

Morningstar Montessori of Lincoln
218 5th St. Lincoln, CA 95648
(916) 645-1324
info@morningstarmontessori.net

PARENT HANDBOOK of POLICIES AND PROCEDURES

Mission Statement

Our mission is to create a traditional Montessori inspired, nurturing learning community with a safe, loving, environment for fostering each child's intellectual, social, physical and moral development.

Vision Statement

Our vision is to inspire curiosity and to develop a future generation of leaders driven by compassion and a love of learning through a Montessori inspired, play and a project-based approach.

Values

Child-focused: All activities, play/workspaces and materials are developmentally appropriate and support active learning for children. Our low teacher-to-child ratio supports personalized learning and development outcomes for our children.

Whole-Child Development: We foster all aspects of children's growth and development including problem-solving skills, empathy and respect, independence, language, social development, self-esteem and confidence.

Transparency: We strive to have open, respectful and transparent communication between all members of the school community. Open communication is vital to creating a community where children can thrive. We consider ourselves part of your child's village, and we are here to support you.

Community: The school has been a member of the community since 2005 and have formed deep bonds with all the families served throughout the years. We will occasionally hold parent information meetings and will host special events throughout the year to keep you engaged and informed. Our events can be informative, seasonal, celebratory, community building and fun! As a family run business and the 3rd owners of Morningstar Montessori, and coming from 34 years' experience owning and operating our own preschool in the Bay Area, we want to extend that family feeling to all of you. Smaller teacher to student ratios allows the children to benefit from more one on one attention to form those special connections while they are here with us as a second family for most of their day.

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Daily Schedule Example

7:30am-8:30am	Extended morning childcare drop off, free choice.
8:30am-9:30am	Outdoor or indoor play/projects, weather permitting.
9:30am-9:45am	Morning snack, provided by school.
10:00am-10:15am	Peace Circle including calendar and multi-lingual songs.
10:15am-11:30am	Montessori work time.
11:30am-12:00pm	Lunch, byo.
12:00pm-12:30pm	Free play, stories, songs.
12:30pm	Half day student pick up.
12:30pm-2:30pm	Nap time, quiet individual rest time. Whole group.
2:45pm-3:00pm	Afternoon snack, provided by school.
3:00pm-3:30pm	Recreational play time begins. Outdoor or indoor, weather permitting.
3:30pm	Full day student pick up.
3:30pm-5:30pm	Extended day student recreational time, puzzles, games, jobs, projects, etc. Outdoor or indoor, weather permitting.
*10:00am-10:30 am	*every third Wednesday of the month we have a special Music & Movement class with Miss Marta

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Weekly Snack Example

	Morning	Afternoon
Monday	Whole grain cereal with banana	Pretzel sticks with orange smiles
Tuesday	Cereal or protein bars with apple slices	Graham crackers with apple sauce
Wednesday	Seed nut butter and jelly sandwich squares with banana	Whole grain crackers with pears
Thursday	Whole grain cereal with orange smiles	Pretzel sticks with banana
Friday	Fun Friday fruit salad made by students with whole grain crackers	Fruit salad leftovers with graham crackers

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Tuition Policies and Financial Responsibilities

Total due for enrollment \$250.00 + first month tuition payment to reserve roster placement.

1. In accepting these terms, the undersigned accepts responsibility for tuition for the full school year of 12 consecutive months from August to July.
2. To withdraw a student, parent is to provide 30 day written notice. Prorated and unused **annual prepaid** tuitions will be refunded less a \$300 early termination fee. Plans on a month-to-month payment are not prorated at any time.
3. Tuition is deducted monthly on the 1st of each calendar month via automated payments using the Brightwheel app. Credit card and other service fees associated with the chosen method of payment will be the responsibility of the parent.
4. A late fee of \$50 per day will be applied to any unpaid tuitions by the 3rd of each month and \$50 every day after up to 10 days. After 10 days, if tuition fees are unpaid Morningstar Montessori reserves the right to pursue other actions within legal boundaries to collect payment and/or remove student from program until payment is resolved or other arrangements have been made by both parties.
5. Morningstar Montessori reserves the right to terminate this contract (1) if the student's behavior or lack of cooperation is deemed unacceptable (2) if staff are unable to meet the needs of the student (3) if tuition payments are overdue. If the school exercises the right to terminate this agreement for any reason deemed necessary by the school staff, applicable tuitions will be refunded, prorated from 30 days after the termination. A \$300 termination will be applied to fill the vacancy.
6. Any changes to contracts or policies will be given with 30 days' notice.
7. The Department of Social Services have the authority to interview children or staff, inspect and audit childcare center records without prior consent pursuant to Title 22 Section 101200(b).
8. Vacations: We do not prorate for vacations. Tuition must be paid in full every month to maintain enrollment status. If you un-enroll your child for a period of one

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month or more, you will be required to pay a re-enrollment fee equivalent to one-month tuition. Once un-enrolled, a student is not guaranteed to re-enroll. Enrollment is available year-round on a first come first serve basis.

LATE PICK-UP POLICY: *AS OF 5:31 PM A LATE FEE OF \$1.00 PER EVERY 1 MINUTE IS DUE TO THE CLOSING STAFF MEMBER DIRECTLY UPON ARRIVAL PAYABLE BY CASH OR ANY ELECTRONIC MEANS AGREED TO BY BOTH PARTIES. THREE OR MORE LATE PICK-UPS IN ONE MONTH CAN RESULT IN SUSPENSION OR TERMINATION OF THE STUDENT CONTRACT.

***STAFF SHIFTS END AT 5:30 PM**

DISCOUNTS: MILITARY/FIRST RESPONDERS/TRADESPERSON WORKERS FAMILIES ARE ELIGIBLE FOR 5% TUITION DISCOUNT. PREPAID TUITIONS FOR THE DURATION OF THE SCHOOL YEAR ARE ELIGIBLE FOR 5% DISCOUNT. REFERRAL DISCOUNT IS GIVEN IN THE FORM OF \$150 OFF ONE MONTH TUITION AFTER THE REFERRED STUDENT COMPLETES THEIR FIRST 30 DAYS OF ENROLLMENT.

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Student Qualifications and Policies

- Students 2-3 years old are in pull-ups or underwear and have at minimum begun potty training, are familiar with potty training, and can communicate their needs.
- Students can verbally communicate how they feel and what they need to preserve their safety and the safety of other students and staff.
- Student can feed him/herself at mealtimes.
- Student can interact with other children without being a danger to themselves and others. See behavior policy.
- Student will not bring any toys from home. Children are welcome to bring books to share.
- Within the first 30 days of attendance, we will observe your child to determine if the program is the right fit for your child's needs. This is considered a trial period.

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Behavior/Discipline Policies

We believe that discipline should occur in the home, not at school. We encourage you to work with your child so that our teachers can focus on learning, development and fun. Here are some helpful links:

<https://www.webmd.com/parenting/guide/7-secrets-of-toddler-discipline#1>

<https://www.parents.com/toddlers-preschoolers/discipline/tips/toddler-discipline/>

<https://www.todaysparent.com/family/discipline/toddler-discipline/>

❖ Love, love and more love. When a child acts out, we believe it is often because a basic need is not being met such as hunger, fatigue or emotional validation. Often times a hug, a soothing tone, a quiet moment, a snack – all can help soothe an uneasy child.

❖ Redirect whenever possible. Get down to child's level, find out what the issue is, offer a suitable alternative. Give a hug. 😊

❖ Whole Message Modeling and Caring Sciences including the Caritas 10 Processes are applied communication and behavior management.

❖ “Take A Break” – if necessary and a child is being destructive or disruptive and cannot calm down, we will “take a break.” The child will sit with the Director or a staff member in a quiet area and will be offered quiet play, one to one interaction, snacks, hugs, etc.

❖ Biting, hitting, pushing and general rough housing can occur in environments where many children are interacting, despite having all hands and eyes on deck. If your child has not been exposed to these types of interactions, it might be overwhelming at first. Likewise, a child who has never exhibited such behaviors prior to being in a childcare setting might start acting out after coming to school as a reaction to the new environment. It is not uncommon and is a part of their development and exploration of communicating with others. Our staff are trained to handle these interactions and to minimize the outcomes. If the behavior is beyond the scope of staff's capabilities, parents will be notified.

❖ Persistent rough behavior, including but not limited to biting/hitting/pushing/spitting/gun play/wrestling that cannot be managed by our outlined methods will result in a conference with parents where an action plan will be agreed upon and put in writing. If the child continues to be a danger to themselves or others after an action plan has been determined and after additional warnings, the child may be asked to be permanently dismissed from our program. See tuition policies.

❖ If there are developmental concerns regarding the child based on the child's performance in class, we will reach out to you to discuss strategies and options. If our program is not a suitable fit, the child may be asked to be permanently dismissed from our program. No tuitions up to that time will be refunded. We can work with students who require an ABA on site if reasonable to do so, if we can meet the child's needs in our program. See tuition policies.

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- ❖ At any time, if for any reason we feel this is not a good fit for either party we reserve the right to remove the child from our school.
- ❖ No Corporal Punishment is allowed by law or tolerated.

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Sick Policies

- ❖ If a child has a fever or throws up, parents will be notified to pick up immediately, within an hour. Staff will ensure child is as comfortable as possible while waiting. Children are to remain home for following 24 hours minimum or when a doctor's clearance can be presented.
- ❖ If a child has lice, parents will be notified to pick up immediately, within an hour. Certificate of lice removal must be provided prior to child returning to school. If lice are removed at home, please provide proof of method i.e. receipt of box of lice removal kit.
- ❖ For both of the above, if neither parent is available or responsive to pick up the child within an hour, we will begin calling the emergency contacts authorized to pick up listed on file. Please ensure this information is current at all times using Brightwheel or notify the office.
- ❖ Medications cannot be administered by staff without written consent by parent. Please ask your child's teacher for the medication form when needed.
- ❖ Allergies – please make sure to list ALL allergies in your registration forms where indicated. Updates can be made in Brightwheel.

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INCIDENTAL MEDICAL SERVICES – PLAN OF OPERATIONS
EMERGENCY TREATMENT:

You have given permission, on your enrollment application, for emergency medical/dental treatment, including the use of all emergency services should the need arise. This will be implemented only in extreme situations. We will make every effort to reach parents and/or emergency contacts should such a situation arise. Please keep us updated if phone numbers or emergency contacts change.

HEALTH & SAFETY : A child's health and well-being is our most important responsibility. Our first priority is to keep children safe. Parents must keep children home and notify the school if their child has been infected with a contagious disease or rash. It is essential in these cases for the school to know what the child's symptoms are, so please call the office as soon as possible (916-645-1324 OR 916-9090-9900 or send a message via Brightwheel).

IMMUNIZATIONS : We require our students to be immunized in accordance with the current laws of the State of California.

MINOR INJURIES AND ILLNESS : If a child has been slightly injured at school with a non-emergency incident (scrape, bruise, bump) an "ouch report" will be completed and given to the parents with a copy placed on file. We will wash with water, issue a Band-Aid, and apply an ice pack, if necessary. In the event of a more serious injury, every effort is made to contact a parent, or the emergency contacts on file. If necessary, 911 will be called.

MEDICATIONS : Please dispense medications prior to arriving or after leaving school, and request prescriptions with 12-hour dosages from your physician or health care provider. In the event that prescription medications, nonprescription medications and topical nonprescription medications need to be dispensed at school, parents must complete LIC 9221 Form, "Parent Consent for Administration of Medications", indicating the beginning and ending date the child is to receive the medication. In addition, parents are required to:-

- Provide information on potential side effects of the medication.
- Bring medication in its original container in a clear bag.
- Ensure that prescription medication includes a prescription label with specific dispensing instructions and a current date.
- Do not store medications in lunch bags, backpacks, or any other personal belongings.
- Provide a physician's written instructions any time the manufacturer's instructions require physician dosage to differ from the age and weight information on the label.

A log will be kept indicating who administered the medication, and the date and time.

EPI PEN: If the child has a medically prescribed EpiPen, the Children's Center staff will: Use it in accordance with the directions, and as prescribed by a physician, and in emergencies only. The EpiPen will only be used in the event of an allergic emergency as prescribed by a physician and will be administered in accordance with the emergency medical treatment plan as

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supplied by the parents for the child. The use of this device is for emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.

Keep the EpiPen ready for use at all times. It will be stored in the Emergency backpack. Protect the EpiPen from exposure to light and extreme heat.

We will note the expiration date on the unit and request a replacement from the parents prior to that date. Call 911 and the parents, or authorized representative immediately after administering an EpiPen. If 911 is called, we will notify Community Care Licensing Division Regional Office within 24 hours. Written notification (LIC 624) "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. Copies are also given to the parents, placed in the child's file, and kept in the Director's office.

FIRST AID SUPPLIES : Supplies will be stored out of the reach of children.

MEDICAL TRAINING OF STAFF : All teachers have an up-to-date pediatric CPR and First Aid training certification. Training is provided by The Red Cross. At least one staff member and one witness will be present for administering of any incidental medical services. Staff members will wear gloves during any procedure that involves potential exposure to blood or body fluids and will wash hands promptly when done with antibacterial soap.

RECORD OF FOOD ALLERGY & ANAPHYLAXIS CARE PLAN : Parents are asked to communicate fully with the teachers and administration about their child's allergies. If the child requires medication during preschool hours, a completed "Food Allergy Action Plan" must be on file in the office before commencement of the school year. The child's doctor's name, phone number and specific written instructions are required as well. The child's medication will be kept in a Ziploc bag and must be clearly marked with the child's name and room number. The Ziploc bag will be stored in the classroom backpack. A master "Allergy List" is posted in the school's kitchen which itemizes the child's name, classroom, allergy, medication and/or EpiPen.

SPECIAL MEDICAL NEEDS : As a general policy our staff does not administer injections. The only exception is the EpiPen in the case of extreme allergic reaction.

STORAGE OF MEDICATIONS AND EPI PEN : All medications will be kept in a Ziploc bag in the child's classroom emergency backpack. The backpack goes with the teacher during every transition in the school day and will be taken with the class in the event of an evacuation.

UNUSUAL INCIDENTS : Should a child be involved in an unusual incident parents will receive a written "Unusual Incident Report". This report will describe the nature of the situation and how the staff responded to it. A call will also be placed to the Duty Officer at CCLD ((916-651-6040) within 24 hours to report the unusual incident. The "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. Copies are also given to the parents, placed in the child's file, and kept in the Director's office.

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Parent Policies

- ❖ Parents will adhere to all the policies outlined in this handbook.

- ❖ Parents will ensure their children are rested and ready for school.

- ❖ Parents are responsible for child's proper hygiene as is necessary to maintain a clean and healthy environment for all. We recommend a bath or shower every evening, clean undergarments, clothing and socks daily.

- ❖ Children are in safe and sensible shoes for outdoor play such as sneakers. Use your best judgement.

- ❖ Parents will conduct themselves appropriately when interacting with staff and other parents and students by not raising their voices or causing arguments in or around school premises. If a parent has a concern or issue that needs to be addressed, please schedule a meeting with the Teacher and/or Director.

- ❖ Parents are responsible for signing their child in and out daily.

- ❖ State Licensing Department has the authority to access our records. Please notify us of any changes in contact information and addresses as they occur.
 - Department has the authority to interview child or staff without prior consent.
 - The licensee shall ensure that provisions are made for private interviews with any children or staff members
 - Department has the authority to inspect, audit and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).
 - The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center.
 - Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

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I have received my copy of the Morningstar Montessori parent handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

Parent's Name _____

Parent's Signature _____

Date _____

Parent's Name _____

Parent's Signature _____

Date _____

Director's Name _____

Director's Signature _____

Date _____