

Burlingame  
Montessori  
and

Glen Oaks  
Montessori

Preschool & Kindergarten

Cozy classrooms  
and stimulating  
materials



# Parent Handbook

[www.burlingamemontessoriinc.org](http://www.burlingamemontessoriinc.org)

**Burlingame Montessori**

650 342-4445

[burlingamemontess@sbcglobal.net](mailto:burlingamemontess@sbcglobal.net)

**Glen Oaks Montessori**

650 872-1112

[glenoaksmontessori@hotmail.com](mailto:glenoaksmontessori@hotmail.com)

# Table of Contents

## **Introduction pp 1-3**

- Welcome Statement
- History
- Philosophy
- Code of Ethics
- About our Teachers

## **Admission Policies, Billing & Forms pp 3-5**

- Registration Forms
- Admission Procedures
- Immunizations
- Non-Discrimination Policy
- Billing and Tuition
- Tax ID number
- Confidential Information
- Trial Period/Termination

## **On the First Day pp 5-6**

- What your child needs to bring to school
- Labeling your child's belongings

## **On a Daily Basis pp 6-11**

- School Hours
- Pattern of the Day
- Drop Off Policy
- Pick Up and Late Fees
- Sign In and Sign Out sheets
- Absence from School

- Vacation Policy
- Discipline Policy
- Toilet Training
- Lunch Bunch
- Nut Free School
- Sharing
- Sunscreen
- School Doors
- Rules
- Nap time: Laundry and Bedding
- Parking Consideration
- Mysterious Objects

## **Throughout the Year pp 11-13**

- Birthday Celebrations
- Field Trips
- Babysitting Policy
- Holiday Policy
- Daily Dress
- Language Education

## **Health and Safety pp 13-17**

- Illnesses
- Medication Policies
- Absence Reporting
- Allergies
- Family Behavior
- Child Safety Law
- Mandated Reporters
- Nut Free Policy

## **Parent's Signature Page p18**

- (to be signed and returned to the school)

## **Authorization for Administration of Medication Form p19**

# Introduction

## **Welcome Statement**

Welcome to Burlingame Montessori and Glen Oaks Montessori! We are pleased that you have chosen to enroll your child at our school! Burlingame Montessori and Glen Oaks Montessori are dedicated to providing children the highest standard in Montessori education. Our programs are aimed at developing the intellectual, emotional and social independence of your child in a multi-cultural setting. Each child is encouraged to develop at their own rate, benefiting from a high level of individual teacher attention and motivation. We are qualified to serve children from 2 ½ years of age to 6 years of age. Our cozy classrooms and stimulating materials make an excellent environment for a child's potential to be guided and nurtured. The schools are owned and administered by Lynette L. Caron, who received her American Montessori Teaching Credential and M.Ed. in 1976 from the College of Notre Dame. Burlingame Montessori and Glen Oaks Montessori are full members of the American Montessori Society (AMS).

In order to maintain clear communication between the parents and teachers, we would like you to be aware of school rules, regulations and policies. These policies are implemented for the safety and protection of the children.

## **History**

Burlingame Montessori, established in 1984, is conveniently located in the heart of downtown Burlingame. As you enter the gate you are surrounded by an English garden of foxgloves, poppies and trumpet vines and a children's garden of pumpkins and corn. The Montessori classrooms within the English cottage are cheerful and bright and give the cozy feeling of a homelike environment. The children change into their 'indoor' shoes as they enter the classroom and are greeted by the teachers. Each room in the cottage is carefully prepared to invite the child to explore the learning materials within.

Glen Oaks Montessori was established in 1994 as a sister school to Burlingame Montessori. It is located in the hills of Millbrae just 20 minutes south of San Francisco in a quiet residential neighborhood. The campus is surrounded by mature oak trees and a large grassy field which joins the spacious play yards. There are two large Montessori classrooms with large windows and natural light in which the children are free to explore their carefully prepared Montessori environment. In the breezeway, outside the Montessori classrooms is the children's garden containing a wonderful variety of annuals and perennials including sunflowers, poppies and beans planted by the children from seed. The extended care classrooms have been designed to create areas for cooking and art projects, reading library books and for dramatic play.

## **Philosophy**

Montessori is an approach to education with the fundamental belief that a child learns best within a social environment that supports and respects each individual child's development. Dr. Maria Montessori was the creator of what is called the Montessori Method of education, based this approach on her scientific observations of young children's behavior. As one of the first female physicians to graduate from the University of Rome, Montessori became involved with

education as a doctor treating children labeled as mentally handicapped. Then, in 1907 she was invited to open a child-care center for the children of desperately poor families in the San Lorenzo slums of Rome. She called it the Casa dei Bambini (Children's House) and based the program on her observations that young children learn best in a homelike setting, filled with developmentally appropriate materials that provide experiences contributing to the growth of self-motivated, independent learners.

A primary goal of our Montessori program is to help each child reach full potential in all areas of life. His or her physical, emotional, social, aesthetic, spiritual, and cognitive needs and interests are considered inseparable and equally important. Our Montessori curriculum, under the direction of a specially educated teacher provides the resources and atmosphere for exploration and discovery, allows students to experience the joy of learning, promotes the development of self-esteem and fosters respect for ones self, for others and for the environment.

### ***Code of Ethics***

Our Code of Ethics is based of the tenants of the American Montessori Society: The aim of Montessori education is to foster competent, responsible, adaptive citizens who are lifelong learners and problem solvers. Learning occurs in an inquiring, cooperative, nurturing atmosphere. Students increase their own knowledge through self- and teacher-initiated experiences. Learning takes place through the senses. Students learn by manipulating materials and interacting with others. These meaningful experiences are precursors to the abstract understanding of ideas. The individual is considered as a whole. The physical, emotional, social, aesthetic, spiritual, and cognitive needs and interests are inseparable and equally important. Respect and caring attitudes for oneself, others, the environment, and all life are necessary.

### ***About our Teachers***

The Montessori teacher functions as a facilitator of learning. As such, he or she is a designer of the environment, resource person, guide, role model demonstrator, and meticulous observer and recorder of each student's behavior and growth. Our highly educated and trained teachers are dedicated to instilling a love of learning in their pupils. Our teachers hold a BA Degree or an Early Childhood Education Credential, as well as an American Montessori Teaching Credential. The professional team of teachers is not only knowledgeable and experienced, but is extremely loving and nurturing. The majority of our staff has been with us for a minimum of 4 years.

### **The Montessori teacher is educated in these areas:**

- Human Growth and Development.
- Observational skills to match students' developmental needs with materials and activities. This allows the teacher to guide students in creating their individual learning plan.
- An open-ended array of suggested learning materials and activities that empower teachers to design their own developmentally responsive, culturally relevant learning environment.
- Teaching strategies that support and facilitate the unique and total growth of each individual.

- Classroom leadership skills that foster a nurturing environment that is physically and psychologically supportive of learning.

**A Montessori classroom must have these basic characteristics at all levels:**

- Teachers educated in the Montessori philosophy and methodology appropriate to the age level they are teaching, who have the ability and dedication to put the key concepts into practice.
- A partnership with the family. The family is considered an integral part of the individual's total development.
- A multi-aged, multi-graded, heterogeneous group of students.
- A diverse set of Montessori materials, activities, and experiences, which are designed to foster physical, intellectual, creative and social independence.
- A schedule that allows large blocks of uninterrupted time to problem solve, to see the interdisciplinary connections of knowledge, and to create new ideas.
- A classroom atmosphere that encourages social interaction for cooperative learning, peer teaching, and emotional development.

## **Admission Policies, Billing and Forms**

### ***Registration Forms***

Every year that you apply to Burlingame Montessori or Glen Oaks Montessori you are required to submit a new registration form. The non-refundable registration fee is \$100.00 for the school year and \$50 for the summer session.

### ***Admission Procedures***

Once your child has been accepted in the school, you will receive the following paperwork:

- Tuition Agreement
- Consent for Medical Treatment (LIC 627)
- Parent's Report (LIC 702)
- Personal Rights (LIC 613A)
- Identification and Emergency Information (LIC 700)
- Parent's Rights (LIC 995)
- Physician's Report - including immunization record (LIC 701)

The paperwork above must be returned to school before your child's first day of school. Children cannot be accepted into class without the above forms turned in. The **Tuition Agreement** must be submitted with a check for the first non-refundable tuition installment (June deposit).

### ***Immunizations:***

California law requires all children enrolled in state schools, both public and private, to have certain doctor-recommended immunizations, or receive them when they enroll. Burlingame

Montessori and Glen Oaks Montessori are not able to admit your child to school if you do not provide us with their vaccination record (LIC 701). The Immunizations required to enter Child Care are:

- Polio
- Diphtheria, Tetanus, and Pertussis (DTaP)
- Haemophilus influenzae type b
- Measles, Mumps, and Rubella (MMR)
- Hepatitis B
- Varicella (Chickenpox)

### ***Non-Discrimination Policy***

Burlingame Montessori and Glen Oaks Montessori do not discriminate against any child or family based on race, color, national origin, sex, religion or disabilities. Reasonable accommodations will be made to provide services to all children enrolled in our program.

### ***Billing and Tuition***

Tuition for the school year is based on the school calendar of 180 days. The yearly tuition may be paid in one lump sum, in two semester payments, or in ten equal payments. Each payment is simply 1/10 of the yearly tuition and can be paid on the first of the month. There is a 10% discount for siblings and a 5% discount if you pay the yearly tuition upfront.

The first non-refundable 1/10 tuition installment (June deposit) is due along with your financial agreement. The remaining nine payments are due beginning September 1 and the FIRST of each month thereafter. The final payment for the school year is due by May 1. Your June deposit will be applied to your final, 10th payment on June 1st. **You will not receive a monthly reminder for your bill unless you are late with your payment.**

Beginning September 1st, all tuition payments must be mailed directly to the bookkeeper with your payment coupon. Your tuition coupons will be mailed to your home address in late August. Please call or email the school office if you do not receive your coupons by September 1. If you would like a receipt for your payments, please enclose a note to the bookkeeper with your first payment and one will be mailed to you each month. If you would like to enroll in auto debit for the monthly tuition, please call our bookkeeper Louie Bautista at (650) 697-7907.

### **Please mail tuition payments to:**

Burlingame Montessori	or	Glen Oaks Montessori
c/o Bautista and Co.		c/o Bautista and Co.
214 Broadway Ave,		214 Broadway Ave,
Millbrae, CA 94030		Millbrae, CA 94030

Tuition payments are due as indicated above and will be considered late if they are not received by the 5th of each month, September to May. There will be a late fee of \$10.00 on payments that are not received by the 5th. Accounts overdue more than 15 days may result in the exclusion of the child from class until the account is brought up to date.

Teachers cannot accept any monthly payments made to the school. If you have any questions about billing, you may contact Lynette Caron at Burlingame Montessori or Megan Dunwoody at Glen Oaks Montessori. Or you may call Louie Bautista, the bookkeeper at (650) 697-7907.

## **Tax ID Number**

**Burlingame Montessori Inc. (both schools) : 94-3198439**

## **Confidential Information**

Burlingame Montessori and Glen Oaks Montessori maintain confidentiality and respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. When we have reason to believe that a child's welfare is at risk, we may share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest. Disclosure of children's records beyond family members, program personnel, and consultants having an obligation of confidentiality shall require familial consent (except in cases of abuse or neglect).

## **Trial period/Termination**

All children are accepted under a 6-week trial period. Termination is rare but may occur. This is not an inclusive list and we reserve the right to modify this list at any time:

- Failure to pay tuition or consistently late with tuition
- Refusal to cooperate with center policy by either parent or child
- Child is disruptive to the point of being a detriment to the safety of other children
- Any problem that has been discussed with the Administrator and continues to work against the good of the center, the child and other children.

## **On the First Day**

Please make sure that your child has all the things they need for a successful school year.

These items include the following:

### **Your child's pictures:**

- 3 copies of a 2"x2" picture (one to be placed in their shoebox, one to be placed in their classroom cubby and one to be placed on their coat hook for easier identification)

### **Your child's extra clothes:**

- 1 clear plastic shoebox filled with a change of clothes, including:
- 2 pair of pants
- 2 t-shirts
- 3 pair of socks
- 3 pairs of underwear

Please ensure that all items are clearly labeled with your child's name. The box containing these items will be placed in the classroom in case your child has any bathroom emergencies or spills during worktime. If your child uses the items in the box, please be sure to replace them promptly. Please clearly **LABEL** all clothes, including socks.

### **Earthquake Emergency Kit:**

- 1 large Ziplock bag, which includes:

- 1 pair of pants
- 1 t-shirt
- 1 pair of socks
- 2 pairs of underwear
- 1 non perishable dry food snack (such as a granola bar, no nuts)
- 1 4x6 index card with the child's name and emergency contact information clearly printed (such as home address, parents' names and cellphone numbers).

This package will be placed in the shed on the playground and is required by law in case of an earthquake emergency.

### **Indoor Slippers (Burlingame Montessori Only):**

- One pair of indoor slippers for use during work time.

### **Nap Time (Glen Oaks Montessori Only):**

- To be included only if your child will be napping at school.
- A sleeping bag or blanket and fitted sheet, all clearly labeled.
- A pillow, clearly labeled.
- A large pillow case or cloth bag that will hold the sleeping bag/blanket sheet and pillow, clearly labeled.
- A lovey or stuffed animal, especially if this is your child's first time napping at school.

### ***Labeling your child's belongings:***

Teachers cannot be responsible for remembering each child's personal items. **Please label EVERYTHING your child plans on wearing, bringing or using at school** including but not limited to water bottles, lunch boxes, tupperware, sharing items and all clothing like shirts, sweaters, jackets, hats, scarves and socks.

Mabel's Labels are available for purchase at [mabelslabels.com](http://mabelslabels.com) and are durable sticker labels that you can put on everything from clothing to tupperware to lunch boxes. **Thank you for your help!**

## **On a Daily Basis**

### ***School Hours***

**Burlingame Montessori:** Our hours of operation are 8:30am through 3:30pm, Monday through Friday. We follow the Burlingame Elementary School District Calendar.

**Glen Oaks Montessori:** Our hours of operation are 8:30am through 6:00pm, Monday through Friday. We follow the Millbrae Elementary School District Calendar.

### ***Pattern of the Day***

Children thrive on routine and patterns. Please visit our website under the 'Program' section to obtain the current daily schedule of the day for each school. [www.burlingamemontessoriinc.org](http://www.burlingamemontessoriinc.org)



### ***Drop Off Policy***

Drop off times are 8:30am, 11:30am 12:30pm. Please try to be prompt and avoid class time disruptions! We understand that for some parents the first day of school may be the first time that you are dropping your child off at preschool. Separation anxiety in your child may occur (or reoccur) now and then. We have found that the best way to cope with separation anxiety is to establish a consistent, positive and brief drop off routine. This routine may include an affirmation or a few special words to your child reminding him or her of your return, a big good bye hug and a confident and quick exit. Our experience has shown that giving your child confidence is the best thing that you can do for them.

Finally, we ask that parents not linger in the classroom or peek in the windows at the beginning of class. This can shorten instruction time, take the teacher's focus off of the children, and cause anxiety in other classmates. If you would like to observe your child's classroom, please ask your child's teacher or email or call the school to make an appointment. Please call the school or email if you have something to discuss that will take more than a quick response, we are happy to answer your questions or set up a time to meet with you in person.

If your child is newly potty trained, we ask that you take your child to the bathroom in the classrooms before playing outside in the morning. The classroom door will remain unlocked during that time. The teachers will invite the children to use the bathroom once we return from the playground and during our work times and circle times. We find that a consistent routine greatly helps the toilet training process!

### ***Pick Up and Late Fees***

Pick up times are at 11:30pm, 12:30pm, 3:30pm and 5:55pm (Glen Oaks Montessori Only). Please respect everyone's commitments and schedules. Picking up your child late creates stress and is very disruptive to your child, the school and to other parents and the teachers.

During school hours, you have a 5 minute grace period when picking up your child. After 5 minutes you are charged \$1.00 for every minute you're late.

The final pick up time for the extended care at Glen Oaks Montessori is 5:55pm, the school closes promptly at 6:00. If you arrive after 6:00pm you are charged \$1.00 per minute for all time after 6:00 pm. The five minute grace period does not apply to 6:00pm pick up.

If you incur any late pick up charges, you will be provided with an invoice for your late charges and you are expected to settle the fee within 2 business days.

During pick up, you are advised to wait outside the classroom until your child is brought to you. It is disruptive to the students and to the teachers when a parent enters the classroom during dismissal. If you would like to observe your child in the classroom environment, please talk to your child's teacher ahead of time to make arrangements for observation.

Your child must be picked up by someone over 18 years old. Children will not be released to siblings under the age of 18 (even if we are very familiar with them).

### ***Sign In/Sign Out Sheets***

A record sheet is placed outside the classroom everyday. You are required to sign your child in during drop off and must again sign out during pick up. You must include your child's first AND last name, and you must sign with your legal signature, not just your initials. No one under the age of 18 years old may sign in your child. We cannot stress how important it is to fill this in on a daily basis!

### ***Absence from School***

Please call or email the school office if your child will be absent for any reason:

**Burlingame Montessori** 650 342-4445 [burlingamemontess@sbcglobal.net](mailto:burlingamemontess@sbcglobal.net)

**Glen Oaks Montessori** 650 872-1112 [glenoaksmontessori@hotmail.com](mailto:glenoaksmontessori@hotmail.com)

If your child will be absent because of an illness, please call or email the school and leave the following information:

- Your child's Name
- Symptoms he/she is experiencing
- Any possible diagnosis (if you have seen a doctor)

### ***Vacation Policy***

Tuition is based on the annual school calendar. It is not subject to adjustment because of illness, vacation or absence from school.

### ***Discipline Policy***

Burlingame and Glen Oaks Montessori use Positive Discipline in our classrooms. Our staff take extra time at the beginning of the year to help students learn the school routines and how to behave positively while participating at school by modeling this behavior. In September and throughout the school year, we introduce children to Grace & Courtesy lessons. These lessons lay the ground rules for the classroom and give the children the tools to interact positively with their peers at school. Together with our Peace curriculum, the children learn how to get along with other children, express their emotions and become able to resolve conflicts in a peaceful manner. We want our students to take care in how they treat each other and their classroom materials they use at school. You may encourage your child to talk about their feelings and solve conflicts at home by using three part "I" statements.

1. "I feel \_\_\_\_\_" (ex. mad, hurt)
2. "Because \_\_\_\_\_" (ex. Sam took my shovel, Mary cut in line)
3. "I wish \_\_\_\_\_" (ex. that next time he would ask me first, that next time she would wait her turn)

### **Our response to disciplinary challenges:**

- Verbal Interaction – The teacher uses words to help the child know what to do. The teacher may correct, instruct, teach, or assist the child in working out the problem. She may simply remind the child about what is expected.
- Distraction/Removal – The teacher may change the activity or ask the child to get involved in something else. The teacher may remove the object causing distress.
- Natural Consequence – The teacher may have the child experience the natural consequence of what has happened. The child may “fix it” by cleaning up the mess, picking up the toys, or apologizing to their classmate.
- Observation Time – The child may miss the current activity or some recess time to participate in “observation time”. It is usually the same number of minutes as the child’s age. A three year old would sit in time out for 3 minutes, etc.
- Call the Parent – If the behavior problem is repeatedly interrupting the class or if the incident was sufficiently severe the child will be referred to the director (or other staff member) and we will call a parent to discuss the situation.
- Sent Home for the Day – In certain circumstances we may ask the parent to come and retrieve their child from school for the day. This usually happens when a child acts dangerously towards himself, a teacher or another student (such as repeated biting, kicking, punching)
- Conference/Behavior Plan – In persistent cases we will schedule a conference with the parents and make a behavior plan to better handle issues.
- Removal from School – In rare cases when the child’s behavior does not improve and is affecting the class atmosphere, Burlingame Montessori Glen Oaks Montessori reserve the right to remove the child from school.

### ***Toilet Training***

Each child has been accepted to this school on the merit that they are potty trained. Each child must be dressed daily in underwear (not pull-ups), must be comfortable using the toilet, and must be able to communicate with the teachers when he or she needs to use the toilet.

We understand that occasional bathroom accidents will happen with the children. We encourage their independence and sensitivity by allowing them to change themselves (with guidance from the teacher). Please dress them in age appropriate clothing that is easy for them to maneuver without assistance (such as elastic pants without buttons, no overalls, onesies, etc). If your child does come home with soiled clothing in a plastic bag, please be sure to replace the clothing items the next day. If you do not replenish your child’s clothes and they have another potty accident, without a replacement set, you will be called in to change your child.

### ***Lunch Bunch***

If your child stays for lunch, you must provide a nutritious packed lunch, which includes a carbohydrate, protein, and fruits or vegetables. You may include one treat for your child, such as a small cookie or pudding. Refrain from including candy and large chocolates. Be aware that most sports drinks, such as Gatorade, are extremely high in sodium and sugar, and are not

appropriate beverages for young children. Each classroom has filtered water and the teachers encourage the students to drink as often as possible.

### ***Nut Free School***

Because of the rise of peanut and nut allergies amongst our school community, we are nut free schools. Please read the nut free policy on Page 15-16 of this handbook. Thank you for your cooperation.

### ***Sharing***

Burlingame Montessori - Thursday and Friday  
Glen Oaks Montessori - Thursday and Friday

Please bring sharing items only on the designated sharing days and label your child's sharing item. Suggestions include books, family photos, vacation souvenirs, artwork, collected nature items or music. If your child is going to bring a book, please bookmark their favorite page. If they are going to bring a CD, please indicate their favorite song so it can be played to the class. We kindly ask that the children leave all toys at home, we will not be able to accept them for sharing.

### ***Sunscreen***

Please apply a long lasting sunscreen to your child's face in the morning before school. If you wish the teachers to apply sunscreen to your child, please fill out Authorization for Administration of Medication form (available on the last page of this handbook or from your child's teacher) We cannot apply sunscreen without the signed Authorization for Administration of Medication form.

### ***School Doors***

For the safety of the children and the teachers, the doors are to remain locked at all times. After dropping your child off at school, please close the doors and latch the gate securely behind you. If you or your child needs to retrieve something from the classroom, you may ask to borrow a key from one of the teachers.

### ***Rules***

We need your support. As educators we are faced with the responsibility and challenge of establishing and implementing rules at school that:  
Provide a safe learning environment for your children. Promote respect for the environment, for others and for oneself. Children need structure and limits to know what is expected of them in order to feel secure and happy. In order for this to be accomplished they need as much consistency as possible. Although each family may have different rules and limits at home, it is important that they be the same for everyone while they are on school grounds. This consistency will make it easier for all the children to understand what is expected of them when they enter school now and in the future.

### ***Nap Time – Glen Oaks Montessori ONLY***

Nap time is optional, and we ask that if you would like your child to nap please tell their teacher or the school's director if you would like them to take a nap before they begin school. If your child is 2.5 to 3.5 years old, and stays all day until either 3:30 or 6:00 pm, we recommend that your child has a nap or "quiet rest time" in order to rest from a full day's schedule. Children typically give up their nap at 3.5 years old. We recommend that once your child turns 3.5, that they join class two for the Montessori presentation circle and worktime. Together with your child's teachers, you can decide whether napping at school is a good option for your child.

If your child is napping, please provide them with:

- A sleeping bag or blanket and fitted sheet, all clearly labeled.
- A pillow, clearly labeled.
- A large pillow case or cloth bag that will hold the sleeping bag/blanket sheet and pillow, clearly labeled.
- A lovey or stuffed animal is recommended especially if this is your child's first time napping at school.

Please bring home your child's napping items each Friday to be laundered and to return to school each Monday.

### ***Parking Consideration***

As we have a limited number of parking spaces, we ask that drop off and pickup be quick and we kindly ask you to be respectful of the families waiting for a parking space. Please do not park in non- parking areas, as it blocks other drivers from leaving. At times when there is a short line of cars waiting for their turn to park, we ask drivers to please not cut in line, but to drive around the block and get in line. This helps maintain an orderly process for drop off and pick up. Thank you for your cooperation. At Glen Oaks Montessori, you may wish to park on Santa Margarita Ave. where there is abundant space in the morning and afternoon for parking.

### ***Mysterious Objects***

The Montessori Environment is filled with small, fascinating objects that are difficult to replace, sometimes they accidentally make their way into pockets. If you find an odd object in your child's clothing, please check with their teacher as it might be a pivotal part of a classroom activity.

## **Throughout the Year**

### ***Birthday Celebrations - The Birthday Walk***

We welcome celebrating your child's birthday at school. In lieu of birthday parties, we celebrate each child with a Montessori tradition called "the birthday walk". Before you attend the birthday walk, please fill out the birthday walk form that can be obtained from your child's teacher. The ceremony takes about 5-10 minutes to complete, followed by a snack if you choose to provide one.

Please do not bring cake, cupcakes or other overly sugary items for a birthday snack. We encourage you to provide nutritious snacks with a minimum of sugar and additives. We would prefer that your child share his or her favorite food to make the celebration even more special! Here are some ideas for healthy snacks:

- sushi
  - bite-size jelly or jam sandwiches
  - cut fruit or berries with whipped cream
  - pancakes or french toast
  - croissants
  - mini muffins with cream cheese "icing"
  - smoothies or yogurt
  - granola bars
  - mini bagels with cream cheese
  - mac and cheese
- Do not bring food containing tree nuts or peanuts or that is processed on equipment that also processes tree nuts or peanuts
  - Please have the snacks ready to serve

We do not allow clowns, costumed characters or other special presentations during the school day as this is disruptive to the daily schedule.

If your child is having a birthday party off site, we recommend that you email, mail or directly hand each invitation to the other child's parents. Teachers cannot be responsible to pass out birthday invitations to students or their parents

### ***Field Trips***

We normally have two field trips each year, one in the fall and one in the summer. All children are invited to come, regardless of their schedule. On field trip days, the school is closed for the whole day. We require that each child is driven and accompanied by a parent or guardian to attend the field trip.

### ***Baby-Sitting Policy***

It is the policy of Burlingame Montessori and Glen Oaks Montessori that teachers do not take care of children enrolled in the program after school, at night, on weekends or during school vacations or holidays.

### ***Holiday Policy***

Burlingame Montessori and Glen Oaks Montessori are non-denominational schools. We celebrate a wide variety of holidays from many different cultures, some of which have a religious basis. We do not proselytize on the part of any religion in our celebrations.

We encourage our families to contribute to our cultural curriculum by sharing their celebrations with us. You are welcome to come into class, share books, music, food, clothes and other materials relating to a holiday tradition that your family celebrates.

## **Daily Dress**

Welcome to the Bay Area! Dress your child in layers, as the weather can be unpredictable. We play most days on the playground, even in the winter. Be sure that your child is dressed appropriately in outdoor winter wear. Please be aware that we are not staffed to have a teacher stay indoors for a child that is not suitably dressed for outdoor play. We highly recommend slathering on sunscreen, even in the winter, especially if your child has sensitive skin.

## **Language Education**

We teach the children the phonics method of language education. The children are introduced to the *sounds* that a letter makes before being introduced to the *name* of the letter. The following list should help you learn the respective sounds. If you have any questions about this, please do not hesitate to ask one of the teachers. We encourage you to practice the sounds of the alphabet with your child by playing "I Spy" games when you are out and about!

- |     |       |     |     |       |       |
|-----|-------|-----|-----|-------|-------|
| • a | as in | ant | • n | as in | in    |
| • b | as in | bat | • o | as in | on    |
| • c | as in | cat | • p | as in | up    |
| • d | as in | dog | • q | as in | quilt |
| • e | as in | egg | • r | as in | run   |
| • f | as in | if  | • s | as in | sat   |
| • g | as in | mug | • t | as in | mat   |
| • h | as in | hat | • u | as in | up    |
| • i | as in | if  | • v | as in | van   |
| • j | as in | jam | • w | as in | win   |
| • k | as in | ink | • x | as in | fox   |
| • l | as in | lip | • y | as in | yet   |
| • m | as in | am  | • z | as in | zip   |

## **Health and Safety**

### **Illnesses**

Our child illness policy is based on the Model Health Care Policies developed by the American Academy of Pediatrics. We understand that it is difficult for a parent/guardian to leave or miss work. We therefore suggest that alternative arrangements be made for occasions when children should remain at home or need to be picked up due to illness. Exclusion from school is sometimes necessary to reduce the transmission of illness or because the school is not able to adequately meet the needs of your child. Children should be excluded from school for the reasons outlined below. Note: The following list covers most common illnesses, but is not inclusive of all reasons for exclusion.

- |  |   |
|--|---|
| • Illness that prevents the child from participating comfortably in program activities | • Illness that results in a greater need for care than teachers and staff can provide without |
|--|---|

compromising the health and safety of other children

- Fever of 100 degrees fahrenheit accompanied by other symptoms such as lethargy or sleepiness, irritability, constant crying, difficulty breathing, diarrhea, vomiting
- Diarrhea — stools with blood or mucous, and/or uncontrolled, unformed stools that cannot be contained in the toilet
- Vomiting — green or bloody, and/or two or more times during the previous 24 hours
- Mouth sores associated with drooling
- Rash with fever or behavioral changes, unless a physician has determined it is not a communicable disease
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until the child has been on

antibiotics for 24 hours. See Guidelines on Conjunctivitis in the Communicable Diseases subsection for Bright Horizons' guidelines on conjunctivitis.

- Impetigo, until 24 hours after treatment has begun.
- Strep throat, until 24 hours after treatment has begun
- Head lice, until after treatment has begun and all nits are removed.
- Scabies, until 24 hours after treatment has begun.
- Chicken pox, until all lesions have dried and crusted (usually six days).
- Pertussis (whooping cough), until five days of treatment with appropriate antibiotics.
- Hepatitis A virus , until one week after onset of illness, after immune globulin has been administered.

**Once your child becomes ill at school, the following steps will be taken:**

- 1) The child will be removed from the group
- 2) Parents will be notified immediately and must pick up their child as soon as possible.

For the children's comfort and to reduce the risk of contagion, children should be picked up within 1.5 hours of notification and preferably within .5 hours. Children should remain home for 24 hours without symptoms before returning to school. In the case of a (suspected) contagious illness or continuing symptoms, a doctor's note may be required before returning.

**Required Conditions for a Child To Return to School**

A child who has been excluded due to illness from the school may return

- when he or she is free of fever, vomiting, and diarrhea for a full 24 hours (without fever reducing or anti diarrheal medication)
- when he or she has been treated with an antibiotic for a full 24 hours (unless otherwise specified)
- when he or she is able to participate comfortably in usual program activities, including outdoor playtime

The child should be free of open, oozing skin conditions and drooling unless

- a health care provider signs a note stating that the child's condition is not contagious
- the involved areas can be covered by a bandage without seepage of drainage through the



bandage

If a child is excluded because of a reportable communicable disease, Burlingame Montessori or Glen Oaks Montessori may require a doctor's note stating that the child is no longer contagious. **The School makes the final decision whether or not to exclude a child from the program.**

### **Medication Policies:**

All medications (including non-prescription acetaminophen and antihistamines, as well as all ointments, lotions, sunscreens, insect repellants, and remedies for diaper-rash) will require a parent's or guardian's signed Authorization for Administration of Medication form (available on the last page of this handbook or from your child's teacher).

- Non-prescription medication necessary for more than three days will also require a written order from the child's medical provider or nurse practitioner/physician's assistant, if allowed by the state licensing agency.
- The current prescription label from the pharmacy with complete information and instructions will suffice as the medical provider's authorization for prescription medication. If the label does not include all necessary information, a signed Authorization for Administration of Medication form will be required from the medical provider.

Doses will be tracked on an Administration of Medication log; all unused medications will be returned to parents/guardians. We ask that the first dose of any new medication be given at home to note any side effects. Please note that we are unable to administer expired medications of any kind.

Other general medication rules:

- All medication — prescription and non-prescription — must be brought to the center in the original container and labeled with the child's full name, instructions (precise dosage, time to be administered), current date, and name and telephone number of physician, where necessary. Medication spoons and other dosage implements must be provided and be labeled with the child's name (medication cannot be given without this).
- All medications must be handed directly to center management. Please do not leave medication — including ointments, lotions, and lip balms — in lunch bags, backpacks, or a child's cubby.
- Changes in medication/dosage require a new Authorization for Administration of Medication form and, where pertinent, an updated prescription or note from the child's medical provider.

### **Absence Reporting:**

If your child will be absent, please call or email the school and leave the following information:

- Your child's Name
- Symptoms he/she is experiencing
- Any possible diagnosis (if you have seen a doctor)

### **Allergies**

Promptly inform the teachers of any allergies your child may have and the severity of the allergy. If you need the teachers to administer medication to your child, you must first fill out the Authorization for Administration of Medication form (available on the last page of this handbook or from your child's teacher).

### ***Family Behavior***

If the teachers have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way and may endanger the child, we may refuse to release the child. If this happens, we will request that another adult (parent/guardian or someone listed on the Child Release Form) pick up the child. This will be done for the protection of your child.

### ***Child Safety Law***

California law requires children be properly secured in a child seat or booster seat until they are at least 6 years old or weighing at least 60 pounds. Each child must be properly restrained. Teachers are mandated by law to report any unrestrained children to CPS (Child Protective Services). Please help us keep the children safe by always buckling them in appropriately.

### ***Mandated Reporters***

Teachers in the State of California are bound by law to report to the California Department of Child Protective Services and/or to a law enforcement agency if they suspect that a child has been abused or mistreated. Child abuse and neglect are against the law in California, and so is failure to report it.

CHILD ABUSE HOTLINE 1-800-422-4453

## **Nut Free Policy:**

Burlingame Montessori and Glen Oaks Montessori are peanut and tree nut free environments. To ensure the safety of numerous children and staff with life-threatening peanut and tree nut allergies, we ask your cooperation in keeping these allergens out of our classrooms. While we recognize the difficulties involved in monitoring and maintaining a peanut free and tree nut free environment, we are committed to the safety of our community. Please read this policy carefully; if you have questions about our expectations or your participation, please contact the school's director.

Policy: No food containing tree nuts or peanuts, or traces of tree nuts or peanuts, are allowed at Burlingame Montessori or Glen Oaks Montessori. No food containing tree nuts or peanuts or processed on equipment that also processes tree nuts or peanuts is served for snack at Burlingame Montessori or Glen Oaks Montessori. For clarification, this means:

- No children or staff should bring lunch or snack items for their personal consumption that contain tree nuts, or peanuts. This includes peanut butter, other nut butters, almond milk, pesto, etc.
- All snack served in classes are checked by teachers to ensure they are peanut and tree nut free; they also CANNOT contain traces of tree nuts or peanuts, or be manufactured on equipment that also processes nuts or peanuts.
- Children and staff MAY bring in items manufactured on equipment that also processes tree nuts or peanuts if it is for their PERSONAL USE ONLY.
- All food for community events (potlucks, picnics, class celebrations, staff gatherings) held on campus needs to be peanut and tree nut free: no tree nut or peanut ingredients, and no traces of tree nuts or peanuts. This includes food solely for staff and kept in staff rooms.
- No food that is manufactured on equipment that also processes tree nuts or peanuts will be served to children by Burlingame Montessori or Glen Oaks Montessori staff.
- All food items used in class projects needs to be checked by staff before use.

If there is an accidental incursion of nut or peanut products, the following procedure is followed:

1. The food is removed and disposed of safely.
2. The safety of all children in the classroom is checked by the teacher.
3. Children with allergies are assessed and treated as necessary.
4. All contaminated surfaces are cleaned with disinfecting wipes.
5. If the food came from home, parents are notified.

## Acknowledgment of receipt of the Handbook:

As a parent, I have met with the Center's Director and reviewed the Parent Handbook.

- I agree to:
- Comply with and support all policies and procedures
- Comply and support the Nut Free Policy
- Be financially responsible, keep my account current and pay late fees if it is not current.
- Sign my child in and out everyday.
- Adhere to the Center's ill child policy and the 24 hour "symptom-free" rule.
- Pick my child up promptly in case of an injury or illness while at the Center.
- Follow medication dispensing regulations and complete all necessary forms.
- Keep my child's immunizations current and provide copies of any updates to the school office.
- Read all information provided to parents.
- Discuss my concerns and keep open communication lines with my child's teacher and the school seeking to avoid problems and misunderstandings.
- Respect all school staff.

**I UNDERSTAND THAT FAILURE TO ABIDE BY THESE POLICIES AND PROCEDURES MAY RESULT IN MY CHILD'S ENROLLMENT TERMINATION.**

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

\*this form will be placed in your child's file\*

**PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATION CHART****NOTE:** Regulation Section 101221 requires the following information be on file.

CHILD CARE CENTER NAME:	LICENSE NUMBER:	DATE:
-------------------------	-----------------	-------

**PARENT'S INSTRUCTIONS:**

1. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
2. Prescription and nonprescription medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting child care facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

CHILD'S NAME	DATE OF BIRTH
MEDICATION NAME	DOSAGE

**I authorize child care personnel to assist in the administration of medications described above to the child named above for the following medical condition/s:**

From \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ daily while in attendance.

BEGINNING DATE

ENDING DATE

TIME OF DAY

PARENT'S SIGNATURE:	DATE:
---------------------	-------

**MEDICATION CHART**  
**Staff Documentation of Medicine Administration**

DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE

**Upon completion, return medicine to parent or destroy, and place form in child's record.**

STAFF	DATE
-------	------