public and private child care centers. Pine Top Montessori is required under California Health and Safety Code, Sections 120325-120375 to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

Shots required for Child Care Center are:

Age When Entering	Immunizations (shots) Required
2-3 Months	1 each of Polio, DTaP, Hib, Hep B
4-5 Months	2 each of Polio, DTaP, Hib, Hep B
6-14 Months	3 each of DTaP 2 each of Polio, Hib, Hep B
15-17 Months	3 each of Polio, DTaP 2 Hep B 1 MMR 1 Hib
18 months-5 years	3 Polio 4 DTaP 3 Hep B 1 MMR 1 Hib 1 Varicella

DTaP = [Diphtheria, Tetanus, and Pertussis](#)

Hib = [Haemophilus Influenzae type B](#)

Hep B = [Hepatitis B](#)

MMR = [Measles, Mumps, Rubella](#)

Varicella = [Chickenpox](#)

Parents must show their child's Immunization Record as proof of immunization.

Acceptance of Policy

When the registration fee has been received, the guardian will receive one (1) copy of this handbook. In receiving this handbook and acknowledging the same by your signature, you agree to the policies and procedures contained within for the duration of your child's enrollment at Pine Top Montessori. Any changes in this document will be delivered to each guardian and will be effective as of the date issued.

Tuition Policy

1. Monthly tuition is due on the first of each month.
2. Any payment not received by the **seventh (7th)** of the month will be assessed a late charge of \$25.00. And the child will not be able to attend until financial arrangements are made.
3. Tuition is calculated based on whole year's expenses, therefore is due regardless of holiday or vacation. Pine Top understands illness and weather does happen and we appreciate family taking safety first by keeping sick children home. Make up time is offered with

preapproved arrangement.

4. Should a placement be deemed inappropriate, resulting in termination of services, the Pine Top Montessori must receive a fifteen (15) day notice. Once such notice is received, a refund of unused tuition, only, shall be made within forty-five (45) working days.
5. The Registration fee is \$100.00, which is non-refundable. If your child dis-enrolls and then returns to the school, these fees are due again.
6. There is a Material Fee of \$80.00 due annually.
7. For any check that is returned for inefficient funds, a charge of \$20.00 will be added to your account.
8. If any account has two (2) check returns from the bank for NSF, the only acceptable forms of future payments will be the following: Cashier's Check, Money Order or Cash.
9. We also offer 10% sibling discounts that apply to the total monthly tuition.

Sign In & Sign Out

Sign-In:

Every child who arrives at school must be signed in on the sheets provided. Late arrivals are asked not to enter the classroom during circle time. Pine Top cannot be responsible for any child whose guardian have not followed these provisions. If you arrive while the children are on the playground, you must walk your child to the playground and make contact with a teacher. **Do not leave them unattended in the building.**

On occasions your child may be unhappy when you leave. We understand how hard it is to say good-bye to a child who is crying, but in almost all cases the child quickly learns to cope with your departure and stops crying with a few minutes. Our staff is always able to provide those few extra minutes of attention to an unhappy child who needs to ease him or her into a new school day.

Sign-Out:

When picking up your child, you must sign out on the sheets provided. Allow enough time for your child to put away any materials he or she is using and collect personal items such as a coat, lunch pail, papers, etc.

Moreover, the 10 minutes immediately following the dismissal of any of the classes is a grace period for picking up your child. Anyone picking up your child must be on the emergency form and show a photo ID. Please notify the Director or Lead Teacher if someone new will be picking up your child. If you have custody and the other guardian is not allowed to see or pick up the child, we must have a copy of the restraining order before we can refuse the request.

Closing Policy

Pine Top closes promptly at 5:00 pm. We understand emergencies do arise. Please contact us if you are going to be late. If we have not heard from you **by 5:10 pm**, your emergency contacts will be called, if we are unable to contact your emergency contacts, the center will telephone the Sheriff Dept. **If your child is picked up later than 5:05, you will be given a late slip to sign and a late charge of \$5.00 per minute will be adds to your monthly tuition cost.**

Open door Policy

Pine Top has an open door policy for guardians during regular business hours. We welcome families to come in and observe your child during his/her time at school. However, for the safety of all children, we lock our two front doors. Please knock, and then a staff member will let you come in.

Due to the responsibilities we have towards the children, the director or your child's teacher may not be available to talk with you at a drop in basis. However, we want to keep the doors of communication open. Therefore a more appropriate time can be scheduled. Our goal is to provide our families the best quality care for your child.

Calendar

Pine Top is open twelve months a year. The academic year starts in September and goes through May. Summer session is in June, July and August.

The school will publish its newsletter monthly, giving information on the current events.

Pine Top will observe the following holidays:

- Labor Day
- Thanksgiving, and the day after
- Christmas Eve and Christmas Day
- New Year Eve and New Year Day
- Presidents' Day
- The Friday before Easter, Easter, and the Monday after Easter
- Memorial Day
- Independence Day

Absence

If your child is going to be absent, please contact your child's lead teacher. If you anticipate a period of extended absence, notify the Director/ Assistant Director. An extended, unexplained absence or nonpayment of tuition can result in dis-enrollment. Any child dis-enrolled will be placed at the bottom of the waiting list and must pay the new student enrollment fee upon reenrollment. Extended absences are handled individually.

Tentative Daily Schedule*

*Subject to

change

08:30 – 08:45 Children are welcomed to school/ inside work time
08:45 - 09:15 Circle Time
09:15 – 11:30 Students work in the classroom or outdoor environment as directed by their needs. The children are free to move within the environment. Individual and small group lessons are given. Snack is available.
11:30 – 12:00 Morning Dismissal Circle
12:00 – 01:00 Lunch/ Outside time
01:00 – 02:30 Nap Time
02:30 – 03:00 Students work in the classroom or outdoor environment as directed by their needs. The children are free to move within the environment. Individual and small group lessons are given. Snack is available.
03:00 Children dismissed

Pledge of Allegiance

The Pledge of Allegiance will also be expected of your child to recite. Again, if you prefer your child not to recite, a simple moment of silence will be expected of your child.

Dress Code

Children's clothing should not be an obstacle to their enjoyment of the activities at school. Their clothes should allow them to run and climb and play freely. Certain accessories are a distraction to children at school- jewelry, purses, sunglasses, toys, and money. These items are better left at home. Children should avoid wearing T-shirts with fad based pictures (monsters, pokemon, batman, etc.)

Although we do wear aprons for some of our work involving water, paint, food, etc., accidents still happen and we would encourage you to not have your child wear some of his/her most expensive or favorite "good" clothes. **We ask that all children bring an extra set of clothes (socks, too) with his name marked on it.** This way, if your child ever needs a change of clothing, it is available.

Our program stresses independence and clothes that allow children to dress and undress them, without help, are preferred and of great benefit in that regard. Avoid difficult snaps, belts, shoulder straps, or anything that your child cannot undo or do himself/ herself.

Diapering

Families with children needing diapering shall provide the necessary supplies for the proper care of their child. Please place diapers in your child's cubby. Diapers will be checked and changed every two hours or more frequently if needed. Staff will wear gloves when changing diapers and will sanitize diaper changing station after each use. Staff will wash their hand after each diaper change.

Toilet Training

Children develop in their own time frames. When they are ready we will work with you and your child to develop a toilet training strategy. If we are consistent at home and at the center, your child will have a much more pleasant and successful toileting experience.

Nap Time

All children who are here full day will be participating in a rest time. Please send a small pillow, blanket, and crib sheet from home. These items must be taken home and replaced weekly. Be sure to label the items with child's name.

Discipline

Every effort will be made to deal with discipline problems through redirection, problem solving and staff and parent collaboration. If discipline problems persist, you will be notified to set up a conference to discuss a "behavior modification plan." An extreme situation that jeopardizes the safety of the other children and/ or staff may constitute immediate termination from Pine Top.

Pine Top encourages all parents to work closely with staff to guide children through the more painful and frustrating times in their young lives.

Accident/ Injury Procedure

Accidents & injuries unfortunately occur. The procedure for this occurrence is as follows:

- The injured child is evaluated by a teacher.
- If the injury is minor, it is cleaned with soap and water, and if needed, a band-aid will be applied.
- Hugs and TLC are given to the child.
- A Boo-Boo Report is sent home with the child, and a copy will be filed with the child's record.
- If the injury is a head injury or a serious wound, an immediate phone call is made to the guardians. If the guardians can not be reached, Pine Top will go down the list of emergency contacts.
- If the injury is life threatening, 911 will be called.

Biting Policy

Biting occasionally happens in a child care setting in which young children are enrolled. Pine Top has a policy put in place when biting occurs.

The first occurrence in a one week:

- The biting child is calmly removed and given a “quite time” alone. Statements such as “You may not bite.” and “It hurts.” are used.
- The bitten child is consoled and the bite is quickly cleaned. Ice is placed to on the bite to decrease the likelihood of swelling.
- The child who has bitten is “shadowed” the rest of the day.
- Incidence Report will be given out to both of the family of the biter and the child who received the bite. However, the name of the biter is not given out.

The second occurrence within the same week:

- Same steps as the first occurrence will be taken. However, a parent will be notified via text regarding the incident.

The third occurrence with the same week:

- Immediate call to the guardian and a request to pick the child up. The child will then be put on a behavioral plan.

Lunch/Snack

- Every family is required to **bring your children in with packed lunch** for full day program. **A forgotten lunch will be charged a fee of \$3.00 on the same day.**
- In our effort to care for our environment we request that lunch items be sent in reusable Tupperware-like containers. **Please send a cloth napkin.** This is used as a place mat for child. Please label all pieces.
- Each family is encouraged to bring snack once monthly. A sign-up sheet will be presented monthly next to the daily attendance Sign In sheets.
- We will have **Pizza Day weekly on Wednesday** for a charge of \$3.00.

Birthday

- Birthdays are a special occasion and are celebrated by Pine Top in a fun and special way.
- Guardians are invited to join their child's celebration.
- Guardians will be requested to bring a special snack on their child's birthday, or the school day nearest to the date.

Items from Home

Toys, games, balls, cars, etc., are disruptive when brought to school. These items are NOT ALLOWED and will be sent home with guardians. If it is a child's Sharing Day, the item will be kept in child's cubby,

Sharing

It is important for children to learn how to conduct themselves in front of a group. Your child's sharing day would be the day bringing in snack. Please encourage your child to bring something educational: books, souvenirs, pictures, etc. once a week to school.

Medication/ Health

- State regulations require us to maintain a medical record on each child and to have a physical examination within three months prior to their admission to the center. Please complete all forms prior to attendance.
- Non-prescription medications may be administered at school only with written permission from the child's doctor. After administering medication, the teacher will initial the Medication Form.
- Prescription medications may be administered at school only with written permission from you and the child's doctor. After administering medication, the teacher will initial the Medication Form.
- For your child's and other children's safety, non-prescription and prescription medications need to be in the original container. Also, please do not leave medications with your child.
- Children who exhibit any symptoms of illness such as an elevated temperature, nausea, body ached, headache, diarrhea, vomiting, a rash, discharge from the nose, eyes or ears, etc. must not be brought to school. It is the prerogative of the child's teacher to refuse admission of any child who is in his/ her opinion showing symptoms of any sort of illness.
- The center may decide to take child's temperature if a staff member notices the child may be feeling unwell. If the temperature is above 100.4F, the child's guardian will be contacted to pick up. In the case of vomiting or diarrhea, guardians will also be contacted immediately.
- If your child becomes ill while at school, you will be notified and must pick him/ her up immediately. We have an isolation area for children who become ill, but no provisions for their long-term care.

Head Check

At PTM we conduct an examination for lice during the first week of every month. This is a commonplace procedure in most preschools and only takes a few moments. Please stay with your child until you have had clearance from a teacher. If there is any suspecting, you will be asked to take your child home and provide treatment. You may bring your child back after 48 hours. At that time, the Director will check to verify all nits are gone. A third examination will be conducted seven to ten days from the initial exam to verify clearance. We hope you understand and will support our mission to keep our school healthy and happy.

Allergy

Whether your child has a mild or life threatening allergy we want to accommodate your child. Please let us know the severity and type of the allergy so we can modify our menus and notify parents of special arrangements if necessary. Please make sure that you have filled our allergy form and we have all of the necessary medical information.

Sunscreen

A form is provided to allow staff to apply sunscreen or bug spray and it must be updated annually.

Emergency Procedure

You will always be notified as soon as possible in any emergency situation. In case of a fire, we have chosen to assemble in front of the **Pizza Factory** located on Pony Express Trail in Pollock Pines. Fire drills are held quarterly in accordance with the school's schedule. The disaster evacuation plan is posted near each exit for your reference.

Guardian Information Center

Please check this area (the white board above the classroom computer) each day to find information such as health alerts, special events, sound of the week and many other items of interest. Information will also be sent home in your child's cubby, please check it daily.

Field Trip

All field trips will be located offsite and will be publicized well in advanced. Permission slips will be handed out prior to the activity. All children participating must turn in a signed permission slip. We welcome participation of guardians on field trips. If you would like to become involved in field trips, please tell your child's teacher. All drivers must show proof of current license, registration, and insurance.

Guardian Responsibilities for Current Information

It is your responsibility to keep the school informed as to any change in home address, work phone numbers, emergency phone numbers or person's authorized to pick up your child. The school cannot be responsible for notifying you in the event of an emergency if we do not have current information.

Withdrawal

A fifteen (15) day notice is required if your child is to be withdrawn from the school. This notice must be in writing and given to your child's teacher. Once such notice is received, a refund of the unused tuition, only, shall be made within forty-five (45) working days. If a written notice is not given, you will be required to pay tuition for that period of time.

Mandated Child Abuse Reporters

We are required, by law to report any suspected abuse to a child under penal code 11166.

Grievance Policy

In the event you have any questions or concerns regarding school policy, staffing, etc... You should immediately contact the Director to resolve

those issues. It is our intent to serve your family to the best of our ability, and your input is in integral part of this process.

PTM website: www.pinetopmontessori.com
Remember to "like" us on Facebook.

Detach & Return to PTM

I have received the Pine Top Montessori Handbook. I understand and agree to abide by its policies and procedures.

Name of child enrolled in PTM: _____

Guardian's Signature

Date