



Montessori Homeschool of Poway

School Policy Handbook and Family Contract

Drop Off and Pick-Up

- The gate opens at 8am. I don't often get to the gate to unlock it earlier than 8am, So remember this if you arrive early! You're more than welcome to chill in your car until 8am.
- Drop off is done at the backyard. Use the right side gate (beside the front door) to enter and unlock the latch.
- It is common for children to cry when parents leave. If this is the case drop the child and belongings to the teacher and leave **immediately** we will message you of any updates. Usually when parents linger the child will cry longer and will give staff more challenging time. It will be easier too if you drop them off at playtime 8am-9am to leave them in a good mood.
- Latest drop off is at 9:30am. If possible, please drop off your child at 8-9am. As to not disrupt our daily schedule.
- In any case of early pick-up, please inform me so that I can adjust our schedule.
- **Late Drop off/Absent**-informing us as soon as you can for late attendance/absence is greatly appreciated.

Payment

- You are paying for enrollment, not attendance. Full-Time is 5 days a week. Part Time is 3 days a week. **If your contract is for full-time, you pay for full-time regardless of how many days your child attends that month. Even if s/he comes for 2 days, the spot is still paid for full time.**
- Payment is due before services are rendered. Monthly payments are due on or before the **1st of every month**. If you prefer to pay bi-weekly, payments are due on **or before 1st and 15th** of every month.
- On the first month of enrollment, tuition will be prorated if they started on the 2nd/3rd week of the month. This should be paid no less than one week before starting of classes.
- Together with the paperworks needed for enrollment an annual Material fee of \$200 and one time Registration and Reservation fee of \$200 (non-refundable) needs to be send through Zelle to (213)909-6301 under Sharlene June Elope. This will finalize your reservation of the spot for your child.
- Next Material fee will be added to the tuition on the month of August of next year.
- Zelle, cash and check are accepted. If a check does not clear in the bank, it is a \$40 fee for a returned check and no more checks will be allowed.
- I know you enjoy being paid on time, and if I could do this for free I absolutely would... but I can't, and I don't enjoy paying late fees on bills so I hope you understand.



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Late Fee

- The school closes at 5pm daily. Late fees of **\$10** for the first **5 minutes** and **\$1 thereafter** will be charged for any child not picked-up from the school. The parents will pay the late pick-up fee on the day or before drop off the next day.
- I don't like charging late fee but it's a way to motivate parents to pick up on time. Other parents makes an effort to pick up their child on time and it is not fair for them.

Extended Care

- For special circumstances services are \$80/day.
- If someone is picking up your child other than the usual guardian, please have their Drivers License or any government I.D ready for the first couple of times, so I know this person matches the name you gave me. I also will copy this license for future reference.

Divorce/Separation

- It can be hard to think about, but divorces and separations do happen. When parents are going through a separation/divorce, payment will be accepted from ONE party, and ONE party only. Payment arrangements made between parents are your business and need to stay between you.
- Please help to keep Day Care a SAFE PLACE for your child, and leave your issues outside the door. I will not listen to issues between parents, and I will NOT take sides. I will not testify in court, or provide a statement for the court for either parent. Any requests to do so from either parent will result in IMMEDIATE TERMINATION of your contract.
- If there is a court order keeping one parent away from the child, a copy of that court order and a written note are required to be kept on file. Without these, I cannot prevent a non-custodial parent from picking up the child.

Sick/illness

- Any medication given should be written in a medication form.
- Sick Children will not be permitted to attend class. Please inform us if you are going to keep your child at home. **Should your child be diagnosed with any specific illness (COVID-19, lice, strep throat, salmonella, chicken pox, etc) by a medical professional, we are to be advised immediately.** It is important to advise other parents so that they can watch for symptoms. Your child's identity will not be disclosed.
- Drug and drop is frown upon.

If your family has been around any person with any signs of Covid-19, under investigation or has had a respiratory illness within the last 14 days, your child will be required to stay home for 2 weeks.



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In certain situations the school will require a doctor's note before your child can return. Should your child develop any of the following symptoms at school, a parent or legal guardian will be called to take the child home within the hour.

Infectious Control Policy

If your child should develop any of the following symptoms at home, we ask that you help us protect the other children in this school by keeping your child at home. If your child should develop any of these symptoms at school, the parent or legal guardian will be called to remove the child. Such persons may not return without medical authorization, or until the signs and symptoms of the illness are no longer present.

These symptoms include:

- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing. Shortness of breath.
- Loss or smell of taste
- Continuous heavy nasal secretion of any color.
- Sore throat or difficulty swallowing.
- Cold symptoms. Chills and or muscle aches.
- A stiff neck or headache
- Vomiting more than once. Your child is welcome to come back to class after 24 hour vomiting free period is over.
- Diarrhea (more than one abnormally loose stool within 24-hour period)
- A temperature of 100 degrees Fahrenheit or higher. Fever should be absent for 24 hours or more before returning to school without the aid of an *acetaminophen* (Tylenol).
- Conjunctivitis (Pinkeye, tears, redness of the eyelid lining, followed by swelling and a discharge of pus)
- Yellowish skin or eyes
- Unusual spots or rashes
- Severe itching of body or scalp or scratching of scalp.
- Lice-child should have had treatment and an egg free head for 24 hours.
- Symptoms of a communicable disease (notify the teachers if the child develops a communicable disease.
- Green runny nose
- Lethargic

If your family has been around any person with any signs of COVID-19, under investigation or has had a respiratory illness within the last 14 days, your child will be required to stay home for 2 weeks.



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Paid Holidays and Vacations (We follow the Poway Unified Calendar)

- Annual/Federal Holidays are as follows:

New Years Day
Martin Luther King, Jr. Day
Presidents Day
Spring Break (1 Week)
Memorial Day
Summer Break (1 Week)
Independence Day
Fall break (2 days)
Labor Day
Veterans Day
Thanksgiving Weekend
Winter Break (2 Weeks)

Although I don't often, I reserve the right to take off days that I need to for doctor appointments or illness. We will take these days as they come.

Personal Items

- Lunch box: Send food that your child love. School is not the place to try out new food. Especially with picky eaters. Send food in **plastic containers** so that it will not break.
- Water Bottle: Send new water bottle daily.
- Cots/Blankets will be sent home for washing every 2 weeks or on Friday before any long holiday.
- Clothes: Every 6 months I will send home all the extra clothes that are in school and will be replaced by clothes more fitted to them. Make sure you label all the belongings even the socks and especially the underwear. Do not send expensive clothes. As much as I love them looking cute and picture ready, clothes in school will get dirty, ripped and painted on. If it will be lost/damaged I am not liable for any replacement.
- Shoes/socks-all children must wear socks and closed-toed shoes at school.
- Toys: Do Not bring personal toys in school. It might be difficult for me to find it if its lost or replace if its broken. If you do bring any toys, I am not liable for any toys lost or broken.

Supplies

- Please bring to be left at school: Diapers or pull-ups, powders or ointments (if needed), and a complete change of clothing, including underwear and socks (replace when soiled) in a ziplock bag and label all clothing especially socks and underwear.
- Seasonal Gear: Wear appropriate clothing for the season. Shorts for summer, pants and jacket for cold temperature/winter.



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Meals

- **Lunch** are provided on Tuesdays and Thursdays. We have backup snacks like fruit cup, crackers, etc if their snacks fall on the ground or don't like their food.
- If your child have a special dietary restrictions/allergy, you can leave extra snacks at school for me to provide for your child.
- The meal times are mainly displayed for a start time. I will not rush or force a child to eat/finish. I can assist them in eating their food.

Outdoor policy

- In the past, I have been asked if the kids can get wet and/or dirty, but just please assume they will be getting dirty or wet and dress them accordingly. Please be mindful that sending them in fancy shoes will get dirty.
- We do not go outside if it's too hot or too cold. We will use our discretion day-to-day.
- If we are outside in the spring/summer/fall, just assume your child has some form of preventative on, whether it's bug-spray or sunscreen, because I'll forget to tell you.

Potty Training

- Oh yes! The time has come to potty train! May the force be with you and the odds ever in your favor. Please send the child in pullups or a diaper until he or she has been completely dry with no accidents for **at least 2 weeks**. The school floor is carpet and I do not wish to shampoo the carpet every time there is an accident.
- I will send you a bill for for accidents that needs us to hire professional cleaners.
- We send the children to potty every 2 hours especially if they are potty training. We do not suggest to start potty training in school. It always has to start from home where they are most comfortable with people who they love and give them the emotional support they need in a big change in their life. I suggest to start it on a long weekend or a week break from school.
- Since they are going potty frequently refrain from letting them wear a onesie, romper or any other clothes that they can't put on by themselves.

Activities

- The schools goal is to develop the child as a whole. Mental preparedness, physically fit, spiritually connected, socially involved.
- Process Art is an artistic movement where the child is focus on the process of the art instead of the result. We give the child freedom to express himself.
- Directed Art is an art where we learn to follow directions of the teacher like cutting on the line, tracing, glue etc.



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- One of our objective is to have fun, improve social skills, develop self-confidence, and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, story telling, arts and crafts, music/singing, dancing, play/pretend, sensory tables, outdoors, and educational TV/videos are just some of the activities we will be doing.
- Montessori Activities: The center of a Montessori school is work. We will be teaching them starting with basic life skills to gain independence and self-confidence. After we will be moving to other topics which includes Mathematics, Language (Reading, spelling, comprehension), Science, Cultural, and Sensorial. The pacing of the learning depends on the child's interest.
- I personally believe in work hard play hard motto so when we party during celebration (Valentines, Christmas, Thanksgiving, pajama party, etc.) we do it all out with food, games, and T.V.
- Television will be used as a tool to help children unwind and relax. Viewing will be limited to PBS and child-friendly videos. We carefully screen everything the children watch and watch along with the children. We avoid any type of graphic images, potentially frightening images, unpleasant language, or anything of that nature, as we believe that young children are extremely impressionable. We prefer to err on the conservative side when choosing appropriate viewing. Spongebob, Cocomelon, and Baby Shark (show) isn't allowed in my house. I'll add more to the list when I see they are not appropriate for my students.
- If the child does not want to participate in any activities, we let them just play or continue with whatever they were doing.
- Fridays are always *Funday Friday*.

Rules

- There are certain rules that all children will be taught and expected to follow. This is for the safety and well-being of everyone. In addition, I realize that I must expect a certain amount of wear and tear where children are concerned, but I do not want the school overly demolished.
- Some rules the children will be taught are: No hitting, snatching, pushing, biting, grabbing, kicking, spitting, pinching, foul language, talking to other children in a disrespectful manner, or standing or climbing on chairs, couches or tables.
- We teach children to speak up their mind and stand up for themselves. We aim to develop the child's own personality and acceptance of individuality of every child.
- Respectful treatment of property, toys, and furniture is expected. The children will be worked with first, but if their behavior continues at the school after encouragement and positive reinforcement against the behavior, I will ask you to talk to your child. If s/he continues to repeat the behavior, the child will no longer be allowed at the daycare.

Behavior Issues



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- Biting: 1st bite is a warning. I will observe why the biting occurred and prevent any future accidents. 2nd bite-we will have a parent teacher conference on prevention and future plans. 3rd bite- termination of enrollment.

Discipline

- I maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency, and firmness. I stress three main patterns of behavior: respect for self, respect for other people and respect for property.
- 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. I 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, I 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. Neither food nor sleep will ever be withheld from children as a means of punishment. If the child is having a tantrum we make sure he does that away from other children so as to not hurt anyone else.
- If a discipline problem arises that does not respond to the above-mentioned techniques, I 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 me from being able to properly care for the other children. If the problem continues as I've said, other arrangements for the care of the child will have to be made, for the safety and well-being of all.
- Children who are misbehaving or hurting other children will be with a teacher at all times so that we can prevent any physical harm to other children.

Medication and Emergencies

- Minor bumps and scratches are inevitable, but I make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, a bandage, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that I have a number where you can be reached.
- Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owner of this daycare will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.
- Please let me know if the child has any unusual injuries or bruises. As a daycare provider, I am a mandated reporter.



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Termination

- if in any case the guardian want to terminate the care, a **two-week's written notice** is required by parent(s) to terminate care and must be paid regardless of attendance.
- I reserve the right to terminate a child for the following reasons (but not limited to):
 - Failure to pay on time
 - Routinely late picking up your child
 - Routinely dropping a sick child
 - Failure to complete required forms
 - Lack of parental cooperation
 - Lack of compliance to infectious control policy
 - Failure of child to adjust to the daycare after a reasonable amount of time
 - Physical or verbal abuse of any person or property
 - Lack of compliance with handbook regulation

I, _____, agree to pay Montessori Homeschool of Poway monthly fee of \$_____ in full for the schedule of:_____. I agree to all the terms, conditions and policies as stated in this **School Policy Handbook and Family Contract.**

Guardians Signature:_____ Guardians Signature:_____
Date:_____ Date:_____