



Policies

We are honored that you have chosen Rocklin Montessori to be a part of your child's early learning experience. We recognize that parents are truly a child's first teacher and we look forward to the opportunity to join with you in making your child's preschool experience stimulating, exciting and rewarding for your entire family.

MISSION STATEMENT / PHILOSOPHY

At Rocklin Montessori we believe children are born with an innate desire to explore, discover and learn. Our goal is to provide a safe, beautiful, well-prepared and respectful environment in which young children can thrive and reach their individual potential. In keeping with the philosophy and methods of Dr. Maria Montessori, we believe in the education of the whole child: creatively, intellectually, socially, emotionally and physically.

While all academic areas of learning are fostered through hands-on, concrete exploration of the materials in the classroom, children are also supported in the development of strong social skills, such as problem-solving and recognizing the needs of self and others. In the Montessori classroom, children and teachers alike show respect for one another, for the classroom and its materials, and for the world as a whole. Through daily interaction with the materials, teachers and classmates, children develop self-confidence, self-discipline, a sense of personal responsibility, compassion and independence.

Our staff is committed to the Montessori approach to education and is compassionate and dedicated to the well-being and growth of the children. We strive to recognize the interests of each child and to share in their curiosity, facilitating their growth as independent thinkers and life-long learners.

We encourage parents to learn more about the Montessori Method of education, which is based on the observations, methods and philosophy of Dr. Maria Montessori. We offer a selection of books and DVDs in our Lending Library and highly recommend that each family pursue further research on-line.

Please take time to read these Policies, as they will answer many of your questions and provide invaluable information as we move through the year. Please sign and return the page at the back of the Policies, stating you have read and agree to abide by the information contained herein.

OUR SCHOOL & STAFF:

Licensure & Affiliations: Rocklin Montessori Preschool is licensed by the State of California Department of Social Services for 30 students and holds individual membership in the American Montessori Society.

Staff: Dorothy Oertly, Owner and Director, holds her Bachelor of Arts degree from University of the Pacific and her Site Supervisor Permit from the State of California. After enrolling her eldest daughter in a Montessori toddler program in 1992, she became committed to the Montessori philosophy and completed her Montessori Teacher Training through the California State University, Hayward, Extension Program in 2000. After relocating with her family to Roseville in 2002, she enrolled her youngest daughter and began working at Rocklin Montessori. She became owner/director in 2011. Our caring staff includes Elizabeth Oertly, Maria Schwartz, and Tanika Pumphrey, all of whom are dedicated to the Montessori philosophy with a solid understanding of child development, along with the knowledge and dedication to provide a well-prepared, exciting classroom that meets the individual and collective needs of the children.

RIGHTS OF THE CHILD & PARENT

Each child and parent shall enjoy the personal right to be accorded dignity in his/her personal relationships with staff and other persons, and to enjoy a safe, healthful and comfortable school environment; as well as other rights as outlined throughout this Policy Handbook and in supplemental parent forms.

RIGHTS OF THE LICENSING AGENCY

The Department of Social Services licensing department has the authority to inspect as specified in the Health and Safety Code Sections 1596.852, 1596.853, and 1596.8535. They have the right to interview children attending Rocklin Montessori or Rocklin Montessori staff without prior consent. This authority includes the right to inspect, audit, and copy the child's records upon demand during normal business hours.

ADMISSION POLICIES

Rocklin Montessori serves children ages 2 to 6, who are potty-trained, though we realize that accidents sometimes happen. To best ensure a good fit between school and family, prior to admission, parents are asked to schedule a tour of the facility with their child. In order to enroll a child, a \$100 registration fee is paid, along with a payment of 1/10th the annual tuition, and the necessary paperwork (including up-to-date immunizations, medical assessment and TB test). Once enrolled, there is a one-month trial period for all new children. If the staff or parents/guardians feel a new child should not continue because the child's enrollment is contrary to the best interests of the child or the school, tuition will be prorated for the actual days of attendance.

Rocklin Montessori does not discriminate, for admissions or in its hiring practices, based on gender, race, creed, ethnic or national origin, religion, disability, age, or sexual orientation.

PARENT FORMS

Parents will be provided with the following forms:

1. Admission Agreement
2. Notification of Parents' Rights (LIC 995)
3. Personal Rights (LIC 613A)
4. Identification and Emergency Information (LIC 700)
5. Consent for Emergency Medical Treatment (LIC 627)
6. Child's Preadmission Health History – Parent's Report (LIC 702)
7. Physician's Report (LIC 701)
8. Immunization Records and CDPH 286 (blue card)
9. Needs and Services Plan (for children with special needs)

TUITION

Annual tuition is due by or on the first day of each month, September through May. Tuition is based on the number of actual school days from the first day of school in September to the last school day in May or early June, and divided into 10 equal payments, the first of which is due at the time of enrollment, with the remaining 9 being due the 1st of the month, September through May. Parents are not paying for school vacations or school holidays; therefore, *make-up days are not applicable*.

Tuition may be paid in cash, check, or via the Brightwheel app. The school's Tax Identification number is available upon request.

SUBSIDIES

Rocklin Montessori is contracted with Placer County Office of Education (PCOE), as well as the US Coast Guard Subsidy program. We are open to other such arrangements as well. Tuition cost for families using subsidies is the same as families who pay out of pocket. Therefore, it is the parent or guardian's responsibility to pay any remaining balance on their account by the end of each month. Failure to do so will result in termination of their child's attendance at Rocklin Montessori.

SIBLINGS

Siblings attending concurrently receive a 10% discount on the second child's tuition, or whichever tuition amount is less.

PAYMENT IN FULL

If a complete year's tuition is paid in full at the time of enrollment, a 5% discount will apply.

EXTENDED ABSENCES / MAKE-UP DAYS

Tuition is not subject to adjustment nor are "make-up" days available due to holidays, illness or absence from school.

LATE/BANK FEES

A \$5 late fee will be added to payments received after the third business day of each month in which they are due, unless prior arrangements have been made. Tuition later than the 10th of the month may result in your child not being able to attend preschool. All charges incurred by the school as a result of NSF checks will be passed onto the child's authorized representative.

WITHDRAWAL FROM PROGRAM / REFUNDS

When withdrawing your child from the program, please provide a 30-calendar-day written notice. The child's authorized representatives are responsible for paying the tuition for the 30 days following notice of your intent to withdraw. The 30 days will be calculated from the date the notice is received. With this notice, we will return your 1/10th annual tuition payment made at registration, if unused. The remaining tuition will be prorated based on the number of days in attendance and the balance refunded if the school dismisses the child or, as stated above, during the one-month trial period.

PARENT/GUARDIAN CONDUCT

The purpose of the Parent Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to our school about conduct expectations while on school property, at school events and when interacting with employees and/or students.

In order to provide a peaceful and safe school environment, Rocklin Montessori prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication.
- Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom, an employee's office, or school grounds, including parking lots and car-pickup.
- Threatening to do bodily harm to an employee, visitor, fellow parent/guardian or;
- Threatening to damage the property of an employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of school property.
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral correspondence.
 - School staff and administration may not always be immediately available to speak with you. The only way to *ensure* that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails within 24 business hours of viewing or hearing the message. Your calls and visits will be responded to consistent with this practice, if someone is not available to speak with you immediately.
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.

- Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all.
- This includes use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, Reddit, LinkedIn, Twitter, Google Business, Yelp!, Flickr, and TikTok.

Consequences

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school sponsored events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbally or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow.

UNSCHEDULED SCHOOL CLOSURES

In the event of a mandatory closure, such as, but not limited to, what was experienced with Coronavirus (COVID-19), refunds of any monies paid to the school will not be available, as this would result in permanent closure of the school. Every effort will be made to provide partial restitution for those families who continue to pay tuition during any such closure. These terms also include closures due to any natural disaster.

DAYS AND HOURS OF OPERATION

Our morning program is from 8:45 a.m. to 11:45 a.m., Monday through Friday. Our afternoon program is from 12:30 p.m. to 3:30 p.m., Monday through Friday, enrollment permitting. There is also an option for an extended day program from 8:45 a.m. to 3:30 p.m, enrollment permitting. Children are also welcomed to add the lunch period until 12:30 p.m. or enrichment period until 1:45 p.m. to their schedule. We generally follow the schedule of the Rocklin School District for vacations, though we begin our school year the Wednesday following Labor Day and end in early-to-mid-June, and do not observe Rocklin School District in-service days. Please see yearly calendar for closure dates.

WHAT TO BRING ON YOUR CHILD’S FIRST DAY

Please bring a 2"x 2" photo of your child for his/her cubby, a change of clothing in a 1-gallon zip-lock bag with the child's name, and a 2"-4" picture of your family for our "Family Tree."

DAILY SCHEDULE:

Morning Class

8:45 -- 9:15	Work Period (free choice)
9:15 -- 9:30	Circle
9:30 -- 10:45	Work Period (snack available)
10:45 -- 10:50	Clean up and Dismissal to Outside
10:50 -- 11:30	Outside Play
11:30 -- 11:45	Closing Circle/Dismissal

Extended Day/Afternoon Class

11:45 -- 12:30	Wash up, Lunch & Clean Up
12:30 -- 1:00	Outside / Arrival of Afternoon Students
1:00 -- 2:00	Enrichment Time
2:00 -- 2:45	Work Period (free choice)
2:45 -- 3:30	Outside Play / Dismissal

ATTENDANCE

Please e-mail or call the school at (916)632-1977 by 8:45 a.m. each day that your child will be absent or arriving late. Please inform us about the nature of the absence, as the school is required to report any communicable diseases.

SIGN-IN/OUT PROCEDURE

Arrival: Parents/Guardians must accompany children into the cubby room. As it is a State requirement and in order to protect the safety of your child, **Always check your child in via the kiosk in the cubby room.** Be sure that a staff member acknowledges your child's arrival, which assures an accurate accounting of children and allows your child to be greeted properly. If you arrive prior to class time, please wait in the cubby room or outside with your child until we open the door.

Class sessions begin at 8:45 a.m. and 12:30 p.m. It is in the best interest of your child and the overall harmony of the classroom that you arrive on time. Parents should not enter the classroom during drop off or pick up times, unless it is deemed necessary. Keep your good-byes brief and cheerful when leaving your child at school. Children sometimes experience separation anxiety and a prolonged departure can increase this anxiety. The staff is well-versed in helping a child become involved in the classroom and offering comfort in your absence. Should your child be inconsolable, you will be called to pick him or her up. Such anxiety usually lasts a few days at most. If you want to visit with other parents at arrival and departure times, please do so out of sight and after your child has been properly delivered to a staff member.

DEPARTURE

Parents/Guardians must accompany children out of the cubby room or playground. **Again, always check your child out via the kiosk in the cubby room.** If you arrive before the end of class, please wait outside until the door is opened, as we are finishing our closing circle. If you need to pick up your child early, please come in quietly.

Your child quickly learns to expect your arrival at a certain time of the day. If you know you are going to be detained, please notify the school immediately so that we can reassure your child. Every effort is made to excuse the children in an orderly manner and make eye contact with the person picking the child up. However, if you are unsure as to whether a teacher is aware of the child's departure, please have them say "good-bye" to the teacher.

BEFORE AND AFTER SCHOOL PLAY

For the safety of the children, we have particular playground rules that we follow during outdoor play. During arrival and departure, children are the sole responsibility of the parent or guardian; please keep close watch over them.

Late Pick-Up Charge: A charge of \$1.00 per minute, beginning after the first 5 minutes, is payable to the teacher at the time of pick-up or will be added to the following month's statement.

RELEASE

The school will not release your child to anyone except you and persons named on the registration/release forms. If someone other than yourself or those persons on file will be picking your child up, we must receive a signed, written note from you stating the day and the person's name. This person should have identification (driver's license, etc.) with them to show the staff. If you carpool with other parents, these parents must also be listed on your form. Please notify us of any changes or additions, especially changes of phone numbers at home, work or cell.

SCHEDULE CHANGES

We like being flexible, as it can give our families support they otherwise wouldn't have. Schedule changes and new tuition rates will go into effect at the beginning of the month following your written request for a change. Email is the best way to do this. You may *increase* the number of days your child attends on a per-diem basis for the remainder of the current month.

MEDICAL / ILLNESS

The school must have a Physician's Report on all children and would appreciate your promptness and cooperation in this matter. If your child shows any signs of illness, they should be kept at home until the symptoms pass. These precautions not only protect the other children, but also keep your child healthier. Exceptions are made for allergies or other symptoms when verified by your physician. Your child may be sent home if he/she appears to have symptoms of illness during class. In such cases, he/she is immediately isolated from the others and a parent is contacted. It is necessary that the child be picked-up within the hour.

Keep your child home if s/he has:

- a fever of 100° F (must be fever-free for 24 hours without the use of fever reducers)
- a cold that is less than 4 days old
- heavy nasal discharge
- a constant cough
- diarrhea
- vomited more than once, especially when accompanied by other symptoms
- redness of the eye, burning, itching, matting of eyelashes, obvious discharge
- sore throat or difficulty swallowing
- evidence of lice or other parasitic infestation
- unusual mood – is fussy, cranky, and generally not him/herself
- symptoms of a possible communicable disease (These are usually runny nose, reddened eyes, sore throat, headache, and abdominal pain, plus a fever)
- or is overtired. Rest at such times may prevent the development of serious illness.

If you receive verification that your child has a communicable disease, such as lice, mononucleosis, flu, pink eye, etc., please call the school immediately, so that we may inform other parents and notify the authorities, when required.

MEDICINE POLICY

Medications will be administered only when the required physician's instructions and "Permission to Administer Medications" forms have been completed and signed, including when the last dosage was given, and appropriate training of staff has taken place. An individual form is required for each medication.

The medication must be handed to the teacher who will place it in the medication basket kept on the top shelf of the snack cabinet, out of the reach of children. Do not place any medication in the child's backpack or cubby.

Cold medications and antibiotics will not be administered at preschool. Please give these to your child before or after preschool.

Medications for allergic reactions can be kept at preschool. These medications require a separate permission form to be kept with the medication along with written physician's instructions identifying the medication, dosage and including who may train staff in its use.

PLAN OF OPERATION: ADMINISTRATION OF MEDICATION & INCIDENTAL MEDICAL SERVICES

Purpose: To ensure safe and accurate administration of medication and Incidental Medical Services to all children in care. Rocklin Montessori will enroll children that may need services for any of the following:

- Blood Glucose Monitoring
- Insulin Administration
- Glucagon Administration
- Administering Inhaled Medications

- Epipen Jr. and Epipen
- Other incidental medical services, as appropriate and properly documented
- Emergency Anti-seizure

MEDICAL AND INCIDENTAL MEDICAL SERVICES ADMINISTRATION POLICY:

The following requirements must be met before enrolling a student who requires administration of medications and/or Incidental Medical Services:

- Written authorization from the child's physician and a valid prescription.
- Written authorization from the child's parent or authorized representative (AR). Parent or AR must complete the Parent Consent for Administration of Medications Form (LIC 9221)
- Medications, supplies and equipment must be in the original labeled container with the child's name on it and may not be expired.
- Facility will maintain documentation of medication and Incidental Medical Services on a log after every medication or service is administered.
- Proper safety precautions will be in place. Staff must wear gloves when dealing with blood or bodily fluids, properly wash their hands and properly dispose of instruments in an approved container.
- Facility will have designated trained staff for each individual child in care receiving Incidental Medical Services. Appointed staff member(s) will be trained by the child's parent or AR, who has been trained by the physician.

The child's parent or AR is responsible for providing all medications and supplies to the facility. Medications shall not be transported to and from the facility in the child's belongings: this includes medications placed in a diaper bag or backpack. Medications that go home daily must be delivered from the child's parent or AR to a staff member. Transportation of medication during outings or natural disasters will depend upon the type of medication. A cooler and ice will be available onsite to transport medication that needs to remain refrigerated. Facility employees may not deviate from written authorization from the child's physician.

Medications that have expired or are no longer being used at the facility should be returned to the child's authorized representative. If the medicine has not been picked up within one week of the request, then medication must be disposed of by trained staff.

MEDICATION ADMINISTRATION PROCEDURES

Care and Storage; Incidental Medical Services and medication in the facility will be stored in a secure, inaccessible, clean location and under conditions as directed by the physician or pharmacist. Medications that require refrigeration should be stored in a designated area of the refrigerator separate from food and will be inaccessible to children.

ADMINISTRATION OF ROUTINE FOR MEDICATION AND INCIDENTAL MEDICAL SERVICES:

Once all requirements are met, the designated trained staff will administer Medication or Incidental Medical Services by ensuring the following:

- | | | |
|---------------------|---------------|----------------|
| 1. Right Child | 3. Right Dose | 5. Right Route |
| 2. Right Medication | 4. Right Time | |

Documentation

Any Medication or Incidental Medical Services routinely administered must be documented in a Medication Log by the staff member who administered the medication or service. The parent or Authorized Representative must be informed of each occurrence of their child receiving medication or an Incidental Medical Service via this Medication Log.

If a child is administered any Emergency Supplemental Therapy, the child's parent or AR and 9-1-1 will be called immediately. Also, an Unusual Incident Report will be sent to the Department of Social Services.

MEDICAL, DENTAL AND GENERAL EMERGENCY PLANS

The medical and dental emergency plans for Rocklin Montessori are posted in the kitchen, near the cordless phone. They include the following:

- The preschool's name, address and phone number
- A cordless phone.
- The current emergency telephone numbers:
 - Emergency Services: 632-4093 (Rocklin) 625-1701 (Placer Cnty Emg. Med.)
 - Police: 911 or 632-5400
 - Fire Department: 911 or 625-5300
 - Hospitals: 781-1000 (Sutter) 784-4000(Kaiser) 537-5000 (Mercy)
 - Poison Control Center: 1-800-342-9293
 - Red Cross: 530-885-9392 (Auburn) or 993-7070 (Sacramento)
 - Child Protective Services: 866-293-1940 (Auburn) or 872-6549
 - Placer County Office of Education: 530-745-1380
- Location of the following: Diagram of each location is in the kitchen
 - First Aid Kit: In the leftmost cabinet to the right of the cubby room door inside kitchen.
 - Fire Extinguishers: Kitchen doorway to hallway & playhouse
 - Fire Alarm System: In cubby room
 - Smoke Detectors: In kitchen, language & math rooms, office and hallway
 - Carbon Monoxide Monitor: In practical life room (north wall)
 - Electrical Circuit Box: To right of front door
 - Gas Shut-Off: Right front side of building
 - Water Shut-Off: Left front side of building close to front sidewalk
- All teachers are trained in First Aid and CPR.
- Children's records, which are located in the office, must be on file **BEFORE THE CHILD STARTS PRESCHOOL** and include:
 - a. Physicians medical form – required to be submitted by the start of school, date of exam must be within the past 12 months and updated every 13 months
 - b. Child Enrollment and Health Information form
 - c. Family Information (kept in box in office)
 - d. Admission Agreement
 - e. Receipt of Policies form
- Our localized emergency **evacuation locations** are:
 - #1 Johnson Springview Park shade structure
 - #2 Home of Shannon Payton, 3200 Mission Way, Rocklin, CA 95677 (0.8 miles)
- If area or city-wide evacuation is needed, the Rocklin Police and/or Fire Dept. will deploy us to a secure location.
- In **case of medical emergency**, we will call 911 for assistance - Teachers will not transport children in their own vehicles in an emergency situation.
- An **incident/injury report** will be completed and given to the person who picks up the child if any of the following occur: an illness, accident or injury which requires first aid treatment; a bump or blow to the head; or an unexpected event which jeopardizes the safety of children or the teachers. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.
- The **dental first aid chart** is located on the wall in the kitchen and either fresh 2% milk will be in the kitchen refrigerator, or "Save-a-Tooth" solution will be in the first aid kit.

- A **fire evacuation plan** is located in the kitchen. Fire drills are practiced twice a year, per licensing requirement.

DISCIPLINE POLICY

Every person at our facility has the right to feel safe, secure and respected. The discipline policy at Rocklin Montessori is based on the Positive Discipline approach in which children are respectfully given choices, provided with alternative methods to handle situations, redirected, provided natural and logical consequences, and helped to work through difficulties with others in order to facilitate the development of self-discipline and compassion. Staff model appropriate behavior and, when deemed appropriate by staff, will modify the classroom environment to better meet the needs of individual children to help overcome behavioral issues. Such disciplinary measures will be utilized when the child's behavior is not physically hurtful, such as knocking down another's work, creating a distraction with loudness, interrupting or taking another's materials.

Corporal punishment, verbal abuse and the withholding of food, water, rest or toileting, are not tolerated and are grounds for immediate termination. Additionally, we will not shout at, shame, humiliate or belittle children.

DISRUPTIVE BEHAVIOR POLICY: While we make every effort to support each child's social and emotional development through the use of Positive Discipline, some behaviors pose a danger to self and/or others or cause unacceptable levels of disruption to the classroom and to the feeling of general safety and security. Behaviors such as biting, hitting, kicking, scratching and/or fighting, or causing repeated disruption to the work of others, etc., will prompt a conference with the parent with the goal of working together to end the behavior.

• **Steps to Disciplinary Action**

1. The first occurrence will result in a conversation with the child and/or parent to discuss expected behavior and an incident report will go home to the parents.
2. The second occurrence will result in the parents being called in for a conference to go over expected behavior. Parents may be required to pick the child up for the remainder of the day.
3. The third occurrence will result in the parents being called and the child will be required to leave school for the remainder of the day.
4. At the fourth occurrence, parents are asked to seek additional professional assistance and submit a plan of correction. We are willing to support any process that we deem appropriate and that does not interfere with the overall functioning of the class.
5. If the initial behavior is deemed exceptionally aggressive and/or poses a danger to self or others, the child will be immediately removed for the day and a conference will be scheduled with the child's parent/guardian to discuss the behavior and to create a plan with a time frame for improvement. Documentation will be kept. If there is not improvement in the child's behavior, or if the child is deemed to be an ongoing danger to him/herself or others, the child will be removed from the program.
6. Rocklin Montessori reserves the right to immediately expel any student when, in the sole discretion of the faculty and staff, the behavior and/or actions of the student (or that of the student's parent or guardian) is deemed sufficiently egregious or deemed to pose a reasonable risk of physical danger or emotional harm to others, to warrant expulsion.

SAFE SCHOOL: Rocklin Montessori is a drug-free, tobacco-free, weapon-free school.

SPECIAL INFORMATION FROM HOME

In the event a significant change occurs in your child's routine, please inform the school as soon as possible. All information will be regarded as confidential. Common causes of stress include: either or both parents being away from home for any reason for an extended time; changes in family structure; new baby; new persons living in the home; illness of either parent; illness of sibling; any hospitalization;

accident or death in the family; new caretaker or any new employee; moving; death of a pet.

The teachers and administrator will keep you informed of any significant changes in the school environment that may affect your child as well.

NAP

No designated nap-time is allotted. The extended day program is intended for children who no longer nap; however, a quiet time is offered to all, and additional arrangements will be offered to those who need to sleep.

SNACK

Snack is served during each class session and is available throughout the school day, allowing children to assess their level of hunger and to eat accordingly. Water is always available.

Children love to bring snack to share with their friends and to be the "Helper of the Day." Providing snack allows the child to develop a sense of care-giving and compassion and feel a little special that day. Parents are asked to sign-up for days on which their child attends (approximately once a month). The snack calendar will be available in the cubby room for your convenience. If you decide to bring snack on your child's birthday, please follow the food guidelines below. You are welcome to trade your snack day with another parent as needed, but please let us know.

Licensing requires that snack menus be provided a week in advance. Snack must include items from at least two food groups and be nutritious and wholesome. When signing up for snack, please indicate the specific food items you will provide (i.e., string cheese, grapes and Triscuits). Healthy foods, such as whole grains, fruits and vegetables, and minimally processed meats and dairy, containing natural and/or organic ingredients provide long-lasting energy and boost children's sustained concentration and learning ability. In keeping with this philosophy, we will **not** serve snacks containing high-fructose corn syrup, hydrogenated or partially hydrogenated oils, or high quantities of sugar or food coloring. A list of suggested items is located on the back of the snack sign-up sheet.

FOOD ALLERGIES

We are a nut-free school. Should any child have any other severe/life-threatening allergy to a food where the presence of that food presents a danger, then that food item will not be allowed at school, whether for group or individual consumption.

LUNCH

Children who stay for the extended day program from 8:45 a.m. to 3:30 p.m. should bring a lunch from home that does not need to be heated. This lunch should meet or exceed the healthy guidelines set forth for snack above.

BIRTHDAYS

On these special days, we would be pleased if you could send pictures of your child to show his/her growth (one to represent each year) and complete the form that will be sent home a few days before. We spend time on birthdays talking about the birthday child's growth and life experiences. If your child brings snack on their birthday (which is not required) or if you would like to send a treat for your child to pass out to friends at the end of the day, please make sure it meets the standards required for snack (above) and is individually wrapped for transport home.

TOYS

Toys should remain at home, as they can present a significant distraction and often become lost or broken. Please assure your child that his/her toys are for home and that at school he/she has special "work" to do.

FIELD TRIP PROVISIONS

Throughout the year, we do participate in field trips, both at the school (walking excursions or in-house visitors), and away from school (pumpkin patch, etc.). Parents are asked to transport their children to

and attend fieldtrips away from the school. If this is impossible, parents may, at their discretion, make arrangements with one another for transporting their children. Field trip participation is not mandatory, but fieldtrips do usually occur during class times, and take the place of that class time, and cannot be "made up."

TRANSPORTATION ARRANGEMENTS

All transportation is to be provided by parents or their designees. The staff will not transport children.

ITEMS MISSING FROM SCHOOL

Occasionally, parts of our learning materials become lost. These parts are difficult, oftentimes even impossible, to replace. Although we discuss with the children how the jobs belong to everyone and must be kept at school, occasionally pieces find their way home. If you discover any small items that might be component parts of a piece of our equipment, we would appreciate your checking with us.

CLOTHING:

The children play and work actively and hard and may get dirty. Clothing should be simple, comfortable, washable, and easy to put on and take off so that your child can "do it myself." Children should be dressed so that their play will not be spoiled by the fear of getting dirty, yet such that your child will feel good about him/herself. Your child will be allowed to do all jobs regardless of clothing. Please provide a weather appropriate change of clothing for your child to keep at school, sealed in a gallon sized zip-lock bag with their name written on it.

OUTERWEAR: We go out, weather permitting, every day. Please provide your child with the necessary outerwear, sweaters, jackets, rain gear (if properly attired, children may go out in light sprinkles). No umbrellas, please. Outerwear should be marked with the child's name, so it can always be identified. We will not go out during strong winds, when temperatures are below 45 degrees or during heavy rain, lightning or thunderstorms.

SHOES: Please provide appropriate shoes for running, climbing and playing. Sandals, open back clogs and boots can be difficult to run in and should be avoided. The children run and climb every day and should wear shoes that don't slip. Because outside play and fresh air are essential and integral to a child's development, we plan to go outside daily, except in rain. Please dress your child accordingly.

LOST AND FOUND

Proper identification on coats and other articles of clothing will help to assure the return of lost articles. The school is not responsible for lost or damaged personal items. All unclaimed items are donated on the last day of school to a charitable organization. Please check the lost and found basket in the cubby room for missing items and take outerwear home daily.

CONFERENCES/OBSERVATIONS

Conferences are offered in early-to-mid November or early December, and throughout the year on an individual basis at the request of parents or staff. Staff is always available for quick updates or questions on a daily basis and we are happy to schedule time to meet for more in-depth discussions. Small problems become big only if they are not discussed. It is our policy to facilitate a high degree of cooperation between parents and school, and to offer our expertise and experience to you. So, please contact us with any concerns and we will do the same.

We encourage all parents to schedule a time to observe their child during class once or twice during the year. If you prefer, you may simply sit and observe the classroom, or you may sign-up on the form in the cubby room to be a "Parent Helper" (see below).

PARENT PARTICIPATION/PARENT HELPER

Parent Participation is not a requirement of the school. We do have special events throughout the year which parents are encouraged to attend: Parent Open House, Yard Sale, End-of-the-Year Picnic, and Field Trips.

We want you to feel welcome in the classroom. You are encouraged to spend time observing &/or helping. Parents may present a special skill or talent to the children at circle time. Some ideas are: playing an instrument, sharing a hobby, storytelling, talking about your career, etc.

Parent Helpers are asked to join the class for all or part of the day on an individual basis. You will be invited to read to a couple of children at a time, play a game or build a puzzle. To avoid confusion to the children, we ask that you not give "lessons" on other materials in the class, as we present these materials in a particular manner which the children have come to expect. You may, however, have your child show you materials with which s/he is familiar.

Parents may also help by assisting during a cooking project, special art project, science experiment, or special holiday activity.

Rocklin Montessori entrusts its families to support the school's philosophy and operations. Students are asked to show consideration for other members of the school community. Likewise, parents are also asked to act responsibly. Rocklin Montessori is a family school, and all parents and students are encouraged to act and speak with discretion. Concerns and grievances should be expressed appropriately to the Director, privately, not publicly. Any breach of such etiquette, which undermines the school's philosophy, operations or professional staff, is cause for dismissal of the family from the school.

WAIVER OF ANY PROVISION OF THIS CONTRACT DOES NOT CONSTITUTE WAIVER OF ANY OTHER PROVISION. IF ANY PROVISION IS NOT ENFORCED, IT DOES NOT MEAN THE ENTIRE AGREEMENT IS VOID. CONTRACT TERMS AND FEES WILL BE REVIEWED ANNUALLY AND UPDATED.

Please sign and return this page to the school. Keep the rest of the document for your files.

Child's Name: _____

I/We have read the policies and agree to abide by the policies and procedures therein.

Signature

Relationship
to child

Date

Signature

Relationship
to child

Date