



# Parent Handbook

**Infant /Toddler Center**

5723 Pony Express Court, Pollock Pines, CA 95726  
(530) 903-3106

[www.pinetopmontessori.com](http://www.pinetopmontessori.com)

## **Welcome**

Welcome to Pine Top Infant/ Toddler Center (also call Pine Top Nursery-PTN)! You and your child are about to embark on a wonderful journey, "A Montessori Experience." This is a time of tremendous growth for your child, physically, emotionally, socially, and spiritually. It is our desire to strengthen, enrich, and nurture families through a compassionate caregiving environment.

Our hours of operation are 8:00-5:00. Children 2 years of age will be enrolled in the "Toddler program" (Preschool License). Babies of under 2years of age will be enrolled in our Non-Mobile Infant Room or the Mobile Infant Room. At Pine Top Center we define a "Mobile Infant" as an infant who is capable of walking steadily on their own without assistance. Any infant that has not reached this stage of development will begin in our Non-mobile Infant room until this stage of development has been reached.

## **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 Principles**

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.

## Program Description

At PTN , we group our children into 3 separate classroom groups according to development. Children under two years old will be enrolled in our Non-Mobile Infant Room (Room A) or the Mobile Infant Room (Room B). Children two years of age or older will be enrolled in our Toddler Room (Room C).

## Enrollment Procedure

Prior to a child's enrollment into our program, the child's guardian is given a personal tour by the Site Supervisor. If the guardians would then like to enroll, they are then given the admission enrollment packet and asked to pay the Registration Fee. This is paid in order to hold a spot for the child. If the family meets the eligibility criteria for State Funding a Registration fee may not require.

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)
- PTI Consent Form (Attachment E)
- Health History (LIC702)
- Physician's Report (LIC701)
- Permission to Photograph
- Infant/ Toddler Service Plan
- Sick Policy
- Handbook Signature Page

**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** (for **Toddler class only**) due with the first month tuition. The requirements for admission is that guardians read and sign the Admission Agreement, Maintain Current Immunizations, and (if needed) maintain up-to-date Infant/ Toddler Needs & Service Plan.

## 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 Varicella
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, or present a letter signed by child's physician stating a medical reasons why immunizations are not complete.

## Acceptance of Policy

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 Infant and Toddler Center. 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 (7<sup>th</sup>)** 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 Infant and Toddler Center 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 for Toddlers class only.
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 students overall tuition rate for children with siblings enrolled in either PTN or PTM

## Sign In & Sign Out

### **Sign-In:**

Every child who arrives at school must be signed in with your **full signature and exact times of sign in and sign out** on the sheets provided. 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. Anyone picking up your child must be on the emergency form and show a photo ID. Please notify the Director or Assistant Director 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 or custody 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 the center.

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
- President's' 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.

## **Tentative Daily Schedule\***

\*Subject to change

**Infant Schedule (0-24 mo.)** is based on the individual needs, but includes feeding, napping, and indoor and outdoor playtime. Each infant's diaper is checked every hour and changed if needed. It will be changed every two hour regardless.

### **Toddler Schedule (25-36 mo.)**

07:30 – 08:55 Children are welcomed to school/ inside work time

09:00 - 09:20 Morning Snack

09:20 – 09:40 Toileting/ Diapering

09:40 – 10:00 Circle Time

10:00 - 10:45 Students work in the classroom. The children are free to move within the environment. Individual and small group lessons are given.

10:45 – 11:00 Toileting/ Diapering

11:00 - 12:00 Outside Time

12:05 – 12:30 Lunch

12:30 – 02:30 Nap Time.  
02:30 – 03:00 Afternoon Snack Time  
03:00 – 04:30 Playground Time

## **Dress Code**

Children's clothing should not be an obstacle to their enjoyment of the activities at PTN. Their clothes should allow them to move, crawl, walk, run, 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.

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.

In accordance with Montessori philosophy, slippers are worn inside, and should be left at PTN. Shoes appropriate for outside play should be worn each day and removed when entering the classroom. During winter time at PTN, we like children to still be able to enjoy their outdoor environment, so we ask parents to provide snowsuit, hat, gloves, and boots to make this possible.

## **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 every hour 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. However, at Pine Top, upon reaching 20 month children will be introduced to the bathroom. 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. Bedding materials will be furnished by the center and washed weekly. Personal bedding is also acceptable.

### **Lunch/Snack**

- Afternoon lunch will be provided each day, along with two (2) daily snacks. The menu will be posted at the beginning of each month.
- We will have Pizza Day weekly on Wednesday for a charge of \$3.00.
- For Infant program, PTN will provide daily nutritional snacks such as fruit, gram crackers, carrots, cheese, juice, and milk. Parents are required to bring formula, breast milk labeled with date, special snacks. PTN will also follow the needs and service plan in addition to a set schedule for am snack, lunch, and pm snack.

#### **Sample Weekly Menu – 6-12 mo.\***

*\*For 0-12mo. old or older, please provide needed breastmilk or formula from home.*

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	4-8oz formula opt. 1-2T cereal, fruit/vegetable	4-8oz formula opt. 1-2T cereal, fruit/vegetable	4-8oz formula opt. 1-2T cereal, fruit/vegetable	4-8oz formula opt. 1-2T cereal, fruit/vegetable	4-8oz formula opt. 1-2T cereal, fruit/vegetable
AM Snack	2-4oz formula	2-4oz formula	2-4oz formula	2-4oz formula	2-4oz formula
Lunch	4-8oz formula opt. 1-2T cereal, meat/beans	4-8oz formula opt. 1-2T cereal, meat/beans	4-8oz formula opt. 1-2T cereal, meat/beans	4-8oz formula opt. 1-2T cereal, meat/beans	4-8oz formula opt. 1-2T cereal, meat/beans
PM Snack	2-4oz formula	2-4oz formula	2-4oz formula	2-4oz formula	2-4oz formula

#### **Sample Weekly Menu – 12 mo. and older**

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Snack	½ cup fruit ¼ cup milk 1 cup of grain	½ cup fruit ¼ cup milk 1 cup of grain	½ cup fruit ¼ cup milk 1 cup of grain	½ cup fruit ¼ cup milk 1 cup of grain	½ cup fruit ¼ cup milk 1 cup of grain
Lunch	½ cup Protein	½ cup Protein	½ cup Protein	½ cup Protein	½ cup Protein

	½ cup Grain ½ cup fruit and vegetable ½ cup milk	½ cup Grain ½ cup fruit and vegetable ½ cup milk	½ cup Grain ½ cup fruit and vegetable ½ cup milk	½ cup Grain ½ cup fruit and vegetable ½ cup milk	½ cup Grain ½ cup fruit and vegetable ½ cup milk
PM Snack	½ cup fruit ¼ cup milk 1 cup of grain	½ cup fruit ¼ cup milk 1 cup of grain	½ cup fruit ¼ cup milk 1 cup of grain	½ cup fruit ¼ cup milk 1 cup of grain	½ cup fruit ¼ cup milk 1 cup of grain

### **Birthday (For Toddler Room)**

- 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.
- For toddler classroom, guardians will be requested to bring a special snack on their child's birthday, or the school day nearest to the date.
- Infants 1<sup>st</sup> birthday will be commemorated by child's teacher, but please do not send snack to infant classroom.

### **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. A special blanket, stuffed animal, doll is permitted if necessary to help make transition from home to PTN easier or for naptime. Such items should be labeled with child's name. PTN is not responsible for lost or damaged items brought from home.

### **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 happens in a child care setting in which young children are enrolled, especially with infants and toddlers who are teething. Pine Top has a policy put in place when biting occurs.

For infants, biting happens especially when teething. If biting becomes excessive, you may be asked to keep child home until it subsides or provide medication with doctor's note to ease pain and desire to bite while teething.

#### **For Toddler Classroom**

The first occurrence in a day:

- 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 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 day:

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

The third occurrence within the same day:

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

### **Discipline**

Every effort will be made to deal with discipline problems through redirection, problem solving and staff and parent collaboration. If a child is unable to demonstrate self-controlling behavior, a brief alone time results for the child to regain control. For toddlers, time-out occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as punishment. At PTN, discipline has as its goal educating and redirecting children. It emphasizes cooperation. In contrast, punishment has as its goal hurting, shaming, or scaring children. Punishment is an

inappropriate form of discipline and has no place in our center. **If a child is unable to gain control and requires more individual attention that cannot be given within child-to-staff ratios, we may need to contact a parent.** A toddler requiring too much one-to-one attention may have to leave the center temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of center services. PTN has in place the following policy for children who are unable to assimilate into the center.

By law, and program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolation, labeling, or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

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

### **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.
- Children who exhibit any symptoms of illness such as an elevated temperature (100.4°F or above), 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.
- 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.
- Non-prescription medications may be administered at site only with written permission from the child's guardian. This includes diaper rash cream, teething medications, and topical ointments. 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. If your child uses an Asthma inhaler- that the parent will show both Director and Lead Teacher how to use and the inhaler well as, put an emergency action plan together (see form). It is also the parents responsibility to keep a current inhaler available, if it is out of date it will be given back and a current inhaler must be provided.

## **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 completed our allergy form and we have all of the necessary medical information and current medication (if medically necessary). Your child will not be allowed to attend with expired medication.

## **Sunscreen**

Pine Top staff does not apply sunscreen for your child. If special plan is needed to be set up, please contact the director to allow staff applying 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 Ridge Church next to PTN by 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 each day to find information such as health alerts, special events and many other items of interest. Information will also be sent home in your child's cubby, please check it daily.

## **Field Trip (for toddlers, optional for Infants)**

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. Participation of guardians on field trips is mandatory. Each child attending must have an adult guardian present with him/ her or remain home on day of field trip. All drivers must show proof of current license, registration, and insurance. Infants can attend field trips with PTN, as long as an adult guardian is present and able to transport each infant. Carpooling will not be allowed with infants. Center care will be available for INFANTS ONLY on field trip days for families who are unable to attend. Toddlers who are unable to attend will need to make alternate child care arrangements, as toddler staff will be away from the center.

### **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 center 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.

\*State of California Community Care Licensing has the right to inspect PTN at any time, with or without advance notice to secure compliance or to prevent violations of child car laws or regulations. (Health and safety code 1596.852) see attached sections at the end of handbook

### **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](http://www.pinetopmontessori.com)  
Remember to "like" us on Facebook.

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**Detach and Return to PTM**

I have received the Pine Top Pre-School and/or Pine Top Nursery Parent Handbook. I understand and agree to abide by its policies and procedures.

Name of child enrolled: \_\_\_\_\_

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Guardian Signature  
Date