

ADMISSION AGREEMENT PRESCHOOL

Facility Information:

Abbey Montessori Children's Center
138 N. San Pedro Rd., San Rafael, CA 94903
Tel. No. (415) 479-8865
License No.: 213004840

Facility Type:

Preschool Program – 2 to 6 years old
Hours of Operation: 7:00 AM to 6:00 PM
Capacity:
Preschool Program – 30

Preschool Program Activities:

The Abbey Montessori Children's Center believes that the child is naturally interested and curious about the world. The child effortlessly absorbs knowledge about the world. Additionally, the child has sensitive periods for movement, language, and order that support further involvement in the world. Within the context of an accepting and nurturing environment the child's natural tendencies to know the world are supported. The School interfaces the family with community resources in order to support the child's development.

The Abbey Montessori Children's Center goal is for your child to experience nurturance, encouragement and direction in order to optimize the potentiality of your child in social and emotional development, in language and cognitive development, and in fine and gross motor development.

The Montessori learning environment and learning activities for your child reflect the Abbey Montessori Children's Center philosophy and goals. The environment supports your child's development in language, in movement and in order. The teachers act with nurturance, encouragement and offer direction in order to optimize your child's social and emotional development, language and cognitive development and fine and gross motor development.

Our hours of operation are from 7:00 AM to 6:00 PM.

Program Curriculum

Based on your child's interests, the Montessori curriculum components are matched to your child: Practical Life, Sensorial, Mathematics and Language.

In addition to the core Montessori curriculum components the program is enriched to include Animal Studies, Arts and Crafts, Artists, Geography Studies, Music and Composers, Music and Movement, Notion of Time and Plant Studies.

Basic Programs for Preschoolers:

1. Dietary/Nutrition

Breakfast is your child's most important meal. Please see that all children have an adequate morning meal so that they can be at their best.

Snack is provided in the morning and in the afternoon. The snack consists of food from two food groups.

Parents are encouraged to provide a healthy, well-balanced lunch for their child. All uneaten foods will be returned. Keep in mind that even small containers of yogurt are often too much for younger children to eat and have to be put into the garbage. A very small amount in a reusable container can be returned to home with less waste.

Please invite your child to help in preparing his/her lunch for school and later, in cleaning out the lunch container at home. This extends the Montessori classroom experience by allowing your child to make choices, assume responsibility and develop independence.

The following items should NOT be included in lunches: box juice, candy, gum, carbonated beverages or high-refined sugar content desserts (such as Jell-O or sprinkle yogurt). Children will drink water in their own cups. Pop-top or snack-pack cans are discouraged due to the sharp-edged lids.

Facility Operation:

1. Admission Policy

The Abbey Montessori Children's Center is an educational service for children from birth to six years old. Enrollment is available to children within this age range regardless of race, gender, ethnic background, national origin or religion. Returning students, siblings, legacies are accorded first admission. Enrollment is then open on a first come, first served basis. The School reserves the right to refuse admission based upon likelihood to benefit from the School program.

Admission Procedure

- Upon receipt of application with the application fee the admission procedure formally begins.

- A child's file packet of forms is mailed for the family to complete. The forms are required by Community Care Licensing to be completed before attendance.
- A copy of the tuition payment information is given.

2. Arrival and Dismissal

We cannot overemphasize how important it is for your child to arrive at school and ***be in the classroom by 8:30 a.m.***

Children are very sensitive to the order of the day. They need to have the opportunity to greet their Directress at the appropriate time and to say hello to their friends before getting down to work. ***Children who enter the classroom late recognize that lessons are being presented. It is difficult for them to settle in and orient themselves to a class already in progress. They may miss an important lesson or communication regarding the day's events and/or schedule.*** They often feel embarrassed and uncomfortable entering the class late. It is important for the children, as they grow and develop in all areas of life, to develop the habit of punctuality.

The arrival and departure times are as follows:

Arrival is between 7:00 AM and 8:30 AM

Dismissal is between 1:00 PM and 6:00 PM

If tardiness becomes a problem for any particular family, we will address the issue with parents whose children are habitually late. All Preschool students coming in after 8:30 a.m. will be tracked regularly by the Directress for time of arrival. If children are coming in late on a regular basis, you will be asked to come in and meet in person with your child's Directress. ***If there is continued lateness after this meeting, your child will not be accepted into the class after 8:45 a.m.***

Community Care Licensing requires families to sign a full signature at arrival and departure of your child. The sign-in and sign-out sheet is located near the main door.

Late Arrivals due to Appointments

If possible, please schedule appointments outside of school hours. If this is not an option, please notify your child's Directress in writing in advance.

3. Drop Off

Our motto at drop off is ***"the shorter the goodbye the shorter the cry."*** We know from experience that after your child has been here a few times, the "fuss" will be less, if at all. Children have a unique capacity to make new friends quickly.

4. Release of Child to Authorized Person

Your child is only released to those persons appearing in the Emergency and Identification Form that each family completes prior to attendance. Photo identification is requested if the person is not recognized by the dismissing teacher.

If someone is picking up your child that is not listed on the Emergency and Identification form, we must have **written** notification from you or that person's name on file in the office. Please update the list of people authorized to pick up your child whenever a change occurs. ***State licensing requirements prohibit the school from releasing your child to anyone except you or those named on the emergency card without written permission*** even though they may be known to our faculty and staff.

5. Late Pick-up

Late Pick Up is when pick up of the child is after closing hours of the School. Occasionally an emergency may arise preventing picking up of a child on time at the end of the day. An automatic, non-negotiable late fee of \$5.00 for each 15 minute interval is charged.

6. Dismissal of a Student From School

Abbey Montessori Children's Center reserves the right to dismiss ***a child who is not suited to our individualized program, who is not benefiting from the School environment, or who exhibits inappropriate behavior patterns.*** Inappropriate behavior patterns includes biting, pinching, punching etc. of children or teachers. The family is legally liable for any damage done to property or to another person.

If dismissal is seriously contemplated, the Director and Directress will meet with the parents of the child and discuss the situation with them. The child with problems may be required to enter into an "adjustment period" wherein the child, Directress and parents agree to certain goals for improvement over a stipulated period of time. The parents are informed regularly of the child's progress and are asked to support the child in reaching his/her goals. If the adjustment period is not effective, the child will be dismissed.

Further, a child will be dismissed if the family member(s) exhibits abusive or disrespectful behavior to children or adult at the School.

Finally, ***any tuition not current by the end of the month result in automatic dismissal of the child.***

MEDICATION PROCEDURES

The California State Health Department requires that no medication of any kind, including aspirin, be administered without a prior written directive from a doctor and a signed parental consent. A parent must come into the office to complete a medication administration form before we can give medication to your child.

For the health and safety of the children, all medication must come to school in its original container from the pharmacy, not in another container or plastic bag. ***All medication must be handed directly to another adult, not sent with the child in a lunch box or backpack.***

Notify the teacher if your child is taking any medication that may account for behavioral changes

Your child's medical problems and accidents at School are recorded and reported to you. A written report is kept of such incidents.

MEDICAL EXAMINATION

The State of California Community Care Licensing mandates that ***children may not be admitted to the school unless all forms***, including the Physician's Report, ***are complete and on file in the office of the school prior to the child's attendance.*** In order for us to be in compliance, please be sure that all forms are turned in to the office. If this is not possible, please notify the school office in writing of the date of your child's health exam appointment and when you will be able to submit the form(s) to the school. ***The forms must be completed and turned in to the school office before the first day of class.***

IMMUNIZATIONS

It is imperative that your child has the State-required immunizations for entering his/her grade level. If you have personal beliefs that are contrary to this requirement, you must state so **in writing** for our records and keep your child at home should any symptoms of illness develop. Please check with your pediatrician for immunizations date requirements.

ILLNESS

Please do not bring your child to school if he/she has a runny nose, fever, unusual rash, "pink eye" or sore throat. We request that your child stay home an additional 24 hours after the end of a fever, throwing up or diarrhea.

We are required by the State licensing system to send home any child who is so infected. You will be contacted and asked to pick up your child immediately if he or she shows any symptoms of illness. He or she must be isolated from the other children, so will be waiting for you in the office. If you are difficult to reach during the day or are not able to pick up your child on short notice, we will contact the person(s) listed on the child's emergency card to pick up a child who is ill. ***As children tend to spread germs easily, we ask all***

parents to cooperate with the illness policy in order to minimize illness at Abbey Montessori Children's Center for both children and adults.

NOTIFICATIONS OF INFECTIOUS DISEASES

Please call the school office if your child or a sibling has contracted a contagious disease in order that our families can be notified immediately.
The office will distribute information to all families who may have been affected.

ACCIDENTS

Minor accidents occurring during school hours receive the prompt and careful attention of staff members. In the event of illness or serious accident, the family is notified at once and arrangements are made for the child to be taken home or to his/her physician. ***Parents are strongly urged to inform the school of any change of telephone number during the year.***

FIRE DRILLS

Fire drills are held monthly throughout the school year to insure a calm, well-rehearsed response to a disaster. The fire drill begins when the fire alarm sounds. All classes execute the "Leave Building" procedure. Classes gather at their specified assembly point, roll is taken and all children are accounted for.

EARTHQUAKE DRILLS

Classes have earthquake drills monthly throughout the school year. The standard "duck and cover" response is practiced.

Clothing

Children work and play actively, therefore we ask that all children comply with our basic rules of school attire:

- The ***children should wear clothing that they can manage entirely by themselves***, including all fastenings. Elastic-waist pants that can be easily pulled up work well.
- Since a lot of activity takes place on the floor they should be dressed in comfortable, washable and non-restrictive clothing.
- Children should be dressed according to weather conditions. ***Layered clothing works best***, as it is frequently foggy and windy early in the day.
- On rainy days or when the ground is wet, your child should wear boots, raincoats and hats, as the children do go outside nearly every day. Be sure your child brings tennis shoes to be worn indoors. For the safety of the children, umbrellas are not allowed at school.

- Preschool ***children should wear rubber-soled shoes***, which allow active participation in gross motor activities.
- ***Please, no shoes that light up or make noise, party shoes, slip-on plastic shoes, cowboy boots or clogs.***
- In keeping with the Montessori philosophy, where we are focusing on the real world and the true personality of the child, ***we ask that you save clothing with commercial characters such as "Pokemon" or "Barbie", superheroes, i.e. "Batman" and "Ninja Turtles" for home.*** This includes shoes, shirts, jackets and backpacks.
- ***Please mark all clothing***, especially outer garments, ***with your child's name.*** Children frequently (inadvertently) bring home items belonging to their classmates. A name somewhere on/inside the item will help insure its return to its rightful owner.

Birthday Celebrations

Children like to share this special day with their classmates. Our birthday celebration allows each child the joy of sharing some of his life's more exciting and meaningful moments. Please consult with your child's Directress regarding the scheduling and the details of this special event.

In the Preschool classes, we ask that you prepare pictures with your child, including a brief biography and one photograph for each year of the child's life. This is an introduction to the concept of time and history. The Primary child will also ceremoniously carry our globe of the earth around the sun (a candle) once for each year of the child's life.

You may also include a special snack for the birthday celebration. ***Please avoid cakes, cupcakes, and foods with high sugar content.*** Some suggestions for healthy, nutritious birthday snacks are seasonal fruit, cheese and crackers, cheese and fruit, fruit kabobs, fruit breads (banana bread, cranberry bread, panatoné), muffins, carrot cake. Portions should be small. Please check with your child's Directress to find out the number of portions needed or if there are any ingredient restrictions due to allergies.

Personal Belongings

Children enjoy bringing things to share (e.g. books, shells, an interesting leaf, rock, picture, insect, etc.). Items of special class interest and educational value are always welcomed. If your child has something to share, please label the item or its container so that it can be safely returned to you.

Please do not allow your child to bring toys, money or jewelry to school. Keychains, whistles and other toys attached to a backpack are

cumbersome and distracting. Let your child know that if he leaves his special toy in the car, it will be safe until he returns from school.

If your child brings home an object that does not look familiar, please check with the teacher. Even seemingly insignificant objects may be critical to a Montessori material. Please return all materials.

School Absences

ABSENCE DUE TO ILLNESS

Regular attendance is essential if children are to get the full benefit of their Montessori education. If your child is sick, please call the office before 8:30 a.m. so that the Directress can be notified. Messages may be left will be delivered to your child's Directress first thing in the morning.

VACATIONS DURING SCHOOL TIME

We strongly discourage parents from scheduling vacations when school is in session. It is extremely important that children attend both the first and last weeks of school, as these are times for orientation and closure. For young children, extended or frequent absences are confusing and re-entry can be upsetting. Children miss out on valuable lessons and have to re-orient themselves to the classroom.

If you must leave for any reason, it is very important that you send in a written note. This allows the Directress to assist the child in completing any work in progress before leaving.

Incidental Information:

1. Child Abuse Report

While everyone should report suspected child abuse and neglect, the California Penal Code requires that certain professionals and laypersons must report suspected abuse. The mandated reporters include Child Care Custodians. Failure to report suspected abuse by a mandated reporter within 36 hours is a misdemeanor punishable by 6 months in jail and/or a \$1,000.00 fine. Marks on your child that are not satisfactorily explained to the School are reported to authorities.

Updating Personal Information in Facility Files:

Parents agree to inform the school at once of any changes to the information contained on the forms completed prior to admission.

Inspection Authority by Community Care Licensing:

The Department has the authority to interview children or staff, and to inspect and audit child or childcare center records without prior consent.

The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

Complaint Procedure:

Parents understand they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Call or write:

Community Care Licensing
801 Traeger Ave., Suite 100
San Bruno, CA 94066

Personal Rights:

Parents understand that children have rights and have received a copy of the Personal Rights form LIC613A - Section 101223.

Parents Rights:

The parents understand that they have the right to visit and observe the school anytime their child is in care and have received a copy of Parents Rights LIC 995-Section 101218.1(b).

We / I, the undersigned, agree to the conditions of this "Admission Agreement" and to the admission of _____ (child's name) to Abbey Montessori Children's Center.

Parent/Child's Representative

Parent/Child's Representative

Date

Director