

# Parent Handbook



Montessori  
Center SD





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# Montessori Center SD

## Parent Handbook

### Welcome

Welcome to Montessori Center SD. We are a Home based Montessori Preschool caring for children 3 months to 5 years old. Additionally, we provide after school care and tutoring for children 5 years and up. We encourage all families to schedule a tour to discuss your needs for care and hours.

### Hours

Business hours are Monday through Friday 7:30am to 4:30 pm. Since the daycare is operated in home, we ask to respect these hours and to avoid being late or to linger after hours. There is a \$1.00 fee for every minute you are late to pick up your child. Please make sure that when you arrive to drop off your child or to pick them up at the end of the day you sign the sign in sheet. You will need to write the date, time and your full signature (no initials or first names only) in your child's section of the book.

### Meals

We are enrolled in the Child and Adult Care Food Program (CACFP). We provide meals that meet nutritional standards and help set healthy eating habits. A weekly menu is posted by the sign in sheet. If your child has allergies or you choose not to participate in the program for any other reason, we ask that you send balanced meals for your child in a lunchbox with an ice pack. *Please advise us of any allergies your child may have.*

### Holidays and Vacations

2025-2026 School Calendar (Subject to Change) / \* School Closed:

- |  |   |
|--|---|
| 🕒 August 25 - September 1st - School Closed* | 🕒 May 25 - Memorial Day*                      |
| 🕒 September 2 - First Day of School          | 🕒 June 26 - Last Day of School                |
| 🕒 November 11 - Veterans Day*                | 🕒 June 29 - July 3 - School is Closed*        |
| 🕒 November 24 - 28 - Thanksgiving Break*     | 🕒 July 6 - August 28 - Summer School          |
| 🕒 December 22 - January 2 - Winter Break*    | 🕒 August 31 - September 7 - School is Closed* |
| 🕒 January 5 - School Resumes                 | 🕒 September 8 - First Day of School           |
| 🕒 January 19 - Martin Luther King Jr. Day *  |   |
| 🕒 February 16 - Presidents Day*              |   |
| 🕒 April 6 - 10 - Spring Break                |   |

If your child will not be attending school due to illness or other reason, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending school for whatever reason, you are still required to pay the full month's tuition.

## Payment

Payment can be made in Cash, Check, or through Zelle using our phone number or email: (858) 442-9242, cmbdesandiego@gmail.com. If a payment is made with credit card there will be a 3.5%+15 cents processing fee charge. Tuition for children 3 months - 2years add 20% more, children 2 years to 3 years and older in diapers add 10% more. Sibling discount is 5%. Please make check to Elizabeth Pedroza or Montessori Center SD. If any bad check is received the parents/guardians will be responsible to pay an additional \$25 and any bank charges incurred. Tuition is due on the 28th of each month for the upcoming month. If received after the 1st day of the month a \$35 late fee will be charged. On September of every new school year there will be an increase added in tuition and fees.

## Registration Fee

A Yearly Non-Refundable Registration Fee of \$385 is required to hold your child's spot during their enrollment. **No refunds are given.**

## Termination

After the first 30 days of enrollment, either parent/guardians or MCSD must give a 30 day notice of termination in case the program is not a good fit for either parties. Payment of the last 30 days is required whether or not your child is attending school.

## Illness

*\*\*\*Parents please review CDC Covid19 Guidance for Childcare\*\*\**

*<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>*

*\*\*\*Covid-19 Addendum - Please Read Attachment \*\*\**

*For the protection of all children and caregivers, you must keep your child at home if any of the following applies to them:*

- The illness prevents child from participation in all regular activities.
- The illness results in greater care than provider can comfortably provide.
- The child has a fever; lethargy; irritability; persistent crying; difficulty breathing etc.
- The child has an intestinal disturbance accompanied by diarrhea or vomiting.
- Rash with fever or behavior change
- Any discharge from sores, eyes, ears or profuse nasal discharge.
- Tuberculosis until not infectious (bacterial – respiratory)
- Strep Throat (until 24hrs. after treatment begins and no fever for 24hrs.-w/out suppressant)
- Head lice (until morning after 1st treatment)
- Scabies (mites) until after treatment is completed)
- Chicken pox until 6 days after onset of rash and all lesions are dried and crusted
- Pertussis until 5 days of appropriate antibiotic are completed (respiratory – bacterial)
- Impetigo (until 24-48hrs. after meds begin)
- Mumps until 9 days after onset of parotid gland swelling
- Hepatitis A until one week after onset or until immune globulin is given to all children/staff
- Hepatitis B
- Infection with shigella; E-coli; salmonella
- Infections with Hemophilus flu; meningitides; streptococcus pneumonia until adequately treated or any other possible symptoms of a communicable disease

*If your child shows signs of any contagious disease, please keep them at home and report their condition to us immediately.*

If any of the above symptoms are present when you bring the child to the center the child will not be permitted to stay. If these symptoms arise while the child is in our care we will call the person you have listed down for emergencies to come get the child. Admission is at our discretion.

When a medication is needed, they should be given at home when possible. This is easier now that once and twice daily dosages are available.

Please let us know when you drop your child off in the morning if you have given him/her any medicine at all the night before or that morning. If for any reason your child has a reaction or gets severely ill where doctors or paramedics need to be called we need to have their medication information available to know as best to assist them.

If it is necessary that your child needs any type of medication (over the counter or prescription), including vitamins, homeopathic and herbal remedies during childcare hours we will need written authorization from your health care provider and from you. Ask for the specific forms for this. We can apply topical ointments and creams used for prevention on unbroken skin including, but not limited to, petroleum jelly, diaper rash ointments and sunscreen with written parent authorization only. Topical ointments and creams used as treatment on open wounds or broken skin MUST have written authorization from your health care provider and from you. Parents/Guardians are responsible for providing all medications and supplies. All medicine must be in the original container with your child's name clearly labeled on it. We will document when all medication is given in our medication record book.


Prescription medicine containers must bear the original pharmacy label that shows the prescription number, name of the medication, date filled, physician's name, child's name and directions for dosage. When no longer needed, the medicine will be returned to the parents/guardians. We can only administer prescription medicine to the child whose name appears on the pharmacy label.

Nebulized medications and emergency injections (EpiPen) require a written health care plan or instructions completed by the RN consultant and/or the child's health care provider.

In most situations, children should not transport medications to and from this childcare home; this includes medication placed in a diaper bag or backpack. Please hand it directly to a staff member so we can verify the amount of the medicine together (state requirement) and we can place it in a locked area away from the children.

## Accidents and Emergencies

Despite a very watchful eye sometimes accidents do happen especially with children, it's just a fact of life. In case of an injured child such as but not limited to: Small bumps, scrapes and cuts we will administer first aid (soapy water and band aid per the Department of Social Services) and the parent/guardian will be notified at pick up time as to what happened. For more severe injuries, we will call a parent/guardian, or if needed 911 and then notify the parents/guardians. Should the child need to be transported, we will relay the parents/guardians choice of hospital as indicated by intake records to the paramedics that will be transporting the child. Should we be unable to contact a parent/guardian we will call the person or persons listed on your emergency form.



In case of an accidental poisoning we will call the poison control center, determine what the child got into, follow the poison center's recommendations, call 911 if needed and alert one of the parents/guardians of the incident.

## Discipline

We believe in discipline that is provided through a combination of positive reinforcement, and re direction. It will be expected that we work together to alter negative behavior. The children are expected to behave in a reasonable manner to each other and are encouraged to work out solutions to problems between themselves. We will try to act like a mediator in these situations. We will interfere in situations that are not safe or appropriate for your child. First, we will try to redirect your child to another activity. If this doesn't work then the child will be removed from the situation and asked to go to a different area for a cooling down period. After this we will have a quiet discussion concerning the situation. These discussions are designed to help the child learn the limits set in this childcare home.

## Items From Home


Children may not bring toys from home unless arrangements have been made, except for a special comfort item the child may need. So many times children argue over toys that are brought from home. It is also easy to have something lost or broken. If your child does bring in other toys he/she will be expected to share it with all the other children (except for infant toys). Please do not send any junk food, gum, jewelry, money or toy weapons with your child. We will not be responsible for damage or lost toys brought into school. If you would like to bring a food item as a special occasion, please have it approved by us and make sure to bring enough for each child.

We will be happy to accept toys, books, nursery or child furniture/equipment or clothing that your child has outgrown. Contributions on art and craft supplies are always welcome. If needed, we ask that you bring a package of diapers, wipes and 3 changes of clothes. When the diapers and wipes are starting to get low we will let you know so you can bring some more.

## Rest Periods

There will be quiet time each afternoon from 12:30pm-2:00pm for all children. Depending upon their age, children are expected to rest quietly on mats or to engage in quiet activities, allowing those who need to sleep the opportunity to do so. Infants will follow their own schedule. Infants will always be placed to sleep on their back unless a doctor has written instructions otherwise. No blankets, bedding materials, toys, etc. will be allowed to be placed in the crib or pack or play.





If you will be picking up your child within these hours, prior notice would be appreciated. This way special arrangement will be made so that the other children will not be disturbed during their much-needed time of rest. We can also be sure your child is ready for his/her trip home (diaper changing, hair brushed, face washed, use the bathroom, etc.). Unless you absolutely can't avoid it, please avoid picking up/dropping off your child during this time. Thank you. Children 2 years and older will be sleeping on mats. They will be sharing the room with the other children who vary in age. All infants will sleep in a separate room in cribs and their sleeping times will follow individual schedules and patterns. Please send a crib size sheet and blanket for your child if he/she is staying during naptime. These will be sent home on Fridays to be washed at home.

## Potty Training

We must work together for potty training to be successful. While your child is potty training he/she will be required to wear cloth underwear. During this time please make sure they are wearing clothes that are easy to pull up and down. No overalls, laces, belts or onesies. All infants will be changed every 2 hours unless they have a dirty diaper (bm) or a full wet diaper. Please let us know if you prefer your child to be changed more frequently. You will be responsible for providing all diapers, pull ups and baby wipes.

## Outdoor Play

Each day, weather permitting, the children will have outdoor playtime. Please make sure to dress your children appropriately for the weather this includes jackets, hats, shorts, etc. Please apply sunscreen to your child prior to arriving at school.

## Alcohol and Drugs

If you arrive to pick up your child from our care, and if alcohol or drug use is indicated by behavior or smell, we are required to call 911. If we need to call the names listed on your emergency form to come pick up the child, you will be charged \$1 a minute until they arrive.

## Changes

If there are changes occurring in your family such as a new baby, a move, an illness, a separation or divorce, please advise us so that we can work with your child more successfully during times of insecurity and transition.



## Picking Up Your Child

It would be very much appreciated that when making your child's doctor, dentist, picture taking appointments you do it first thing in the a.m. or the last in the afternoon. It tends to be VERY disruptive to the children when they come, leave, come back, leave etc. All in all the day goes much smoother when planning appointments this way, Thank you very much in advance. Also, when taking your child to the doctor for his/her checkup – please remember to let us know IN ADVANCE so that we have his/her paperwork ready for you to take with you for any shots, a signature and current date, etc. We can all keep Social Services happy this way!

If someone other than the parents/guardians are picking up the child than the person responsible for getting the child must be authorized on the child's Enrollment Application. If the person is not listed on the form we need to receive written authority in advance that the person is allowed to pick your child up. Faxes will not be acceptable. We also require a picture id to be shown to us by the person picking the child up. If an id is not shown we will not let the child go with the party and you will be required to come get your child and will be charged late fees.

In the event of a court order restraining one parent or guardian from the child, we must have a written note from the custodial parent or guardian and a copy of the court order. Without this, we cannot prevent the non-custodial person from picking up the child.

## Reporting Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent. It is unlawful to deliberately make a false report of child abuse.

## Open Door Policy

Please feel free to come and go at anytime through out the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to other children in our care. During times like these other children have a hard time listening and following our directions. Furthermore, if you or any other part of your family i.e. (grandparents, etc) would like to come and visit or play with the child for an extended period of time, please take the child in question out of the daycare, to places such as your home, a park, or on a walk, etc, after which, feel free to bring the child back to daycare.

Thank you for the opportunity to work with you and care for your little one. Please let us know if you have any questions, suggestions or concerns.

Please sign after you have read the MCSD Handbook