

Parent Handbook



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Kidstownmontessori.net

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Philosophy

Kid's Town is centered on the Montessori Philosophy. The Montessori Approach is a calm, encouraging, and respectful method to teaching young children. It is based on the simple concept of tailoring education to children's natural tendencies. The Montessori teachers realize that if a child is properly guided to enjoy learning early he can become at peace with himself and his surroundings, and also continues to be confident and curious throughout the school years. A teacher's job is to set up the indoor and outdoor environments in a way that the students can independently work on their jobs and build self-confidence. The teacher acts as a guide for the child's self-directed path of learning.

The Montessori education is well rounded, including not only language, math, art, science and geography, but also housework, sensorial and social skills. Children are given concrete objects to introduce them to abstract ideas that we use every day, such as numbers and letters. They are also supplied with the appropriate tools to learn housework, like small dust pans and brooms. Social skills are enhanced through peer interaction, introduction and emphasis on using proper manners and conflict resolution strategies.

Children of different age groups are combined in one class because the Montessori approach realizes the benefit that this brings to all ages of children. The younger children learn for their older peers, while the older peers learn skills like patience, leadership, and self-confidence.

Our teachers view the learner as a "whole child," striving to meet each child's developmental needs in terms of mental, physical and social education. Our teachers are committed to educational goals of excellence. Education is provided in a safe, loving, and nurturing setting that is based on the Montessori philosophy of teaching young children. We teach from a carefully chosen curriculum, enhanced with creative teaching techniques, and varied learning opportunities. Kid's Town's parents and teachers work hand in hand to prepare our students to be life-long learners, and to apply their knowledge and skills in meeting life's challenges.

Kid's Town promises to provide quality childcare in a clean and safe setting by using loving, creative, and purposeful means to teach and nurture each child in

our care. Our staff receives in house training, coaching from First Five El Dorado as well as off-site trainings throughout the community. Our concern is for the total personality of the child—physical, social, mental, and emotional.

Ownership

Kid's Town Montessori is owned by Kid's Town Preschool Inc. and operated by Resa Aldrich. Resa has been operating programs for licensed childcare since 2000. She has a bachelor's degree in Child Development from California State University, Sacramento as well as a Preschool Teaching Permit from the California State Department of Teaching Credentials and is a Certified Montessori Preschool Teacher through the North American Montessori Center Program.

Non Discrimination Policy

Kid's town does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Financial Arrangements

Enrollment:

Enrollment:

The preschool programs are open to children from the community. Kid's town provides care for children aged 6 weeks to 6 years.

Upon acceptance of enrollment, Kids town requires that an information packet be completed for our files including:

- Parent Handbook signed
- Admissions Agreement completed
- Identification and Emergency Information
- Preadmission Health History
- Personal Rights
- Parent's Rights
- Consent for Emergency Medical Treatment
- Physician's report (completed by Doctor) with TB Clearance addressed
- Emergency Contacts
- Rate Agreement (with completed schedule)

- Infant Needs and Service Plan (Infants Only)
- Toddler Option form (Toddlers only)
- Immunization Record

These forms must be on file before the child can be left at Kids town Preschool.

Hours:

Please see rate agreement.

Kid's town is a year round program.

Holidays:

Kid's Town will be closed on the following holidays:

- Labor Day
- Martin Luther King, Jr. Day
- Thanksgiving Day & Friday after
- President's Day
- The week of Christmas
- Memorial Day
- New Year's Day
- Independence Day
- July 4th&5th
- August 30th (staff development)

NOTE: If a holiday falls on a Saturday – Kids town will be closed on the preceding Friday. If the holiday falls on a Sunday – Kids town will be closed on the following Monday.

Tuition and Fees

Rates for Basic Services:

Please see Rate Sheet for Rates

Late Pick up fee:

A late pick up fee is \$1/minute after your scheduled pick up time (without prior arrangements) paid to teacher at time of pick up.

Early drop off fee of \$1/minute will be charged if children are dropped off prior to their scheduled time without prior arrangements.

Registration Fee:

\$50 due at enrollment/or to be placed on waiting list

Supply Fee:

\$50 due in September and January of each year.

Drop-Ins:

Drop in space is not guaranteed for extra days/time. Please see rate sheet for rates.

Tuition Reimbursements for vacations, illnesses, holidays:

There is not credit given for absences due to vacations, illnesses or holidays.

Termination of Care

A 30-day notice must be provided for withdrawing a child from care at Kid's Town.

A child may be terminated from care if payment is not received by the due date.

Kid's Town reserves the right to terminate enrollment if at any time placement of the child is determined to be no longer appropriate.

Payment Method:

Tuition is due before the 1st. of each month whether you have, or have not received an invoice for that month. Our rates stay the same each month unless notified otherwise, tuition is considered delinquent as of 5:30 pm on the first of each month. If a payment is late a \$25.00 late fee will be added to your payment. Any fees not paid in full within two weeks of due dates will be subject to an additional court cost and/or termination from the center.

Types of Payment Accepted:

Payments are accepted in forms of checks, money orders, venmo and cash.

Emergency School Closures:

In the event of severe weather, power outages and/or snow, Kid's Town may close. Announcements for school closures can be seen on our Facebook Page. In general, if Buckeye school closes, we will also be closed.

In case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive. If necessary children will be relocated to the Cameron Park Library located at:

2500 Country Club Dr.
Cameron Park, Ca 95682

Health and Safety

Immunizations requirements:

Current immunizations are required for all children prior to entry into Kid's Town. Proof of immunizations must be provided with the enrollment packet.

Allergies:

For the safety of our children in our program with a peanut allergy, we are a **peanut free** school.

Illnesses:

The problem of communicable disease is prevalent in every group and Kid's Town is no exception. **Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health.** If a child becomes ill at Kid's Town the director or teacher will immediately notify the parents. The child will be kept separated from the group until taken home. Parents are expected to pick up ill children immediately after being notified.

Please see attached illness policy for symptoms that prevent a child from attending Kid's Town.

Parents shall be advised to make alternate arrangements for care in the event their child becomes ill.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

In case of injury or accident, in which 911 is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified.

Kid's town staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center at 206-526-2121.

Children in full day preschool are required to have a yearly physical examination. This must be included in our health records. Please inform Kids town when this examination takes place.

Medications:

Please inform your physician that your child is in full day or part day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember Kids town is designed for **well** children.

If medications need to be administered at school, the following conditions must be met as per Title 22 Regulations: Currently the only medication Kid's Town can administer is inhalers and epipens.

- ❑ **Prescription medication will be accepted only if it is in the original container.**
- ❑ Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the doctor.
- ❑ Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the doctor.
- ❑ Medication needs to go home after the last date that the medication is administered.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

Field Trips:

Preschool classes may have a field trip approximately four times during the school year. Transportation for field trips may be by school van/bus, walking, or personal cars.

Kid's town requires parent/guardian participation for field trips.

Mandated Reporting/Child Abuse Policy:

Kid's town staff are **REQUIRED** by California State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Meals and Snacks

A morning and afternoon snack will be served to all the children in preschool and full day program. A sack lunch is to be provided by the parent. The staff is unable to heat up foods for the children.

Sample Weekly Menu

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Morning Snack</u> <u>9:00am</u>	½ cup milk ¼-1/3 cup cereal 1/2 cup bananas	½ cup milk ½ slice bread ½ cup oranges	½ cup milk ½ cup Raisins ½ bagel	½ cup milk ½ cup Apples ½ muffin	½ cup milk ¼-1/3 cup cereal ¼ cup yogurt
<u>Lunch</u> <u>12:00pm</u>	½ -3/4 cup milk and Sack lunch provided by parent/guardian	½ -3/4 cup milk and Sack lunch provided by parent/guardian	½ -3/4 cup milk and Sack lunch provided by parent/guardian	½ -3/4 cup milk and Sack lunch provided by parent/guardian	½ -3/4 cup milk and Sack lunch provided by parent/guardian
<u>Afternoon Snack</u> <u>3:30pm</u>	½ cup milk ½ cup grapes ¼ cup yogurt	½ cup milk ½ apples 3 crackers	½ cup milk ½ cup carrots ½ ounce cheese	½ cup milk ½ cup celery 3 crackers	½ cup milk ½ cup cantaloupe ½ slice of bread

Birthdays:

On your child's birthday, or a day close to his/her birthday, you may bring a special snack to share with the class. The teacher will set up a schedule and talk to you prior to the date. Please also bring pictures of your child to help with the Birthday Celebration at Circle Time.

Clothing:

Preschool children must have a complete change of clothing, **clearly marked with the child's name**, left at Kids town. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Preschool children need to be dressed for the weather. It would be helpful to put a full change of clothing in your child's backpack. Accidents happen even for the older preschoolers when they wait too long before going to the bathroom, and get wet on the playground or the sensory table. Please be sure all items of clothing are marked with the child's name.

Outdoor Play:

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. **Children too sick to go outside should not be at school.**

Nap Time:

Supervised rest periods are provided for all children under five years of age who remain at Kids town past lunch time, and for all other children who show a need for a rest time. A special blanket or stuffed animal from home is encouraged for use at naptime (labeled with the child's name). Please bring a small pillow, clean blanket and sheet or slumber bag for naptime and take them home weekly for washing.

Infants must bring a set of sheets for each day of the week that they are in attendance for sleeping. They will be sent home at the end of the week for washing.

Lavatory Policy:

The following is the procedure used by preschool staff:

Preschool children shall be accompanied by an adult when they need to use the lavatory.

The teacher/assistant will assist the child, if needed, but will encourage the child to learn to wipe him/herself, etc.

When a child has had an accident wetting or soiling their clothes, the teacher/assistant shall assist the child in changing their clothes in the lavatory.

The teacher/assistant shall put on rubber gloves, help remove the clothing,

clean the child, and help put on dry/clean clothes. The soiled clothing shall be put in a plastic bag and sorted with the child's other belongings. The parents will be informed of the soiled clothing.

The teacher/assistant will teach the children how to wash their hands according to the directions on the bathroom wall.

Diapers:

Kid's Town will not provide diapers and wipes for children that are not potty trained. Diapers will be checked and changed every two hours or more frequently if needed. Staff will wear gloves when changing diapers and will sanitize diaper changing station after each use. Staff will wash their hands after each diaper change.

Behavior Management Policy:

Kid's Town views discipline as a process of developing appropriate behaviors. Positive reinforcements for "good" behavior in a loving, supportive environment promote the child's self-confidence and leads to increased desirable behaviors. A challenging environment that allows experimenting, learning, physical activity, and quiet times prevents boredom and promotes good behavior. However, positive redirection will be used when inappropriate behavior appears.

Kid's town uses **indirect guidance** techniques:

We give previous warnings: "You have five more minutes to play before it's time to clean up."

We give choices: "You may paint with the other children or you may read a book in a quiet corner."

We have regular routine: "We always wash our hands before lunch. After lunch is a story time."

We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.

We're consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use **direct** guidance techniques:

We use affirmative: "We use walking feet indoors" rather than "Don't run!" or "use your words to tell us you're angry" rather than "Don't hit!"

We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.

We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don't make rules just because an activity is too noisy or messy.

We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “you can choose a quiet place to calm down or I can choose one for you.”

If a child is unable to demonstrate self-controlling behavior, a brief break results for the child to regain control. Breaks occur only when other measures fail, and are used as an opportunity for the child to re-group, not as a punishment.

At Kids Town, discipline has as its goal educating and redirecting children. It emphasizes cooperation. In contrast, punishment has as its goal hurting, shaming, or scaring children. Punishment is an inappropriate form of discipline and has no place in our preschool.

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

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to gain control and requires more individual attention that cannot be given within child-to-staff ratios, we may need to contact a parent. A child requiring one-to-one attention may have to leave the center temporarily for safety’s sake. Repeated uncontrollable behavior can lead to discontinuation of learning center services.

Conflict Resolution:

When differences occur:

First, one should go directly to the person with whom he/she has a difference, whether it is a teacher, the administrator, or another parent. The issue should be clarified in a non-accusatory manner and an attempt made to reach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved.

Second, If conversation with the person directly does not bring resolution, the concern should be discussed with the director.

**** . Many problems can be avoided by going directly to the person(s) involved when questions arise.**

Parent Involvement:

Parents will have free access to all areas of Kids town facilities used by the children. We request, however, that any parent or guardian picking up a child during nap or rest time take special care not to awaken another sleeping child.

Children must be signed in and out (with legal signature) of Kids town by the custodial parent or adult person approved by the parent(s). Only those persons approved by the child's parent(s), may take a child from Kids town. Identification may be required.

Items from home:

In order not to confuse Kids Town toys with a child's personal property, we ask that children not bring playthings from home. Kid's Town staff cannot be responsible for lost or broken personal toys. An exception to this will be a stuffed animal for use during naptime by full day children. Another exception will be a share item brought in for the purpose of sharing at circle time.

**Please do not allow your child to bring any gum or candy to Kids town.
Nutritious snacks will be served to the children.**

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a "store bought" treat to share with the class. Please make arrangements with the teacher several days in advance. Pictures of special events are always welcome to be shared during circle time.

Parent Teacher League:

Parents are a vital component to the Kid's town philosophy. Parents are viewed as partners, collaborators and advocates for their children. Teachers respect parents as each child's first teacher and involve parents in every aspect of the curriculum.

Kid's town has a collaborative team of staff and parents that contribute to the continued success of our program. We have quarterly meetings to discuss our program and maintain a successful program. Parent participation is essential to continuing quality care. Meeting dates and times will be posted in the newsletter.

Please Help Us:

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

Communicate to us your concerns regarding our program or your child.
Pick up and **read** the notices and information left for you at the sign-in desk.
Pick up your child's papers/projects **daily**. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
No smoking on the premises, either indoors or outdoors.
Because children quickly learn to model behavior, we ask that you govern your speech and conduct appropriately.

We Wish to Help You:

When you enroll your child at Kid's town, we assume the responsibility of giving you assistance with your child's special needs. We will become the "parent for the day" in your absence. We will love and respect your child and help him/her grow emotionally, socially, physically, and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at Kid's town and present a planned program to provide a beneficial and educational experience. Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth in moral and social values.

Statement of Understanding of Policy Guidelines in Parent Handbook

Signatures:

Please complete and sign below after carefully reading the Parent Handbook

I: _____

The parent'(s)/or legal guardian of

Child: _____

“I have read and understand Kid’s town Parent Handbook policy guidelines above”

SIGNATURE OF PARENT/ ('S) or /LEGAL GUARDIAN

_____ Date: _____

SIGNATURE OF PARENT/ ('S) or /LEGAL GUARDIAN

_____ Date: _____

Authorizations