

Ambrosia

A Montessori House

FAMILY HANDBOOK

2026 School Year

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WELCOME

Dear Families,

Ambrosia Montessori is my dream. I am a dedicated educational leader and Ambrosia Montessori, represents the culmination of more than 2 decades of work to create a beautiful early learning environment for the benefit of children, and their families, while establishing a professional and financially rewarding opportunity for the expert educators that serve them.

Thank you for choosing Ambrosia Montessori. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Andrea Mosko
Owner/Operator
Ambrosia Montessori
192 Nickerson Street, Seattle WA 98109

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TABLE OF CONTENTS

ABOUT US *1*

Philosophy 1

Mission 1

Certification 1

Definition of Family 1

Hours of Operation 1

Program Enrollment Hours 1

Holidays 2

Admission & Enrollment 2

Inclusion 3

Non-Discrimination 3

Family Activities 3

Confidentiality 3

Staff Qualifications 3

Child to Staff Ratios 4

Communication & Family Partnership 4

Open Door Policy 5

Publicity 5

CURRICULA & LEARNING *6*

Learning Environment 6

Curricula & Assessment 6

Developmental Screening 8

On Going Assessment 9

Outings and Field Trips 9

Transitions 10

Transition from home to center 10

Transition between learning programs 10

Transition to elementary school 10

Electronic Media 10

Multiculturalism 11

Celebrations 11

Rest Time 11

Toilet Training 11

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GUIDANCE *12*
General Procedure 12
Expulsion Policy 14
Challenging Behavior 14
Physical Restraint 14
Notification of Behavioral Issues to Families 15
Termination Of Services 15
Consistency of Care 15
TUITION AND FEES *16*
Important Notice 16
Tuition Rates 2026 16
Prorated Summer Tuition: 17
Tuition Deposit 17
Tuition Payment and Method of Payment 18
Late Payment Charges 18
Returned Checks/Rejected Transaction Charges 19
Late Pick-up Fees 19
Credits & No Credits 19
ATTENDANCE & WITHDRAWAL *20*
Absence 20
Vacation 20
Withdrawal 20
Transfer of Records 20
Closing Due to Extreme Weather 20
DROP-OFF AND PICK-UP *21*
General Procedure 21
Cell Phone Usage 21
Authorized & Unauthorized Pick-up 21
Concerning Child Release 22
PERSONAL BELONGINGS *22*
What to Bring 22
Cubbies 22
Lost & Found 22
Toys from Home 22

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NUTRITION *23*
Foods Brought from Home 23
Food Prepared for or at the Center 23
Food Allergies 23
Meal Time 24
Infant Feedings 24
Children 24 Months and Older 25
HEALTH *25*
Immunizations 25
Physicals 25
Illness 25
Allergy Prevention 27
Medications 27
Communicable Diseases 28
SAFETY *29*
Clothing 29
Extreme Weather and Outdoor Play 29
Communal Water-Play 30
Injuries 30
Biting 31
Respectful Behavior 31
Smoking and Vaping 31
Prohibited Substances 31
Dangerous Weapons 32
Child Custody 32
Suspected Child Abuse 32
EMERGENCIES *32*
Lost or Missing Child 32
Fire Safety 32
Emergency Transportation 33
Indemnification 33
OTHER CENTER POLICIES *36*

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About Us

Philosophy

Why the Albatross and the Bell Jar? We believe that RIE and Montessori are well represented by these two opposing concepts. The Bell Jar is a closed environment in which a controlled experiment may take place. All the ingredients for the reaction are present and secure so that the reaction may occur without contamination, or interruption. The albatross on the other hand is a creature that circumnavigates the globe viewing everything and everyplace.

Children need a safe controlled environment in which they may carry out the great experiment of learning and they also need exposure to the greater universe of experience. They need for the far away to be brought into their learning environment, hence the Albatross and the Bell Jar.

Mission

Our Mission is to create a healthy wholesome environment for children to learn and grow, an exceptional professional environment for guides to develop into educational leaders and a supportive community that benefits families and professionals alike.

Certification

DCYF License

Provider Number: 2147185

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Hours of Operation

Child education and care services are provided from 7:00 AM to 6:00 PM Monday through Friday.

Program Enrollment Hours

Ambrosia Montessori is a professional education environment committed to improving the lives of the children and families that join our community. One way we have found to support the whole family experience is by offering a variety of enrollment programs to support family time and household financial security.

Ambrosia Montessori offers Half-Day (9a to 1p)*; Full-Day (9a to 4p); Extended-Day (7a to 6p); with the ability to add hours to any of these programs to meet your family's need for child education and care without shouldering the cost for hours of care that do not support your family's needs.

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*Infant enrollments may also choose a half-day enrollment from 1p to 5p.

Holidays

We are closed for the following holidays and staff development days:

- New Year's Day
- Martin Luther King Jr. Day of Service
- President's Day
- April In-Service Day to correspond with the Seattle Public Schools spring break
- June In-Service Day (mid June date varies from year to year)
- Juneteenth
- Independence Day
- Summer Break - The week before Labor Day
- Labor Day
- In-Service the Tuesday after Labor Day (Back to School Night is scheduled on this day from 3p to 5p)
- In-Service Day on Indigenous People's Day (focus on equity)
- Veterans' Day
- Thanksgiving Thursday and Friday
- Winter Break – The Week of Christmas and the Week of New Year's.

Admission & Enrollment

All admission and enrollment forms must be completed, the application fee, the activity fee, the deposit and first tuition payment paid prior to your child's first day of attendance.

The deposit is $1000. It is due to secure placement at the school. This fee is non-refundable and will be applied to the first month's tuition, or forfeit if the child does not enroll.

Withdrawal from the program without penalty requires 60-days notice. Email is sufficient notice

Tuition increases will occur every July.

Based on the availability and openings, our facility admits children from 3 months of age to 72 months of age (<6 years of age).

Our process for introducing children to our program is a slow start; however, what this looks like will vary from family to family. Please work with your child's teacher to design a slow start that will work for your family and the classroom.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided. We do ask families to share at their option, the identity information listed here. This information will only be used to balance classrooms with respect to a diversity of representation.

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Inclusion

Ambrosia Montessori believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At Ambrosia Montessori equal educational opportunities and equal care experiences are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program through event participation, chaperone opportunities, cultural sharing, career sharing and providing feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that which is required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our teachers/guides are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	**Education/Certification**	**Experience**
Lead Guide/Teacher	Minimum Ed Requirements for a teaching position according to WAC 110-300-0100. Requirements are evolving at this time, AND a certification in RIE, or Montessori.	2 years

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Teacher Assistant/Aide	Minimum Ed Requirements for an assistant or aide teaching position according to WAC 110-300-0100.	0 year

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We allow the teaching staff to enter employment arrangements with families (i.e. babysitting). Any such arrangement between families and our caregivers is outside the program and services we offer and is therefore a private matter, not connected or sanctioned by Ambrosia Montessori. In addition, any such arrangement may NOT be made during the staff's hours of employment.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Program/Age	Child to Staff	Maximum Group Size
Infant Rooms/3 months to 18 months	3 to 1 if 9 children are present; 4 to 1 if less	9
Toddler Rooms/16 months to 36 months	5 to 1 if 15 children are present; 7 to 1 if less	15
Preschool Rooms/30 months to 72 months	10 to 1	20

Source: National Resource Center for Health and Safety in Child Care and Early Education.

Communication & Family Partnership

Daily Communications. Daily child specific notes are a part of the infant and toddler program experience. Infant daily notes will provide detail regarding feeding, nap, diaper changes and activities. The toddler teachers will provide an abbreviated version of the infant note. The information about food consumption will not give measurements, only approximations. The nap and diapering/toileting detail will be included in the toddler daily note. The preschool classrooms do not consistently have child specific daily notes. Preschool children are able to share information with their parents though conversation. Nap information for napping preschoolers will be provided daily; however, the majority of the communication will be with respect to the learning activities in which the child is engaged, and the self-care routines will not be an emphasis. In addition, the formal communication will be weekly and more classroom specific rather than child specific. All notes will be delivered

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electronically through the child care management application Transparent Classroom (link: https://www.transparentclassroom.com).

Bulletin Boards. Located throughout the center, bulletin boards provide center news, weekly menus, upcoming events, faculty hours, holiday closing dates, announcements, etc.

Newsletters. Weekly newsletters provide center news, events, announcements, etc. These newsletters are issued via email.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Night. Family nights are scheduled periodically. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to come and go any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

We do ask that parents do not enter the Toddler and Preschool classrooms during the Montessori work period which is from 9a to 12p. This is a time dedicated to individual lessons and focused attention. The attention and learning of the classroom is interrupted by visitors during this time.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

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Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play, exploration and in hands-on experiences. Our program is designed to enhance children's development in the following areas: independence, citizenship, self-expression, decision-making, problem-solving, creativity, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

Ambrosia Montessori is a children's Montessori house.

Montessori is a beautiful whole child approach to early education, child growth and development. Its foundational tenants are respect, trust and individualized instruction. Each Toddler and Preschool age classroom is led by a Montessori teacher certified in the age group of the class they lead. The Montessori teacher is exclusively focused on individual instruction, observation, record keeping, and goal setting for each child. The Transparent Classroom tool is online and allows for constant documentation and planning for each child. The tool allows the teachers to track each child's skill development in every dimension of the Montessori curriculum and the WA Early Learning Guidelines through both formal and informal observation. This constant documentation in the Transparent Classroom tool creates a plan for the next learning opportunities for which the child is ready in each area of the Montessori curriculum and/or the WA Early Learning Guidelines. The tool also creates a visual plan that is easy for parents and assistant teachers to see and follow (see *On Going Assessment* for more information).

Individualization:

The Montessori approach requires a prepared environment that is ready and inviting, while being soothing, stimulating and nurturing. A carefully planned environment allows the child to explore freely so the Montessori guide can discover the child's approaches to learning. Once the teacher/guide-child relationship is established the guide will begin to present daily routines, self-care strategies, and ever advancing educational concepts through a series of careful sequences that meet the child's language and motor skills right where they are occurring at the moment of the presentation, all the while scaffolding new challenges to engage and extend the child's natural focus.

There is no smooth transition here as we do not use the Montessori approach in the infant classrooms. Instead, we use the ***RIE (Resources for Infant Educarers)*** approach. RIE is a

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beautiful approach to infant learning and care and the RIE approach dovetails perfectly with the Montessori approach in the classroom experiences that will follow. The reason we use the RIE approach is its focus on respect for the infant's physical person and trust in the infant's agency. The RIE guide will carefully observe and learn each child's natural queues and support each child's needs with skilled responses that provide comfort, organize movement and introduce language to grow the child's self-awareness, self-advocacy and self-agency.

How is this accomplished?…

Infants are never placed into positions that they cannot get into without support. The youngest infants (<5 mos old) will likely spend most of their time in the arms of a teacher or on their back with items of interest placed nearby to encourage grasp development, visual tracking and rolling of the child from back to side and front. Children will often roll onto their tummies by the 5th month of life, but some children take a bit longer. While on their back, they are building all the right muscle development and midline integration that will allow the infant to push themselves away from the floor with their arms once they roll over. If placed on their tummies prior to this the body will remain splayed and midline integration will not be developed until both sides of the body come together (grasping of hands in front of body, hands grasping feet and of course all of these parts being brought to the mouth). Tummy time is critical, but should not happen until the child can roll to their tummy without support.

Once the child rolls to their tummy, the world opens. The child can pivot and survey the entire space. Reaching becomes scootching and scootching becomes purposeful movement and soon the child sits up on their own. Only at this time do the RIE guides use chairs with the infants and begin to support independent eating. This is an exciting and messy period. Prior to sitting upright independently, all feeding will take place exclusively in the arms of a teacher with one-on-one focus.

The child that sits up on their own will begin to pull to standing. The RIE classroom will have ample opportunity for "cruising" in which the child moves independently on two feet while safely using objects for balance. As confidence grows the infant will test independent walking.

The infant moves from utter dependence on adults to true independent agency in the infant room. The RIE infant moving to the Montessori Toddler program will be able to walk with facility, eat independently with fingers and perhaps utensils, be well practiced in stand-up diapering and will likely have many words that they can sign and perhaps articulate. Most infants are ready for the Montessori Toddler program between 16 and 18 months of age

The Montessori Toddler

The Montessori Toddler is invited into a space that supports their interest and attraction to the wholesome adult activities that they are driven to replicate. Toddler's love to engage in the housekeeping activities that make their homes safe and supportive. They love to wash, sweep, shine, clean, and nurture, but above all they want to do it themselves. The Montessori Toddler guide presents sequences that support this independence. The Montessori Toddler desires to manage their body, their clothing, their environment like the adults upon which

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they depend. With each new student the Montessori Toddler guide will present sequences that give the Toddler power over their body and experience (dressing, feeding, toileting, rest, cleaning self and cleaning the environment). The gross and fine motor development is the work of the young toddler.

As the Montessori Toddler develops mastery over their body, an explosion of expressive language follows. This child needs to sequence interactions, friendships and making their needs met through language rather than action. The Montessori Toddler guide is prepared to support this new domain of growth that is fraught with conflict as the young independent toddler learns to regulate their wants and gratification to become a friend, a citizen and ultimately for a toddler, a preschooler.

It is true that so many of the great battles of childhood play out in the toddler age group. The drive to connect with their classmates is often derailed by their total lack of experience in delaying gratification. This period of Toddlerhood usually emerges after the second birthday and the Montessori Toddler guide scaffolds this period of growth by helping the child understand how the unfortunate choices led to unfortunate consequences and most importantly, how to change that outcome. Essentially, the guide sequences successful methods to get their needs met with language, and negotiation AND the guide also sequences strategies for managing, disappointment, frustration, failure and pain.

At the end of the Montessori Toddler experience the child is a friend, and a citizen that can manage their clothing, their body and their emotions. This child can also make their needs met with language and most importantly, they are ready for the Montessori Preschool classroom. Montessori Toddlers are usually ready for the Montessori Preschool program between 30 and 36 months of age.

The Montessori Preschooler

The Montessori Preschooler will continue to engage in care of self and care of the environment throughout the preschool experience. The Montessori Preschool guide will introduce language, mathematic, geographic, sensorial and scientific concepts through carefully planned presentations that will grow in sophistication with the child. The lessons individual and are designed to move the child from the concrete to the abstract.

It is common for a Montessori Preschooler to have competencies in reading, writing, and mathematics that exceed the expectations for entrance into grammar school. In addition, the Montessori Preschooler will engage in "cosmic learning" that makes connections between the preschooler and the world/greater universe, through geography, cosmology, biology, botany, and sensorial learning.

Developmental Screening

Ambrosia Montessori uses the Ages and Stages Developmental Screening Tool. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental

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milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and may be done in conjunction with the child's primary care provider and health, education, and early intervention consultants.
The Ages and Stages Developmental screening is:

1. conducted by families upon enrollment
2. by the teaching team between 30 and 45 days of enrollment.
3. supported by informal, anecdotal observation notes that are shared with the family at the conferences unless an area of concern is revealed, in which case, the sharing with the family will not wait for the conference.
4. repeated prior to each formal conference and when a child transitions to the next classroom.

The Ages and Stages Developmental Screening tool is designed to be administered by guardians and caregivers and it is an excellent screening tool in identifying areas of development that may need additional support.

The screening tool will be a part of the child's confidential record and will not be shared outside of the faculty that guides the child and the child's family. Translation of the tool and its results will be made available upon request (using online translation tools, or in-person translators if available).

On Going Assessment

Ambrosia Montessori uses Transparent Classroom aligned with Washington State Early Learning Guidelines to track each child's progress throughout their enrollment. This tool is used daily to record each child's growth and development across all the Early Learning Guidelines from the first day of enrollment. The classroom Montessori works are matched to the appropriate Guidelines when relevant and for Guidelines that do not have a readily matching Montessori work, informal/anecdotal observation is used to record the child's growth/mastery of skills.

Each year families are offered two formal meetings to discuss their child's growth and development annually, with an open invitation to request a meeting on demand when a family so desires. In addition, the child's ongoing assessment record is always available and up to date on the Transparent Classroom portal for parents to view at any time.

Outings and Field Trips

Weather permitting; we conduct 60 minutes of supervised outdoor play and/or walking trips around the neighborhood 2 to 3 times a day for all children. Children are accounted for at all

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times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

We only take children enrolled in our preschool program on field trips, as transportation is often required. We will generally use public transportation, when transportation is required. For distances that public transportation cannot accommodate, we will charter school buses.

In addition to daily walks and periodic field trips, we will also organize weekend family events for pumpkin picking and park picnics.

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school and inviting previous graduates to return to their preschool classrooms to share their kindergarten experience.

We will also provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Electronic Media

We do NOT use any electronic media with children during the school day. We anticipate providing a babysitting movie night periodically, in which we will provide babysitting in the evening and we will show a movie to the children during the babysitting events.

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Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We invite the families and the staff to share their cultural celebrations with us and each other.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every consistently.

After lunch, all children less than four years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. If older children need a rest time that can be arranged.

All the teaching staff are trained in safe sleep practices and that training is renewed annually. Infants are placed on their backs for naps. Infants that are rolling over with facility may not choose to sleep on their backs. Infants may not use blankets, pillows, or have toys while on their nap mattress. Families should provide a sleep sack that allows the hands to be free for nap time.

Toddlers and Preschoolers may use a blanket at nap time. The head and face must be uncovered at all times.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

In the infant room, as infants become mobile, they will often prefer to engage in stand-up diapering as it provides them with more agency. Stand-up diapering techniques are used with mobile children as they show interest in standing during the diapering process. Stand-up diapering is the only form of diapering used in the toddler rooms.

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Stand-up diapering in the toddler rooms occurs in the bathroom in front of the toilet. This process makes the toilet less mysterious. Toddlers are encouraged to help disrobe themselves during the diapering process in the beginning of their time in the toddler program. They will graduate to sitting on the toilet after they are cleaned but before a they get clean diaper. They will often choose to flush the toilet as well during this period of toilet training. Eventually they will attempt to use the potty. Once they are routinely successful using the potty, the Montessori lead will meet with the family to discuss potty training at home and eventually moving to underwear.

The toilet training process will generally be completed in the toddler room; however, the transition to preschool presents significant changes to their daily experience and it is expected that a new preschooler will revert to having several accidents per day. This is a consequence of the change in environment, routine, classmates and teachers. The preschool teaching staff will support the continued wearing of underwear. Please prepare for a lot of laundry for the first month or so of preschool.

GUIDANCE

General Procedure

Ambrosia Montessori is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review. By signing the acknowledgement of receipt of family handbook, you are accepting the Ambrosia Montessori approach to discipline.

Let's start with definitions. The following is from the DCYF Discipline Policy Resource Guide (https://azfamilyresources.org/pdf/dcyf-discipline-policy-resource-guide.pdf)

'PUNISHMENT vs. DISCIPLINE

Punishment implies the threat or use of power and/or fear to change inappropriate behavior. Punishment relies on external force. Punishment is a behavior designed to stop a behavior.

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Discipline is training intended to produce a specified pattern of behavior. Discipline is a teaching process through which the child learns to develop and maintain the self- control, self-reliance, self-esteem and orderly conduct necessary to assume responsibilities, make daily living decisions and live according to accepted levels of social behavior.

In other words, our goal is not to control but to encourage self-control. We want children to be cooperative and self-directed, yet how often do we hear parents say things like: "Don't you ever listen? I told you not to do that. I'm busy, leave me alone. ", etc. These statements do not make children feel good about themselves or feel like cooperating. Even as adults, our self-esteem is affected when people put us off, put us down, ignore us, etc.

Put yourself in this next situation as a way to identify how a child might feel.

You have been on your new job for three days. You are not sure if you are completing a particular form correctly even though someone had previously gone over it with you. How do you feel if:

1. *You ask your boss and he says, "I'm too busy, leave me alone."*
2. *You ask the person at the next desk and she says, "We already told you how to do this, maybe you can't handle this job."*
3. *You ask the person next to you and she says, "It took me forever to get this one straight when I was new. Let's review it."*
4. *You ask your boss and he says, "How can I help?"' (dcyf Discipline Resource Guide for Foster Care)*

Policy Statement:

We believe that the adults in our environment have a great deal of power over the experience of the children in our care; therefore, we must first assume that we can make a change in our approach, in our environment and in our thinking that will make a meaningful change in the child's experience.

We never engage in punishment, some common examples of behavior in which we will NOT engage:

1. Time Out
2. Withholding Food
3. Withholding Outdoor Play
4. Any act of withholding, or isolation to "teach a lesson" to the child
5. Physical Restraint

As educators and caregivers, we must seek to teach and comfort. Children do not have experience delaying gratification or managing strong emotions. It is incredibly common for

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children to react to stressful situations physically. Children are not violent; they are reactive and defensive. Violence is an adult behavior.

Children are utterly subject to their environment, and they will react to the level of stress they are experiencing, not the level of stress the adult perceives the child is experiencing. There is always a reason for every human behavior, and it is the work of the guides to learn those stresses and reasons, so the adult can support the child's needs and help that child develop healthy, effective strategies to manage their emotions and make their needs met without resorting to failed behaviors.

Given the above, we will always start with our own approach, our routine and our environment to see what changes we can make to reduce the stress on a child that is reacting to their experience physically. This usually works.

If the changes we employ do not result in making a meaningful change in the child's behavior, we will then approach the family to partner with us to develop a plan of action to better support the child in managing their emotions. This partnership may include outside support from early intervention specialists.

Expulsion Policy

As long as all parties are participating in supporting the child's interests in concert, expulsion will not be an option. Ambrosia Montessori will exhaust every avenue in supporting a child to which we have access. Our goal is to never expel any child.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Ambrosia Montessori has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child engages in negative behaviors, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them respect, give them comfort and teach them how to solve problems using appropriate interactions.

Physical Restraint

Physical restraint is not used nor is it permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

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Notification of Behavioral Issues to Families

If a child's behavior at school is of concern, we will begin with ourselves and our environment. Once we understand the factors influencing the child's reactive behavior at school, we will reach out to the parents to understand the family experience and view the child's individual needs and challenges in light of the factors at school, which may not exist at home.

We will never communicate behavioral issues during the reunion between parent and child at the end of the day, nor will we ever discuss a child's behavior in front of the child. Both of these actions are shaming and counterproductive to the purpose of such communication.

We will only communicate behavioral issues confidentially, with respect and in a neutral environment, or time of day. We will not come with a list of problems, but rather a list of ideas and goals. Children are small, inexperienced in managing emotions and relationships and entirely subject to the adults in charge of their experience and we must always respect that disproportionate power when problem solving a child's behavior.

Termination Of Services

Ambrosia Montessori may be required to terminate child care services. The termination of services will only occur after multiple attempts to mitigate the issue requiring the termination of services. The following is a list of the most common causes for termination of services and whether or not the termination is immediate.

1. Non-payment of tuition and or fees
2. Parents/guardians of a child present a risk to the facility, the staff, or other families – ***Immediate termination is required***. Avoid confrontations with the teaching staff and other families. Please bring your concerns to the administrative office, so we can address your concerns as a unified team of parents and staff.
3. The child's needs cannot be met by the school staff, with respect to medical, behavioral, or developmental needs.

Consistency of Care

Ambrosia Montessori stresses the importance of consistency of care, by ensuring the fewest possible transitions for each child that enrolls in our program.

1. Infants will be cared for in the infant environment until they are developmentally ready for the Montessori Toddler program, which is generally at 18 months of age.

   a. There will be a slow transition from the infant to the toddler program. The slow transition is a daily visit to the new classroom with a teacher from the infant room. The visits will increase in daily time over a week or two, until the child completes a whole day in the new program. Daily reports from both classrooms will support the family through the transition.

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2. Toddlers will be cared for in the toddler environment until they are developmentally ready for the Montessori Preschool program, which is generally at 36 months of age.

   a. There will be a slow transition from the toddler to the preschool program. The slow transition is a daily visit to the new classroom with a teacher from the toddler room. The visits will increase in daily time over a week or two, until the child completes a whole day in the new program. Daily reports from both classrooms will support the family through the transition.

3. In all cases children will remain in one classroom throughout their time in the Infant, Toddler and Preschool programs respectively.

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by the Administrative Office. The administrative office will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Andrea Mosko in the Ambrosia Montessori Administrative Office.

Tuition Rates 2026

Program	Age Level	Monthly Tuition
Extended Day *Daily Enrollment 7a to 6p*	Infant (3 mos to 18 mos)	$ 3,807.00
	Toddler (18 mos to 36 mos)	$ 3,426.00
	Preschool (36 mos to 72 mos)	$ 3,008.00
Full Day *Daily Enrollment 9 a to 4 p*	Infant (3 mos to 18 mos)	$ 2,907.00
	Toddler (18 mos to 36 mos)	$ 2,617.00
	Preschool (36 mos to 72 mos)	$ 2,297.00
1/2 Day Morning *Daily Enrollment 9 a to 1 p*	Infant (3 mos to 18 mos)	$ 1,938.00
	Toddler (18 mos to 36 mos)	$ 1,744.00
	Preschool (36 mos to 72 mos)	$ 1,531.00
Extra Hour Tuition *Add 1 or 2 hours to any program except the Extended Day programs*	Infant (3 mos to 18 mos)	$ 422.00
	Toddler (18 mos to 36 mos)	$ 380.00
	Preschool (36 mos to 72 mos)	$ 334.00
1/2 Day Afternoon *Daily Enrollment 7a to 6p*	Infant (3 mos to 18 mos)	$ 1,938.00

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Families contract for a specific daily schedule as indicated on the *Enrollment Agreement* Form. The tuition rates are monthly, and they are billed as such. Tuition payments are due the first of the month and payment is required for the contracted schedule every month year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days. The tuition billed takes into account all school closure days, with the exception of emergency/unplanned closure days. Generally there is no provision for tuition relief for emergency closure days (usually snow closures are the reason for this type of closure).

Prorated Summer Tuition:

Every July and August and only in July and August, families may enroll on a weekly basis to offer a tuition to accommodate family summer vacations. Every July and August there will be two tuition schedules. One for monthly enrollments and another for weekly enrollments. Families will be given these rates every March, so that everyone has ample time to plan for a summer vacation.

Tuition Deposit

A Tuition Deposit of $1000 is required at the time enrollment is confirmed (enrollment confirmation is in advance of the enrollment date). This deposit is applied to the first month of care.

Drop-In Rates

Drop-In rates only apply to the non-extended day enrollments and are contingent on prior agreement. Families that need to drop off earlier, or pick up later than their contracted enrollment, may arrange for extra time on an hourly basis.

In addition, Drop-In Rates will be applied automatically to families that drop-off more that 15 minutes early or pick up more than 15 minutes late on a given day. These charges will be billed weekly, so that families can see their use of this option.

Drop-In Rates

Infants	Children between 3 months and 18 months enrolled in an infant classroom	$20/hour
Toddlers	Children between 16 months and 36 months enrolled in a toddler classroom	$20/hour
Preschoolers	Children between 30 months and 72 months enrolled in a preschool classroom	$20/hour

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Tuition Payment and Method of Payment

Payment is always due in advance of enrollment and at the beginning of each month with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control.

Payment is due monthly by 4 PM on the first business day of the month, as outlined in the *Enrollment Agreement*.

Payment Method

This is where it gets complicated, so take notes:

Tuition bills will be issued 10 days in advance of the due date. Families will have an opportunity to pay using a variety of methods, from cash, to check or card. However, every family must complete an authorization to withdrawal tuition from a checking, or savings account, so that all unpaid balances as of 4PM on the first business day of the month will be automatically withdrawn through an ACH transaction.

Activity Fees:

A non-refundable Activity Fee will be charged upon enrollment, and semi-annually in April and October. The semi-annual fee will ½ of the annual fee listed below for your child's age group at the time of each semi-annual bill. This means that the fee may be different in each semi-annual bill.

The activity fee replaces the re-enrollment fee, the emergency Supply Fee of $100 and the field trip fees listed in previous versions of this handbook.

Annual Activity Fee

Infants	Children between 3 months and 18 months enrolled in an infant classroom	$290
Toddlers	Children between 16 months and 36 months enrolled in a toddler classroom	$290
Preschoolers	Children between 30 months and 72 months enrolled in a preschool classroom	$408

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance. Late payments will result in the imposition of late payment fees. Failure to pay childcare payments will result in child care services being terminated.

If payment is not received on the day that it is due, a late fee of $25 will be added to your tuition payment for each day that it is late.

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Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 20 business days past due, we will not be able to continue enrollment and we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of $25. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of $1 per minute will be assessed beginning at 6:05 PM and will be due upon arrival. Repeated late pick up may result in child care services being terminated.

Credits & No Credits

- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every month year-round whether or not your child attends; this enables us to pay teachers a stable salary all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.
- **Weather-related or Environmental Disaster or Pandemic** – in the event of a serious crisis during which we are prohibited from operating for an extended period of time, families may be asked to pay some portion of the monthly tuition to maintain their enrollment. Payment of the portion of tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen. The portion of tuition required will be determined on a case basis and must account for a multitude of variables. Our goal will be to avoid this at all cost.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a

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serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.

Attendance & Withdrawal

Absence

If your child is going to be absent or arrive after the contracted enrollment start time, please notify Ambrosia Montessori, by email, through the childcare management app., by calling your child's classroom, or by calling the administrative office. We will be concerned about your child if we do not hear from you.

Vacation

We recognize the value of family vacations, and we have arranged for a method of prorating tuition in the months of July and August each year.

The center does not provide credit for vacation days between September 1 and June 30.

Withdrawal

A written notice, 60 days in advance of withdrawal, is required by the center when a child is being withdrawn. Failure to notify will result in forfeiture of your month deposit.

Transfer of Records

When transitioning to the next classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced through an email notification and a text through our childcare management application.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

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DROP-OFF AND PICK-UP

General Procedure

We open at 7 AM. Please do not drop-off your child prior to the opening, or prior to your child's contracted enrollment time. Parents are expected to accompany their children and sign them in.

We close at 6 PM. Please allow enough time to arrive, sign your child out, and leave by closing time, or by the time of your contracted enrollment pick-up time.

Drop-off and Pick-up occur on the south side of the building (side that faces Nickerson Street). A Drop-off and Pick-Up Zone is marked to the east of our playground. There is a 15-minute time limit so that all families can be accommodated.

There is a strict procedure for how cars are to come and go and that procedure will be outlined in the enrollment process.

Families that require an accessible entrance will be authorized individually and instructed on the process for gaining access to the building from the north side. The north parking lot is patrolled and only permit parking is allowed. In general, Ambrosia Montessori families are NOT permitted to enter the north parking lot. Unauthorized use of the north parking lot will result in fines and towing. It does not belong to Ambrosia Montessori and we must abide by the owners rules.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at <u>any time</u> while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

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Concerning Child Release

We may strongly discourage the release of a child, if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child.

PERSONAL BELONGINGS

What to Bring

- **Infants**: A detailed list will be provided by the lead RIE guide.
- **Toddlers**: Multiple changes of weather appropriate clothing. More bottoms than tops are generally needed. A blanket for the nap period. A muddy buddy or like rain gear. Rain boots. Indoor footwear. Diapers, diaper cream and sunscreen. Ambrosia Montessori will provide diaper cream and sunscreen if you prefer and sign the appropriate documentation. Ambrosia Montessori will provide diaper wipes. A personal water bottle. All items should be labeled clearly with your child's name.

- **Preschoolers:** Multiple changes of weather appropriate clothing. More bottoms than tops are generally needed. A blanket for the nap period. A muddy buddy or like rain gear. Rain boots. Indoor footwear. A personal water bottle. All items should be labeled clearly with your child's name.

Please label all items brought from home with your child's name (including shoes! – they like to trade) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby daily for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the Administrative Office. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell Child care.

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If you allow your child to carry a safety item to enter the school, please let your child's lead guide know about the item, so that we may try to keep it out of the classroom in a safe place. Toys from home are generally conflict fuel and may become, lost or broken.

NUTRITION

Foods Brought from Home

In the daily course of events, we request that you do not bring food from home into our center, unless you must accommodate your child's allergy, or food restriction. Food brought from home must follow the food program guidelines.

Food brought from home is permitted under the following conditions and arrangements should be made with the lead teacher/guide prior to delivering the food (the following also address special treats for birthday celebrations as well as requirements to meet allergy and food restriction needs):

- No food on site may contain, Peanuts, Tree nuts, Sesame, or Pork
- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children. AND permission from all families that each child may eat the food brought from home.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (http://www.fns.usda.gov/cnd/care/) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you will need to complete a food allergy/intolerance form that delineates the foods that your child may not consume, the reaction that consumption of such food creates and the procedure for treating an allergic reaction. This document is to be completed by your child's pediatrician and renewed annually or sooner, if a change in status occurs.

Our kitchen makes 3 meals for nearly 200 people each day. We cannot manage allergies safely from our kitchen. All known food allergies that exist in our program will be annotated

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on our menu. Families will work with the lead teacher/guide of their child's classroom to manage the child's diet and prohibit access to foods they may not consume. Families will be required to provide alternatives to main dishes if those dishes contain ingredients that their child may not consume.

Food allergies can be life threatening and each child with a food allergy must have an action plan for emergency care completed by the family physician prior to the first day of attendance.

Meal Time

At meal time the dining table is set with ceramic plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers. Allergies are carefully managed in this environment in conjunction with the family.

A caregiver who is trained in first-aid for choking is present at all meals and at all other times.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding, even when they can hold their own bottle. Bottles will never be propped. Bottle-feeding, like breast-feeding is the foundation of the social aspect of eating; therefore, it will always be done in a caregiver's arms.
- Infants are fed "on cue". This will be at least every 2.5 hours and usually not more than hourly and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used the day it is thawed. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 30 days.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

More information can be found in our Health Policy and you will receive more detailed information in your welcome packet.

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Children 24 Months and Older

- No child shall go more than 3 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn,

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every month, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule.

Our state regulations regarding attendance of children who are not immunized due to medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. However, given the grave risk unimmunized children pose to themselves and the community due to their vulnerability to infection in an environment with presumed regular exposure to communicable diseases, Ambrosia Montessori has opted to require the AAP recommended vaccinations in all children except for children that cannot receive a vaccination for medical reasons documented by the child's pediatrician. We cannot accept a philosophical exemption.

All caregivers, teachers, and staff are required to be current with following immunizations:

- MMR
- COVID-19

We strongly encourage all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than [30] days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse

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a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever 100.4°F or higher. Requires 24 hours of exclusion AFTER fever resolves without medication.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet. Diarrhea may require 72 hours of exclusion after symptoms resolve. See Vomiting.
- Vomiting – vomiting that is not associated with crying, or eating – spontaneous vomiting must be excluded. Vomiting with no other symptoms that occurs during, or after meal time, or during or after crying will be reported to parent and the child will be observed carefully for signs of illness. If vomiting occurs again the child will be excluded. Illnesses with vomiting as a typical symptom will be excluded for 72 hours after symptoms resolve. Illness that causes severe GI symptoms spread quickly throughout an early education facility and we will therefore exclude these symptoms aggressively for the health of the greater community and the operation of the school.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, for 24 hours without medication
- They are free of vomiting and diarrhea for 72 hours without medication.
- They have been treated with an antibiotic for 24 hours AND the pediatrician has released them to return to care.
- They are able to participate comfortably in all usual activities.

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- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
    - The child's physician signs a note stating that the child's condition is not contagious, and;
    - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

If there is a Public Health Emergency, Ambrosia Montessori will follow the Public Health recommendations and/or mandates as they exist.

Allergy Prevention

Families are expected and required to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the child's classroom, the administrative office and the kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

If your child has allergies, they may only attend the program if the allergy management forms are completed and signed by both the family and the child's physician AND the prescribed medication is in the original packaging with all prescription information printed on the medication. OTC medications are often a part of an allergy response. Pediatrician instructions are required and the packaging must have instruction for the correct age of the child. If all of these things are not present and up to date, the child may not attend.

Medications

(A) Our center does not administer prescription or over the counter medication to children without pediatrician and family written instruction.

(B) All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's

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name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received. Non-prescription medicaton cannot be administered if the child's age is not on the dosing instructions (this is often true for young children – pediatrician must prescribe this medication).

(C) **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellant require a note signed by the family as long as the medication is age appropriate according to the label, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Sunscreen – Ambrosia Montessori will provide pediatric sunscreen for daily use to children 6 months and older. The family must give Ambrosia Montessori written permission to do so. Every 12 months Ambrosia Montessori will provide the form for families to give permission for the use of center sunscreen. Families may provide their own sunscreen if they prefer and a permission form for sunscreen from home must be signed instead.

Ambrosia Montessori does not apply **insect repellant.**

Diaper Cream – Ambrosia Montessori will provide individual diaper cream tubes for each infant and toddler. The family must give Ambrosia Montessori written permission to do so. Every 12 months Ambrosia Montessori will provide the form for families to give permission for the use of center provided diaper cream. Families may provide their own diaper cream if they prefer and a permission form for diaper cream from home must be signed instead.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Heamophilus Influenza (invasive)
- Measles (including suspect)
- Meningoccocal Infection (invasive)
- Monkey Pox

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- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, eating messy and staining food, outdoor play, water play, sand play, play in rainy weather, and other sensory activities.

Our playground is used as an extension of the center, and daily programs are conducted outside in nearly all weather conditions that exist in Seattle. Excessive heat, excessive cold and dangerous air quality are the most common barriers to outdoor play. We will keep families informed of any conditions that will prevent us from outdoor play.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur or be sharply reduced, if the outside temperature is greater than 90 °F (adjusted for the heat index) or less than 32 °F (adjusted for wind chill).

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Additionally, with respect to air quality, outdoor play will be managed according to the chart below.

Air Pollution and School Activities

Public Health Recommendations for Schools on Fine Particle Air Pollution

Washington State Department of Health

	Air Quality Conditions* First, check local air conditions at https://fortress.wa.gov/ecy/enviwa/ and then use this chart.				
	Good	**Moderate**	**Unhealthy for Sensitive Groups**	**Unhealthy**	**Very Unhealthy/ Hazardous**
Recess (15 minutes)	No restrictions.	Allow students with asthma, respiratory infection, lung or heart disease to stay indoors.	Keep students with asthma, respiratory infection, and lung or heart disease indoors.	Keep all students indoors and keep activity levels light.	Keep all students indoors and keep activity levels light.
P.E. (1 hour)	No restrictions.	Monitor students with asthma, respiratory infection, lung or heart disease. Increase rest periods or substitutions for these students as needed.	Keep students with asthma, respiratory infection, lung or heart disease, and diabetes indoors. Limit these students to moderate activities. For others, limit to light outdoor activities. Allow any student to stay indoors if they don't want to go outside.	Conduct P.E. indoors. Limit students to light indoor activities.	Keep all students indoors and keep activity levels light.
Athletic Events and Practices (Vigorous activity 2-3 hours)	No restrictions.	Monitor students with asthma, respiratory infection, lung or heart disease. Increase rest periods and substitutions for these students as needed.	Students with asthma, respiratory infection, lung and heart disease, or conditions like diabetes shouldn't play outdoors. Consider moving events indoors. If events are not cancelled, increase rest periods and substitutions to allow for lower breathing rates.	Cancel events. Or move events to an area with "Good" air quality — if this can be done without too much time spent in transit through areas with poor air quality.	Cancel events. Or move events to an area with "Good" air quality — if this can be done without too much time spent in transit through areas with poor air quality.

**NOTE: Asthma Action plans should be followed regardless of air quality for all levels of activity. When air quality is diminished, individuals should pay special attention to their Asthma Action plan.

Light Activities: Playing board games, throwing and catching while standing, and cup stacking.

Moderate Activities: Yoga, shooting basketballs, dance instruction, and ping pong.

Vigorous Activities: Running, jogging, basketball, football, soccer, swimming, cheerleading, and jumping rope.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

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Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

A note will be written to the family of the child who was bitten.

As a general rule we do NOT tell on children at the end of the day during the reunion between parent and child. The children in our care are young and will, as a matter of development, scratch, bite, push, pull hair, hit and kick when frustrated, overwhelmed and distraught. It is our work as guides to help them develop better coping strategies in moments of stress. This is a process that requires patience and comfort as well as loving guidance.

If our strategies do not offer enough support to affect the desired change, we will approach the family with a phone call to start a collaboration of caregivers working towards the same goal. This is not a conversation that should occur in front of the child, and it should be confidential and only include 1 family. We have found that this is the best and most respectful strategy to support healthy change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior. Adult aggression may result in disenrollment of your child from our care.

Smoking and Vaping

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are always non-smoking and non-vaping areas. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol, marijuana and/or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

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Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 3 to 5 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with and automatic passive fire alarm and suppression system. This means the system will activate without a person activating an alarm pull. The system is continuously monitored and connected to the fire department. In addition, fire extinguishers are located strategically throughout the school.

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Our fire evacuation plan is reviewed with the children and staff on a monthly basis through a live fire drill. The plan is reviewed annually, or when state policy changes are issued for compliance with the prevailing code.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Indemnification

Waiver and Release of Liability

IN CONSIDERATION OF the risk of injury that exists while participating in CHILD CARE; and

IN CONSIDERATION OF my desire to participate in said child care and being given the right to participate in same;

I HEREBY, for myself, my heirs, executors, administrators, assigns, or personal representatives (hereinafter collectively, "Releasor," "I" or "me", which terms shall also include Releasor's parents or guardian if Releasor is under 18 years of age), knowingly and voluntarily enter into this WAIVER AND RELEASE OF LIABILITY and hereby waive any and all rights, claims or causes of action of any kind arising out of my child's participation in the child care; and

I HEREBY release and forever discharge AB3ELV, LLC DBA AMBROSIA MONTESSORI , located at 192 Nickerson St, Seattle, Washington 98109, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns (collectively "Releasees"), from any physical or psychological injury that I, or my child may suffer as a direct result of my child's participation in the aforementioned child care.

I am voluntarily enrolling my child in the aforementioned child care program and I am doing so entirely at my and my child's own risk. I am aware of the risks associated with participating in this child care program, which may include, but are not limited to: physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and death. I understand that these injuries or outcomes may arise from my own or others' negligence, conditions related to travel to and from the child care facility including

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damage, loss and injury that may occur in the Ambrosia Montessori parent parking area, or from conditions at the Ambrosia Montessori facility and grounds. Nonetheless, I assume all related risks, both known and unknown to me, of my participation and my child's participation/enrollment at Ambrosia Montessori.

I FURTHER AGREE to indemnify, defend and hold harmless the Releasees against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs.

I FURTHER ACKNOWLEDGE that Releasees are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event, field trip, or activity, on behalf of Releasees. In the event that my child should require medical care or treatment, I authorize AB3ELV, LLC dba Ambrosia Montessori to provide all emergency medical care deemed necessary, including but not limited to, first aid, CPR, emergency medical transport, and sharing of medical information with medical personnel. I further agree to assume all costs involved and agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I my child will have his/her own health insurance.

I FURTHER ACKNOWLEDGE that this enrollment in child care may carry with it the potential for death, illness, serious injury, and property loss. I agree not to have my child attend child care unless my child is free of illness and medically able to attend, and I agree to abide by the decision of the AB3ELV, LLC dba Ambrosia Montessori official or agent, regarding my child's ability to attend child care on a daily basis.

I hereby acknowledge that I have carefully read this "Waiver and Release" and fully understand that it is a release of liability. **I expressly agree to release and** AB3ELV, LLC dba Ambrosia Montessori **and all of its affiliates**, **manager**, **members**, **agents**, **Attorneys**, **staff**, **volunteers**, **heirs**, **representatives**, **predecessors**, **successors and assigns**, **from any and all claims and causes of action and I agree to voluntarily give up or waive any right to voluntarily give up or waive any right that I otherwise have to bring a legal action against** AB3ELV, LLC dba Ambrosia Montessori **for personal injury and/or property damage**.

To the extent that statute or case law does not prohibit releases for ordinary negligence, this release is also for such negligence on the part of AB3ELV, LLC dba Ambrosia Montessori, its agents, and employees.

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I agree that this Release shall be governed for all purposes by Washington law, without regard to any conflict of law principles. This Release supersedes any and all previous oral or written promises or other agreements.

In the event that any damage to equipment or facilities occurs as a result of my or my family's or my agent's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any and all costs associated with any such actions of neglect or recklessness.

This waiver and release of liability shall remain in effect for the duration of my child's enrollment/participation in the Ambrosia Montessori child care program.

THIS AGREEMENT was entered into at arm's-length, without duress or coercion, and is to be interpreted as an agreement between two parties of equal bargaining strength. Both Participant, (child and family named in this enrollment contract) and AB3ELV, LLC dba Ambrosia Montessori agree that this agreement is clear and unambiguous as to its terms, and that no other evidence shall be used or admitted to alter or explain the terms of this agreement, but that it will be interpreted based on the language in accordance with the purposes for which it is entered into.

In the event that any provision contained within this Release of Liability shall be deemed to be severable or invalid, or if any term, condition, phrase or portion of this agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of this agreement shall remain in full force and effect. If a court should find that any provision of this agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

In the event of an emergency, please contact the person(s) identified on the Ambrosia Emergency Contact Form for my child.

I, **the undersigned**, **affirm that I am freely signing this agreement**. **I certify that I have read this agreement**, **that I fully understand its content and that this release cannot be modified orally**. **I am aware that this is a release of liability and a contract that I am signing of my own free will.**

PARENT / GUARDIAN WAIVER FOR MINORS

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All participants in the described Child care are under the age of consent (18 years of age); therefore, this release must be signed by a parent or guardian, as follows:
By signing the enrollment form and the acknowledgment of receipt of the family handbook, I HEREBY CERTIFY that I am the parent or guardian of the child named in this enrollment contract, and do hereby give my consent without reservation to the foregoing on behalf of this individual.

Other Center Policies

Our center policies not included in this handbook are reviewed at least annually and updated as needed. They are available for review upon request to the center director.

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Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Ambrosia Montessori** **Family Handbook**, and I have reviewed the family handbook with a member of the **Ambrosia Montessori** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Ambrosia Montessori** **Family Handbook** that I do not understand.

Recipient Signature _____ Date _____

Center Staff Signature _____ Date _____

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FAMILY ACTIVISTIES

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House & Back to School Night
- Halloween Parade
- Pumpkin Picking
- Thanksgiving Lunch
- Cookie Decorating
- Valentines Gathering
- Graduation Celebration and School BBQ
- Periodic Date Night Babysitting

Classroom Activities: Enjoy and help your child's class with these special activities.

- Participate in community events
- Volunteer at the community events
- Chaperone field trips
- Bring food items for classroom food prep and sharing
- Bring flowers for child flower arrangement
- Share your expertise with the classroom
- Contribute to class Pot Luck Meal
- Family Teacher conferences

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