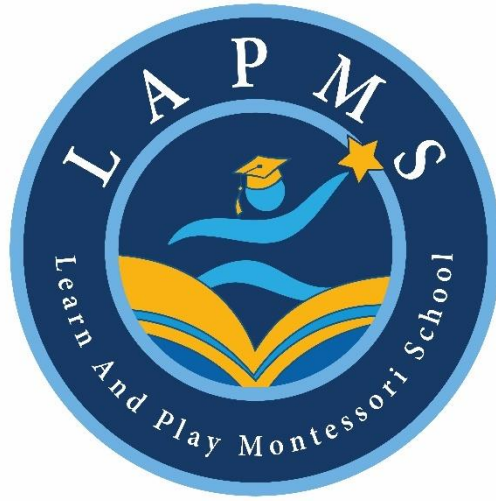


# Learn And Play Montessori School

## PARENT HANDBOOK



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

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# INTRODUCTION

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## **WELCOME**

Welcome to Learn And Play Montessori Centerville, Inc. DBA Learn And Play Montessori School, DBA Learn And Play, DBA LAPMS (hereinafter the “School”). On behalf of the School family, we welcome you to our school and wish you every success here. We hope that your experience here will be enjoyable and rewarding.

## **MISSION**

Our mission of Learn And Play Montessori School Centerville, Inc. DBA Learn And Play Montessori School, DBA Learn And Play, DBA LAPMS (hereinafter the “School”) is to provide a superior quality Preschool, Pre-K and Kindergarten education, assisting each child to develop his/her fullest potential by recognizing each stage of development which creates an environment that nurtures and facilitates learning incorporating the Montessori philosophy.

## **ABOUT US**

The School was founded in 2008 and serves children from 18 months to 9 years of age offering Preschool, Pre-K and Kindergarten programs. The School has several locations in Northern California. Visit our website at <https://www.learnandplaymontessori.com/> for more information.

We value each child’s independence and creativity. Thus, by following the philosophy, practices and curriculum of Dr. Maria Montessori, children work on activities of their own choice at their own pace. They experience the opportunity to solve problems, learn, play and develop freedom and self-discipline in a place especially designed to meet their developmental needs.

## **NON-DISCRIMINATION POLICY**

The School prohibits unlawful discrimination based on, but not limited to, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, pregnancy, gender expression, age, sexual orientation, military and veteran status, or any other protected classes, in all admittance, education, or other administrative policies, and extends to all the rights, privileges, programs and activities made available to students at the School. The School is an equal opportunity employer.

## **THE HANDBOOK**

This handbook is designed to acquaint you with the School and provide you with information about our program which is dedicated to building communication, social skills, and awareness of all participants. It describes many of your responsibilities and obligations as a parent or legal guardian and outlines the program developed by the School to benefit children. One of our objectives is to provide a safe, fun and a high-quality program that fits the needs of both you and your child.

We ask that you read, understand, comply with all provisions in the handbook and sign the Parent Handbook Acknowledgement Form. The School reserves the right to revise, supplement, or rescind any policies or portion of this handbook from time to time, as it deems appropriate, in its sole and absolute discretion, with or without notice. This handbook supersedes all previously issued handbooks.

# CURRICULUM

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Based on the Montessori Method, our curriculum is designed to incorporate activities in areas of practical life, sensorial, math, language, science, geography, music, and art. The materials in each of these curriculum areas emphasize the underlying objectives of concentration, order, coordination, and independence. The curriculum addresses children's unique learning styles cultivates independent thought and promotes the building of character for success.

## **Practical Life**

This area is designed to help students develop a care for themselves, the environment and each other. These creative activities are offered to assist the child in developing a sense of order, concentration, independence, fine motor skills, grace, courtesy, confidence, self-esteem, and respect for others. The activities build a child's concentration as well as prepare the child for writing and language.

## **Sensorial**

All learning comes through the senses first. There are many sensorial materials and activities designed to help the child refine the tactile, visual, auditory, olfactory, and gustatory senses. The child will develop skills in thinking, judgment, concentration, comparing and sequencing. This prepares them for more complex learning in other areas such as math and language.

## **Language**

The language curriculum includes everything from vocabulary development to writing and reading. Through multiple language arts activities, a child will learn the alphabet through phonetic sounds, reading and writing, irregular or sight words, phonograms, and blends. The Montessori teachers will also involve the child in word games, public speaking and reciting poetry.

## **Mathematics**

Children will go from a concrete understanding of mathematics to an abstract understanding via mathematical concepts. Through activities that incorporate the use of concrete materials children learn to count and then systematically progress to solving complex addition, subtraction, multiplication, division problems and the exchange of quantities.

## **Cultural Studies / Geography / History**

This includes studies of the world and other cultures through photographs, molds, globes, flags and puzzles. Montessori children achieve early understanding of the concepts of continent, country, state, land, water, air, world's regions and the names of many countries of the world. The goal is acquiring an understanding of the world's other cultures and what they offer.

**Second Language**

Our rich Montessori curriculum provides activities which expand children's global perspective. Students learn about cultures and songs from all over the world. Basic second language vocabulary and short conversational phrases are taught in a natural and interactive way through fun action songs, stories, movement activities and interactive games.

**Science and Technology**

Botany activities are child-centered using live plants, seedlings, flowers, and fruits to help them develop an appreciation for the delicate balance of nature. Zoology activities develop the children's fascination with animals and teach them to respect animals' needs and habits. The scientific activities are a fun way to develop a child's skill of predicting and analyzing.

**Art / Music Enrichment Activities**

Art is an area where the students can freely express themselves using many materials. The children will be introduced to different artists and various mediums of art. Music and singing are part of the scheduled activities to help the child develop an appreciation for sounds and melody.

**STEM Enrichment Program**

Our after-school program provides children with a Montessori hands-on experience to innovation, creativity, and imagination. STEM exploration supports critical thinking, logical thinking, problem solving, and literacy development.

# ENROLLMENT PROCESS

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## ADMISSION DETERMINATION

Prior to enrolling a child, a short interview will be conducted with families to ensure that the School can meet the needs of each child. It is important for the School to understand the child's developmental needs and to define the areas in which the child needs the most attention. This interview will give an overview of current child assessments and provide the necessary support that the child may need in learning.

Our school can accommodate children with special needs on a case by case basis provided we are able to meet the various requirements of the child. We welcome an open conversation between the legal guardian and the Director to determine if the staff and/or school can provide a beneficial classroom setting for your child.

## ADMISSION APPLICATION & PROCESS

### A. Application

The School requires an admission application with a non-refundable application processing fee for enrollment. The parent(s)/legal guardian(s) (hereinafter, "legal guardian") will need to provide a start date on this application. If your child does not start school on the given date without notice, the child will automatically be dropped.

### B. Start Date

The legal guardian would elect a start date for their child, and this will be honored by the school. If the child does not start school on the start date given by the legal guardian, the child's enrollment will be automatically dropped. The legal guardian may choose to proceed with the enrollment on a different date if space is available. The legal guardian can re-register but will be required to pay the registration fee again or pay for the days of absence.

### C. Student Files (Enrollment Documents)

Once the child is admitted to LAPMS, the following must be submitted to process the enrollment, before the child's start date:

- Admission Application with non-refundable application and processing fee
- Personal Rights (LIC 613)
- Consent for Emergency Medical Treatment (LIC 627)
- Identification and Emergency Information (LIC 700)
- Physician's Report (LIC 701)
- Child's Pre-Admission Health History-Parent's Report (LIC 702)
- Notification of Parent's Rights (LIC 995)
- Copy of Current California School Immunization Record (PM 286)
- Parent Handbook Acknowledgement Form
- Food Allergy Form
- Photo and Video Consent Form
- Parent Handbook Acknowledgement
- Arbitration Agreement
- Tuition Express Form

- Incidental Medical Services Plan (For Children requiring EPI Pen and/or Nebulizer)

***D. Immunizations***

Before the child's first day of school, the legal guardian must provide an updated record of Immunizations. If your child needs a medical exemption, you may seek an exemption through the California Immunization Registry – Medical Exemption (CAIR-ME) Web Site at <https://cair.cdph.ca.gov/exemptions/home>. The site will walk you through each step of the process. Updated Immunizations (or exemptions) must be provided to the school each year.

***E. Orientation***

After processing the child's enrollment, an Orientation will be set with the Director to go over the Parent Handbook and answer any questions the parents would have before the child's first day in school.

***F. Child's First Day in School***

Your child may be anxious about leaving you when coming to school. Some children find it comforting to keep an item from home that will provide both security and assurance that their legal guardian will return. We want to partner with you to help your child make a smooth and enjoyable transition from home to school. Please allow your child some time to adjust.

***Student files and orientation must be completed before the child's first day of school, including Physician's Report and Immunizations.*** Without a Physician's Report and complete Immunizations, a child will not be able to start, and tuition will not be prorated. If a Physician requires a TB test, the child must provide a TB clearance before the start date.

**STATE, COUNTY AND CHILD CARE LICENSING REGULATION STANDARDS**

The School adheres to all state, county and regulations regarding childcare licensing, fire, safety, and nutrition. The state licensing agency has the right to inspect and review any child's file. When necessary, the agency may interview a child, the legal guardian, or teacher with or without permission from the School.

Student files containing health cards, enrollment information, payment information, legal guardian requests, student progress on learning goals, records of meetings and so forth are maintained on all students enrolled in the program. All records are confidential and are also available for review by the authorized legal guardian.



# PROGRAMS AND TRANSITIONS

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## PROGRAM OFFERINGS

### Full-Day (8:00am – 6:00pm)

- 5 days a week
- 3 days a week (M, W, F)
- 2 days a week (T, TH)

### Half-Day (8:30am – 11:30am)

- 5 days a week
- 3 days a week (M, W, F)
- 2 days a week (T, TH)

### Extended-Day (8:30am – 2:30pm)

- 5 days a week
- 3 days a week (M, W, F)
- 2 days a week (T, TH)

### After School (11:30am – 6:00pm)

- 5 days a week

### After School (2:30pm – 6:00pm)

- 5 days a week

## TRANSITIONS / PROMOTIONS

Directors and Teachers review the students' readiness to transition up to the next age level classroom. Space availability will be taken into consideration. If the legal guardian does not wish to transition the child at that time, the legal guardian does not have to give consent. Please understand that there may not be space to transition the child at your chosen later date. The transitioning child will visit the classroom to which he/she will be moving into a week prior to the transitioning date to help the child adjust.

## KINDERGARTEN

Our Kindergarten program is a combination of the Montessori philosophy and the Traditional Approach to Education. One important difference between what Montessori offers students is that it helps them learn how to learn. Our program will help them learn with hands-on materials about mathematical, language, and sensorial experiences. As you consider Learn and Play Montessori School for kindergarten, your child will be challenged with an enrichment program at a first-grade level.

Supplementary materials such as books are an additional cost.

The program does not bridge to any Public-School or other Private-School Systems. We advise legal guardians to get more information from your child's perspective school.

### **GRADUATION CEREMONY**

Students who turn 5 years between September 2nd and December 2nd are eligible for our Advanced Pre-K program, while students who turn 5 years by September 1st are eligible for the kindergarten program. If your child participates in the graduation ceremony, caps and gowns will be available for purchase.

# DAILY SCHEDULE AND SCHOOL CLOSURES

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## GENERAL DAILY SCHEDULE - *(Classroom schedules may vary slightly according to age group).*

8:00am - 8:45am	Day Care
8:45am - 9:15am	Circle Time (walking on the line, calendar, presentation)
9:15am - 11:00am	Montessori Activity Period / Snack
11:00am - 11:30am	Outdoor Play Time
11:30am - 12:00pm	Lunch
12:00pm - 2:30pm	Nap Time / Cultural Studies
2:30pm - 3:00pm	Circle Time / Story Time
3:00pm - 3:30pm	Outdoor Play Time
3:30pm - 4:00pm	Snack Time
4:00pm - 4:30pm	Music and Movement / Art
4:30pm - 5:00pm	Circle Time / Second Language
5:00pm - 5:15pm	Tea Time (Grace & Courtesy)
5:15pm - 6:00pm	Story Time / Daycare Time

## HOURS OF OPERATION AND LATE PICK-UP CHARGES

The School is licensed to operate from 8:00am to 6:00pm Monday through Friday, year-round. Children must be picked up no later than their scheduled pick-up time and no later than 6:00pm. There is no grace period. You will be subject to the following fees:

- If your child is enrolled in the Half-Day program, the legal guardian must sign out their child by 11:30am. If a child is signed out after 11:30am, an additional late pick up fee per hour will be charged.
- If your child is enrolled in the Extended-Day program, the legal guardian must sign out their child by 2:30pm. If a child is signed out after 2:30pm, an additional late pick up fee per hour will be charged.
- If your child is enrolled in the Full-Day program, there will be an additional late pick up fee per minute after 6:00pm.

A child may attend school during an unscheduled day or time, upon approval and if space is available. An additional fee per hour will be applied to your account. Children must still be picked up no later than 6:00pm and will be charged an additional fee per minute for pick-up after 6:00pm.

**There is no grace period.**

## SCHEDULE CHANGES

A schedule change will be based on space availability. Once the school has approved the schedule change, a new enrollment application needs to be filled out by the legal guardian. The new schedule change must be for at least one month. Any approved schedule changes will apply to the following month. A limit of three schedule changes is allowed per year. Prorated fees or credit will be applied to your account. No refunds will be issued for schedule changes.

## **HOLIDAY AND STAFF DEVELOPMENT SCHOOL CLOSURES**

The School will be closed on the following days:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- One (1) day of Spring Break
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Winter Break (Christmas Eve to New Year's)
- Two (2) days throughout the year for Staff Development Training.

Tuition will not be prorated for holidays and school closures. The School reserves the right to change which days they will be closed. Please refer to the school calendar for closure dates.

# **PROGRAM TUITION AND FEES**

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## **TERMS OF TUITION PAYMENT**

Tuition is collected on a monthly basis and is due every 1<sup>st</sup> of each month. A late fee will be charged for any payments made after the 5<sup>th</sup> of the month. Late payments and late fee must be submitted by the 15<sup>th</sup> of the month. If payments are not submitted by the 15<sup>th</sup>, the child's enrollment will be terminated.

In situations that tuition fees are not received and paid in full or without a 30-day notice, the school will be referring your account to a third-party collection agency. A processing fee of \$25 will be charged on all checks returned by the bank or through Tuition Express.

## **PRORATED TUITION**

The tuition will be prorated whenever your child's initial start date is not on the first day of the month. The prorated calculation only includes the business days for each month.

Tuition will not be prorated if a 30-day notice is not submitted for any vacation or withdrawals. To receive a prorated tuition, vacations must be 10 business days or more with a 30-day notice of vacation/withdrawal by the parents to school.

## **TUITION EXPRESS**

Tuition costs will be taken out of your account on the first of the month via Tuition Express. Tuition Express is an automated payment processing service free of cost to the legal guardian. Please find the Tuition Express form in your enrollment packet or ask the front desk. Please complete the form with a voided check and submit to the front desk.

## **TUITION INCREASE / PROGRAM CHANGES**

The rising costs to maintain and improve our operations to serve our customers better the rising annual costs we have experienced to maintain has greatly impacted our school, as we do not receive any funding or subsidies. Therefore, we seek the legal guardian's understanding that there will be an expected tuition increase every year.

A 30-day notice will be given to families before any tuition increases. If there are any changes or modifications made to the program the legal guardian will also receive a 30-day notice.

## **ANNUAL MATERIAL FEES**

A non-refundable material fee is due each year in the month the child started school. For example, if the child starts school in March then the annual material fee is due in March of each year (12 months). The material fee goes towards art supplies, copies, booklets, special events, etc. Material fees are not prorated.

### **POTTY-TRAINING / DIAPERING FEE**

There is a monthly fee for children who are not potty-trained. The potty-training fee is removed once a child is completely potty-trained. A potty-trained child is a child who can communicate that he/she needs to use the restroom with supervision, is able to wipe himself/herself, wash his/her hands independently and does not require a naptime diaper or pull-up.

If a child that is considered potty-trained is starting to have frequent potty accidents again, we will inform the legal guardian accordingly. With the legal guardian's permission, we may have to move the child to a potty-training classroom. The legal guardian will then be charged the monthly potty-training fee until the child is completely potty-trained.

### **SIBLING AND MILITARY DISCOUNT**

Sibling and Military discounts are available. Only one discount is available per family and applied to the lesser tuition. Discounts do not apply to Annual Material, Potty-Training and Registration fees.

- If two siblings are attending a school, a 10% sibling discount is given.
- If more than two siblings are attending school, a 15% sibling discount is given.
- A 10% military discount is offered to the legal guardian actively serving in the United States military. A current military ID must be provided.

### **CREDITS/REFUNDS/MAKE-UP DAYS**

There will be *no refunds or credits* that will be given for any days your child missed due to emergencies, absences, illness, vacations, or holidays. This also includes days whenever the School or a classroom has to forcibly shutdown or close due to circumstances beyond the School's control, such as calamities or as a result of a COVID-19 pandemic or other outbreak, in the School's reasonable discretion, no credits or refunds will be issued.

No make-up days will be given as well for the situations stated above.

The School will not reserve a space for a child for any reason unless payment is submitted for the days of absence, vacation, or illness. The child will be re-enrolled if space is available.

### **ACCOUNTING STATEMENTS**

An accounting statement for amounts paid each calendar year is normally provided to the legal guardian at the beginning of the following year for tax purposes. If you require an account statement sooner, please submit a written request to the School or you may log onto <https://www.myprocare.com>.

*\* Fees are subject to change. Please see Site Director for a list of current fees.*

# VACATION AND WITHDRAWAL POLICIES

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Vacation and Withdrawal Notice forms can be located at the front desk.

## VACATION POLICY

- A 30-day written notice is required when a child goes on vacation for 10 consecutive business days or more.
- The child must return within two (2) months and pay for days of absence in advance in order to waive the Registration Fee and Annual Materials Fee (unless otherwise due).
- If tuition is prorated, the school will not reserve space for your child unless tuition is paid for days of absence.
- There would be no guarantee that the child will continue in the same classroom upon return.
- Should you decide not to pay for Days of Absence in advance, a space for your child will NOT be reserved and you will be required to re-enroll the child subject to space availability.
- If you are returning from vacation that is more than two (2) months, the tuition, registration, and annual material fee will be required.
  - A new application packet, physician's report and required TB and immunization shots must be completed upon return.

## WITHDRAWAL POLICY

- A 30-day written notice is required to withdraw a child from the School.
- In case no notice or less than 30-day notice is given in writing to the School, one month's tuition is due.
- If a child leaves the School and the legal guardian does not notify the School, on the fifth day from the last attended day, the child will be considered to have voluntarily withdrawn from enrollment at the School and will be dropped from the school roster.
- The tuition fee as well as the annual material fee must then be paid if the child is re-enrolling.
- A 30-day notice is required from all the graduating students that would not be continuing to enroll in our school.

# **SCHOOL ATTENDANCE AND PROCEDURES**

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## **ATTENDANCE**

It is important that your child attend school regularly. However, if your child is sick, please keep them home unless the child has a physician's note to attend or return to school, as described in the Medical Injuries and Illness section. Please call the school to let them know that your child will not be attending school. It is our policy to call the legal guardian when children are absent from school unless we have received prior notification.

## **AUTHORIZED RELEASE OF CHILDREN**

Children may only be released to persons for whom the School has written authorization. We will make exceptions only if the legal guardian speaks directly, in person, with the director and signs a release form. A valid photo identification must be presented to the school staff upon request prior to your child's release.

## **SIGNING IN AND OUT PROCEDURES**

Children must be SIGNED-IN and SIGNED-OUT by the legal guardian or authorized representative approved by the legal guardian during drop-off and pick-up time. An authorized representative must show photo identification for verification and security purposes and must be over the age of 18. We will also photograph every person who is authorized to pick up the child for our records. All authorized approved representatives will be using a computerized system to sign-in and sign-out. Each authorized representative will have their own pin code. Authorized representatives should NEVER share their pin code with anyone, not even your spouse for the security of your child. Additional approved persons will have individual pin codes, if applicable. If the authorized representatives are having trouble signing-in and signing-out, please ask a staff member for help. If the electronic system is not working, the authorized representatives must sign-in and sign-out on the tracking sheet provided at the front desk with their full legal name, signature and drop-off and pick-up time.

## **DROP-OFF AND PICK-UP PROCEDURES**

The point of entrance and exit is through the front office. For the safety of the children, please do not hangout in the lobby, parking lot, playground, or outside. To avoid any distractions, please do not wait or converse with others inside the classroom.

When you are dropping off children in the morning, please drop off your child in their designated classroom and then sign in your child at the front desk. Our morning circle time begins at 8:45am each day. Please arrive by 8:30am so your child can make a smooth transition into the day. Late arrivals are a disruption to the entire class. Montessori lessons follow circle/calendar time to teach children how to use the materials. It is important that children are present during Montessori lessons as this helps them prepare for daily activities.

During pick-up time, please sign-out your child at the front desk then pick-up your child from their classroom. If your child is completing an activity, or if you have arrived prior to scheduled pick-up time, please wait in the lobby until child is dismissed. If there are any questions, please make an appointment with the teacher, or speak with the director.



# **PARENT-SCHOOL RESPONSIBILITIES**

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## **PARENT-SCHOOL COMMUNICATIONS**

It is our aim to build positive relationships with our School families and communication is key to achieve this goal. Legal guardians and the School have a shared responsibility and a common mission centered on each child's unique needs. Please feel free to schedule an appointment to speak with the Director regarding any comments or questions you have about your child's progress or our program at any time.

## **PARENT RESPONSIBILITIES**

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

- Communicate to the Director any concerns and/or questions regarding our program.
- Pick up and read notices and information left for you in your child's folder.
- Pick up your child's papers/projects daily. Their work is important to them and provides another means of communication between the legal guardian and child and helps the legal guardian share in the child's day. Remember, a lot of effort has gone into this work.
- Periodically check on your child's supply of extra clothing and/or diapers (if applicable). Please take home any soiled clothing promptly and replace with a fresh set of clothes.
- Pick up your child's fitted sheets and blanket on Friday and a clean supply on Monday.
- Children quickly learn to model behavior; we ask that you govern your speech and conduct at school and home.
- Put your child's name on all personal belongings.

# NUTRITION

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## MEALS AND SNACKS

The School provides snacks for your convenience at no additional cost to the parents. As part of the Full-Day program, one AM and one PM snack will be served. For the Extended-Day and Half Day program one AM snack will be served.

A snack menu is available and will be provided to the legal guardian at the beginning of each month and is available at the school's lobby area. Menus are subject to change. Any changes made to the menu will be updated on the menu posted in the school's lobby area.

All snacks are ordered from Costco every week and prepared at school. Some of the food items that are ordered from Costco such as crackers may be manufactured in factories where eggs and nuts are present.

Please let us know if your child has any kind of life-threatening food allergies, is a vegetarian due to strict personal beliefs or otherwise, vegan, or a picky eater. The legal guardian will need to provide snacks and lunch from home. Please review the snack menus carefully each month and update the allergy form accordingly.

The school will NOT warm or heat food from home; it will be served as-is. Multiple children in the classroom could have similar lunch containers. Please label all containers with your child's name and date. Containers will be sent home unwashed. Please Label all containers with your child's name and date. If there are multiple containers being sent, please make sure that they are packaged into one labelled lunch bag.

Some children may have severe allergic reactions to specific food ingredients that are readily available from home. We request that legal guardian be mindful and careful when packing food from home.

Please **DO NOT** pack foods containing nuts, seeds, eggs, sugary snacks or desserts, popcorn, grapes or any snack that could be a choking hazard. To minimize the risk of cross-contamination and food allergens, outside beverages are not allowed except for water. However, water will be provided and served at room temperature. If your child requires milk, you must provide an 8 oz milk box. Milk will be disposed after consumption. Also, if parents are bringing food for other children the food must be store bought and pre-packaged along with the ingredients label.

The School does not provide breakfast or lunch.

# SCHOOL POLICIES & PROCEDURES

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## CLOTHING AND PERSONAL BELONGINGS

We ask that you dress your child appropriately for the day's activities and forecasted weather conditions. ***The School will not be responsible for lost or broken personal belongings.*** Please write your child's name on all their belongings in addition to the following:

- Please provide 2 sets of extra clothing.
- If your child is in the process of being potty trained, please dress them in clothes that are easy for them to remove and put on. Clothing such as overalls, leotards and hard-to-snaps or buttons can contribute to potty accidents.
- Please dress your child in closed-toed shoes for your child's safety. Tennis shoes or rubber soled shoes are best. Poorly fitted or inappropriate footwear is not only uncomfortable for your child but can cause injuries. Children must be brought to school with socks on. No sandals, flip-flops, crocs or light up shoes are allowed at school. If children have an accident or their shoes get wet, their legal guardian may be asked to pick them up. The child's safety is our utmost concern.
- Please refrain from allowing your child to wear rings, necklaces, or other jewelry as they can get lost while playing and can be very difficult for us to find.
- There can be some activities that take place where the child can get dirty or messy including painting and planting. Please dress your child appropriately when we have such activities. The legal guardian will be given advance notice.
- To not confuse school material with a child's personal belongings, ***we ask that children not bring things from home.***
- Please do not dress your child in anything associated with Superheroes, weapons, violence, etc. as well as expensive or clothes of value.

## BATHROOM POLICY

The following are procedures used by the staff:

- Children shall be accompanied by an adult when they need to use the bathroom.
- If a child is potty-trained the teacher will NOT wipe the child at any time.
- The teacher will ONLY assist a child who is in the process of potty-training and will encourage the child to learn to wipe him/herself.
- When a child has had an accident or soiled their clothes, the legal guardian will be informed accordingly. The teacher will assist the child in changing their clothes in the bathroom. The soiled clothing will be put in a plastic bag for the legal guardian during pick up time.
- The teacher will supervise and teach the children how to frequently wash their hands.

## **BIRTHDAYS**

Children enjoy celebrating their birthdays with their preschool friends. The legal guardian may send store bought cut fruit in its original container or eggless and nut free blueberry muffin to share with the class.

All food items must be pre-approved prior to bringing them to the school. Cakes, sugary snacks, or goody bags are not allowed in the classroom.

If the legal guardian would like to bring a gift for the children, a book can be donated to the class, but not required. Please coordinate with the teacher several days in advance, should you opt to do so.

If there is a school event on the day of your child's birthday, we would prefer that the child celebrate their birthday the day before or the day after the event. Birthdays are celebrated in the mornings between 10:00am and 11:00am.

## **OUTDOOR PLAY**

All children will have outdoor playtime, as long as the weather permits. Should you request that your child stay indoors, kindly provide a physician's note requesting for the exemption and the reason. Children too sick to go outside should not be sent to school.

## **PLAYGROUND**

Playing on the playground and on any school premises before class, after pick-up or check-out time is NOT allowed. The legal guardian is completely responsible for the child after picking up the child.

## **PICTURES / VIDEOS / SOCIAL MEDIA**

The School takes pictures and videos of your child during class time, outdoor play, special events and performances. We share these pictures by displaying them inside the classroom, bulletin boards, website and social media, including but not limited to, Facebook, Yelp, ProCare Connect and Instagram for advertising purposes to promote our School and the Montessori philosophy. The legal guardian will be asked to sign a Photo and Video Consent Form for this purpose. Persons taking pictures of children not of their family is not allowed.

## **VIDEO SURVEILLANCE**

To protect the privacy and security of the children and staff, the School (classrooms, playground, parking lot, lobby, and outside area) is under video surveillance and will be viewed by the Management staff only.

## **NAPPING**

If your child takes a nap, the child must have a crib size fitted sheet and a small blanket due to limited space. Please label all bedding with your child's name. Bed sheets and blankets will be sent home every Friday to be laundered and should be brought back on Monday. If the child does not have bedding for that day, the School will provide one.

## **PARKING**

Parking is available to all the legal guardians in the School's parking lot. The legal guardians are asked to park at their own risk as the school is not responsible for loss or damage to vehicles. The

legal guardians may not park in a handicapped parking space without a disabled person's plates or placards issued by the California Department of Motor Vehicles.

For the safety of the children, kindly make sure to hold their hands when leaving the school and not allow them to run in the parking lot.

**FIELD TRIPS**

The School does not take the children on any field trips.

**TRANSPORTATION**

The School does not provide any transportation for the children.

**SMOKING**

The School is a drug-free, smoke-free, and alcohol-free environment. There is no smoking allowed on or outside of our premises for the protection and health of our children.

## **DISCIPLINE & TERMINATION PROCESS**

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School reserves the right to terminate your child's enrollment and can be terminated immediately without notice. If enrollment is terminated by the School, no refunds will be given for the following:

- If there is non-payment of tuition.
- If a legal guardian violates any of the School's terms, policies or procedures.
- If the child's behavior impedes the peaceful learning environment of the school or classroom and/or threatens the safety of other children and/or staff.
- If a child physically hurts another person or persons. If a child exerts physical harm to another person, the legal guardian will be notified immediately.

The school follows escalation of Behavior occurrences, leading to termination, as stated below:

- **First Occurrence/First Behavior Report:** The legal guardian will be notified immediately and asked for the child to be picked up depending on the severity of the incident. The written behavior report describing the nature of the incident will be reviewed and signed by the director and **MUST** be signed by the legal guardian when the child is picked up to acknowledge the behavior.
- **Second Occurrence/Second Behavior Report:** The legal guardian will be notified immediately and asked for the child to be picked up depending on the severity of the incident. The written behavior report describing the nature of the incident will be reviewed and signed by the director and **MUST** be signed by the legal guardian when the child is picked up to acknowledge the behavior. A parent-teacher conference will be held.
- **Third Occurrence/Third Behavior Report:** The legal guardian will be notified immediately and asked for the child to be picked up. A parent-teacher-director conference must be scheduled to discuss the next step for the child and whether the child has adjusted to our program. Termination of the child's enrollment at the School will be contingent on the nature of the behavior as well as its frequency and severity.

A child may be terminated without undergoing all the instances of the occurrences above, depending on the severity of the situation.

### **BITING AND HITTING POLICY**

Children biting or hitting other children are common and unavoidable occurrences of group childcare, especially with toddlers. When it repeatedly happens, it can be very scary, frustrating, and stressful for the children, the legal guardian and staff.

Group care presents challenges and opportunities that are unique from home. The children are learning how to live in a community setting. They are surrounded by many others for hours at a time. Even though there are plenty of toys and materials available for all the children, two or three children may want that one toy. Every child in the Toddler classroom can be either a potential biter or potentially be bitten. Biting is a sign of the developmental age of the child. Biting is not something to blame on the child, the legal guardian or caregivers. It is important to understand that we must keep everyone's safety in mind. Confidentiality is practiced with biting. We cannot tell the legal guardian who bit their child.

# HEALTH AND SAFETY

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## **HEALTHY HYGIENE BEHAVIOR**

Our greatest concern is the health and safety of the children at our School. As we are committed to providing a high quality and safe environment for the children, we continuously follow guidance from the Centers for Disease Control and Prevision (CDC), Child Care Licensing Department (CCLD), Country Health Departments and other government organizations. It is not reasonable for any school to guarantee the legal guardian that no injuries and illnesses will occur.

## **WELLNESS CHECK FOR STAFF AND CHILDREN**

The School has implemented screening procedures for our staff and children. This includes asking all individuals about any symptoms (primarily, fever, cough, difficulty breathing or other signs of illness within the last 24 hours) – that they, or someone in their homes, might have.

## **HEALTHY HYGIENE BEHAVIOR / HAND WASHING**

Staff will practice the proper handwashing techniques. Frequent handwashing by teaching a popular child-friendly song or counting to 20 (handwashing should last 20 seconds) and use paper towels to dry hands thoroughly.

### **All Children and Staff will engage in hand hygiene at the following times:**

- Arrival to the facility and after breaks.
- Before and after preparing food or drinks.
- Before and after eating or handling food or feeding children.
- Before and after administering medication or medical ointment.
- Before and after diapering.
- After using the toilet or helping a child use the bathroom.
- After encountering bodily fluid.
- After playing outdoors.
- After handling garbage.

## **SCHOOL'S CLEANING, SANITIZING AND DISINFECTING ROUTINE**

On top of our regular daily cleaning, the school will routinely clean and disinfect frequently touched surfaces and objects throughout the day (e.g., doorknobs, light switches, classroom sink handles, countertops, and shared toys etc.).

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Staff will have access to Personal Protective Equipment (PPE), including masks and gloves to prevent the spread of germs. Children are not required to wear masks while at school, but if the legal guardian want them to wear a mask, it is the legal guardian's responsibility to provide the school with a clean mask every day. If the legal guardian chooses to bring their child with a face mask, and if the child decides not to keep the mask on, staff can only encourage but will not force the child to wear the mask. LAPMS reserves the right to update or change this policy if required by Public Health, CCLD or any other government agencies.

# MEDICAL INJURIES AND ILLNESSES

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## INJURIES AND INJURY REPORTS

Our staff provides care and guidance to all the children to prevent injuries to the best of our ability but there are no guarantees that children will not be injured. The legal guardian can expect to receive a phone call if an injury does occur as well as a discussion regarding injury prevention.

An injury report via ProCare Connect App will be completed whenever the child gets hurt at school. Due to safety and privacy concerns, if another child causes injury, the name of the other child will not be voluntarily disclosed; however, administration will take proper measures to notify the legal guardian of the other child. The injury report will be reviewed and approved by the director and is accessible through the ProCare application through the legal guardian's phone.

## ILLNESS

We need your help to take all preventive measures to ensure your child's health and safety and that of other children attending the School. If your child requires any pain reducers or preventative medications or show symptoms of a communicable illness or any deviation from normal health, **PLEASE KEEP YOUR CHILD AT HOME**. Furthermore, if a child is brought to school with symptoms from home of any communicable illness, a PHYSICIAN'S NOTE attesting to the child's health condition **MUST BE PROVIDED** to attend school, otherwise the child will not be allowed to attend school that day.

If a child is brought to school and exhibits signs of illness of any communicable illness or becomes ill at School, the legal guardian will be contacted for the child to be sent home. For the safety and health of other children, we will follow the facility procedures for isolation from the general population and the child will be kept separate from the others until taken home. Families who have a sibling enrolled in another classroom will also be required to stay home. The legal guardian must have at least one other responsible party that is on your authorized list available to pick up the child immediately. If the child is in immediate danger and the child is not picked up in a timely manner, the School will call 911 for the ambulance to be picked up.

Depending on the illness, we may have to notify other families. We respect our children's confidentiality and therefore, personal information is not disclosed.

The following are some examples of, but not limited to, conditions with which children will not be permitted at school:

- Fever of 100°F/38°C degrees or higher **OR** if they also have one or more of the following: diarrhea, earache, shows signs of irritability, sore throat, and rash. **Child must be fever free for 24-hours or more and medication-free** before returning to school.
- Vomiting.
- Oozing rash or undiagnosed rash.
- Fatigue that prevents participation in regular activities.
- Open oozing sores and scabs.
- Eye discharge or pink eye (A physician's note must be provided to return to school).
- Bacterial or viral infection (A physician's note must be provided to return to school).



- Hand, Foot and Mouth Disease (A physician's note must be provided to return to school)

### **HEAD LICE**

If a child shows symptoms of head lice/nits/itchy scalp the legal guardian will be notified. A treatment notice will be sent home with your child. The treatment notice must be returned upon your child's return with detailed measures taken at home to treat the head lice/nits. This will help us inform other the legal guardian to take precautionary measures as needed. The School will notify the all legal guardians while endeavoring to maintain the confidentiality of your child.

### **MEDICATION**

Over the counter medications are not allowed or administered to children. A prescription drug accompanied by clear instructions with dosage, measuring spoons or cups will need to be provided by the legal guardian and physician. Also, any fever or pain reducer medications and lotions (including sunscreen), will not be administered by the School unless a physician's note is provided.

The following must be completed before the School can administer medication:

- An administration of medication form (LIC 9221) must be completed and signed by a legal guardian permitting us to administer medications to the child. The form must be completed for every new medication. More than one form must be completed if there is more than one medication to be administered.
- Medication must be in its original container with Pharmacy label which includes the child's name, dosage, measuring spoons or cups and expiration date (must not be past the expiration date). If the medicine is not in its original container, the School cannot accept or administer the medication.
- If the School is administering inhaled medication to your child or an EpiPen, a physician's note with written instructions from the child's physician must be provided to the School. You can provide your physician with the LIC 9166 form (located at the front desk) to sign and provide dosage with complete instructions. We will NOT administer the medication if we do not receive the physician's dosage and written instructions.
- Please take your child's medication home at the end of the day except for Inhaler and EpiPen.

### **INCIDENTAL MEDICAL SERVICES**

To meet the requirements established in law and regulation California Code of Regulations, Title 22 Section 101226, the following are our policies and procedures that ensure the proper safeguards while administering nebulizer medication, inhaler and Epinephrine Auto-Injector (EpiPen).

1. **Form LIC 9166** – Nebulizer Care & EpiPen Consent / Verification Child Care Facilities Form: In addition to a Nebulizer, inhaler or EpiPen, the legal guardian must also provide the child care facility with written instructions from the child's physician or from a health care provider working under the supervision of the child's physician (for example, a physician's assistant, nurse practitioner or registered nurse). The following instructions must be updated annually and must include:
  - Specific indications (such as symptoms) for administering the inhaled medication in accordance with the physician's prescription.
  - Potential side effects and expected response.

- Dosage form and amount to be administered in accordance with the physician's prescription.
  - Actions to be taken in the event of side effects or incomplete treatment response in accordance with the physician's prescription. This includes actions in an emergency.
  - Instructions for proper storage of the medication.
  - The name, telephone number and address of the child's physician.
2. **Form LIC 9221** - Parent Consent for Administration of Medications and Medication Chart: This gives the School written consent from the legal guardian permitting us to administer medications to the child. Staff will sign and document the date and time that the medication was administered. The legal guardian can look at the form LIC 9221 (Parent Consent for Administration of Medications and Medication Chart) each evening at the front desk to see when medication was administered to their child.
  3. **Storage:** The Inhaler and the EpiPen is stored inside the child's classroom emergency red bag. While the Nebulizer is stored at the front desk. These medications are in the original container with the child's full name and instructions from the LIC 9221 form.
  4. **Training requirements:** The legal guardian must train staff who have CPR and First Aid training on how to properly administer the medication before the child's first day of School.
  5. 911 will be immediately called when an EpiPen is administered, followed by a call to the legal guardian. If they are not available, the emergency contact(s) to inform them of each occurrence of incidental medical service to the child.
  6. In case of an emergency evacuation, all medications are included with the First Aid Supplies which are taken out of the School to accompany the children.
  7. When a child has a medical incident involving 911 or we are informed that the child visited his/her physician because of that incident, the School will submit a written report to State Licensing within the required 7 days.

# EMERGENCIES

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## **MEDICAL AND DENTAL EMERGENCIES**

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

In case of medical, optometry injury, dental injury or illness requiring immediate professional care (emergency), the staff will call Emergency at 911 first, giving the location and nature of the emergency. We will call the child's dentist if it is a dental emergency. As appropriate, the staff will administer CPR or provide first aid measures. The legal guardian will be promptly notified. If the legal guardian is unavailable, the emergency contacts on file will be notified.

The School cannot transport children to a hospital, physician's or dental office. Injured children shall be transported for medical aid by the legal guardian or by calling 911 for an ambulance. The School will not be responsible for any of the medical, dental or related expenses including ambulance expenses. The legal guardian will be responsible for all medical and dental and related expenses.

We will call Emergency Medical Services if, but not limited, to the following:

- The child is unconscious, semi-conscious or unusually confused.
- The child's airway is blocked.
- The child is not breathing.
- The child is having difficulty breathing, shortness of breath or is choking.
- The child has no pulse.
- The child has bleeding that will not stop.
- The child is coughing up or vomiting blood.
- The child has been poisoned.
- The child has a serious allergic reaction.
- The child has a seizure.
- The child has injuries to the head, neck or back (moving the child may cause further injury).
- The child has sudden severe pain anywhere in the body.
- The child's condition is life-threatening (for example, severe eye injuries, deep cuts).
- The child's well-being requires the skills or equipment of paramedics.
- The child has lost a tooth or teeth due to an injury.

I, THE LEGAL GUARDIAN, HEREBY AUTHORIZE THE SCHOOL TO TAKE ALL REASONABLE ACTIONS NECESSARY TO ADDRESS MEDICAL INJURIES AND ILLNESSES FOR MY CHILD AS PROVIDED HEREIN. I UNDERSTAND THAT SCHOOL STAFF HAVE DIFFICULT JOBS TO PERFORM, AND WHILE THEY SEEK SAFETY, THEY ARE NOT INFALLIBLE, AND THAT THE RISK OF INJURY OR ILLNESS MAY RESULT FROM THE ACTS OR OMISSIONS OF SCHOOL STAFF OR OTHERS. I VOLUNTARILY ASSUME SUCH RISKS ON BEHALF OF MYSELF AND MY CHILD AND COVENANT TO RELEASE, INDEMNIFY, HOLD HARMLESS, DEFEND (AND NOT SUE) THE SCHOOL AND/OR ITS STAFF FOR ANY CLAIMS, DAMAGES, LOSSES, EXPENSES OR LIABILITIES ARISING OUT OF INJURIES OR ILLNESSES OR ACTIONS TAKEN TO

ADDRESS MEDICAL INJURIES AND ILLNESSES TO THE FULLEST EXTENT PERMITTED BY LAW. SHOULD EMERGENCY OR OTHER MEDICAL SERVICES BECOME NECESSARY FOR MY CHILD, THE EXPENSES ARE MY SOLE RESPONSIBILITY. I CERTIFY THAT I HAVE ADEQUATE INSURANCE TO COVER THE COST OF SUCH MEDICAL SERVICES.

### **BUILDING EMERGENCIES**

In the event of a fire or any other emergency, staff members are instructed to line up the children, take attendance and will walk the children to LAPMS Centerville Back Parking, located at 2550 Peralta Blvd. Fremont CA 94536. Staff will then immediately take attendance to make sure all the children are all accounted for. The legal guardian will then be called to pick-up their child at the designated emergency location.

If problems arise with the electric, heating and cooling, or plumbing systems, the legal guardian will be called requesting that they pick up their child (pick-up procedures will be observed). The legal guardian will be notified if classes will need to be cancelled for any reasons.

### **IMPORTANT EMERGENCY PHONE NUMBERS**

Fremont Police Department:

Emergency: 911 and Non-emergency: (510) 790-6800

Fremont Fire Department:

Emergency: 911 and Non-emergency: (510) 494-4280

Child Care Community Licensing: (510) 622-2602

LAPMS Centerville Back Parking: (510) 870-4678