

*Sunnyvale
Montessori
House of Children*



**572 Dunholme Way
Sunnyvale, CA 94087
Tel. (408)749-1602**

Parents Manual

1. The Sunnyvale Montessori House of Children is a non-discriminatory school, based on the philosophy of Dr. Maria Montessori. It consists of children aged 2+ to 6 + years.
2. We provide what Dr. Montessori called “Freedom within Limits”. Our environment is carefully prepared, with activities in practical life, sensorial, language and math, supplemented with art, movement, science history and geography. We are equipped with specially designed Montessori apparatus and activities prepared by the teachers.
3. School Hours:

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|--------------------|--------------------|
| FULL TIME | 7:00 AM - 6:00 PM |
| MORNING PROGRAM | 8:30 AM - 11:30 AM |
| HALF DAY PROGRAM | 8:30 AM - 2:30 PM |
| AFTERNOON PROGRAM | 12:15 PM - 3:15 PM |
| STOCKLMEIR DAYCARE | Schedule Varies |
4. School Year: The school year consists of Fall, Winter, Spring and Summer sessions.

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5. Fees: Registration: \$100.00 (non-Refundable)
 Tuition Deposit: Two weeks tuition (Applicable to the last two weeks fees).
 Daycare Deposit: \$125 applied to balance
6. Discounts: Siblings: 10% for brothers, sisters also enrolled at the same time.

A. Fees

1. The school is an education establishment and tuition is due regardless of absences or individual vacations.
2. Tuition is due in **advance** regardless of vacations or personal absences and payable by the first of each month. A grace period is allowed until the 5th day of each month. A late fee of \$20.00 per week is applied for fees paid after the 5th, until the account is paid in full. If total fees are not received by the 15th of each month, the child will be considered withdrawn from the program. Stockmeir daycare will remain on a weekly payment basis.
3. All returned checks are subject to a \$40.00 charge. If there is a returned check, only cash or money orders will be accepted for future payments. The child's name should be written on the face of the checks. Billing statements are not submitted. A 30-day written notice is required for any change of schedule.
4. An initial \$100.00 registration fee is due at time of application submittal. A renewal registration of \$50.00 is due for returning students. All registration fees are non-refundable.
5. Late pick up fee will be assessed the following month and will be due in full with tuition for that month.
6. There is a \$30 annual material fee due in September.
7. The school reserves the right to increase tuition with a 30 days written notice.

B. Change of Schedule

A 30 day written notice is required for any change of schedule and will be accommodated only on a space available basis.

C. Withdrawal

A 30 day written notice of intention to withdraw is required. The deposit will then be applied against tuition owing at that time. Because space is limited, if 30 days notice is not given and child is abruptly removed from class, 2 weeks deposit will be used as well as a remaining balance of tuition that is due for that month.

D. Past Due Accounts

All past due accounts will be subject to a \$10.00 per week late fee and a 12% finance charge until account is paid in full. Should any accounts be subject to legal proceedings, all such expenses will be borne by parents/legal guardians.

E. Required Forms (9)

The parent is responsible for the completion of the required forms

- a. Enrollment application
- b. Identification and Emergency Information (Form LIC 700)
- c. Previous Health History (Form LIC 702)
- d. Physician's Report (Form LIC 701) ->**NOTE: Must be signed by a physician**
- e. Emergency Medical Authorization (Form LIC 627)
- f. Personal Rights (Form LIC 613a)
- g. Parents Rights (Form LIC 995)
- h. Holiday Schedule - Last page of Parents Manual
- i. Photo authorization

These forms are necessary for the health and protection of the child while at school and must therefore be completed before the child is accepted into the school.

F. Arrival and Departure

1. Classes start at 8:30 AM. It is in the best interest of your child to be on time. Please call and notify the school if your child will be unusually late. Children must be accompanied to the classroom and handed over to a teacher or assistant. Children enrolled in the full day program may arrive from 7:00 AM onwards. Arrival time for others is at 8:30 AM for morning/half day programs and 12:15 pm for afternoon program.
2. To ensure the smooth running of our program, it is necessary that children be picked up on time. Children enrolled in the morning program should be picked up no later than 11:30 AM. Children enrolled in the half day program should be picked up by 2:30 PM. Children in the afternoon program should be picked up by 3:15 PM. All others should be picked up by 6:00 PM.
3. Children arriving before the start of their program and leaving after their program will be charged **\$1.00 a minute**. On arrival and departure, the parent/adult accompanying the child must sign in and out of the school office.
4. If your child is part of the Stockmeir daycare program, our staff will walk your child to and from their classroom at their appropriate time.

G. Timesheet

1. Parents will be assigned a one time registration code to log in electronically into our system.
2. Parents are responsible for their own login id and pin #. Parents will each have their own unique id for their child.
3. It is up to the parents to remember their own code as school has no access to this information. Emergency pick ups must register with the office to use the electronic timesheet.
4. Parents must electronically sign their child in/out. In the event of a power outage, a paper timesheet will be created and physical signature will be captured.
5. Time sheets will be used for attendance time tracking and accounting purposes only.

H. Photos

Parents must sign an authorization form to allow the school to take a picture of their child. This is used for identifications purposes only.

I. Illness and Allergies

1. A child who has a fever, vomiting, diarrhea, eye infection, sore throat, rash, lice or nits or is not feeling well **must NOT** be sent to school. Sick children will be sent home immediately. A child absent because of illness for 3 days or more must produce a physician's notice upon his/her return to school. A child who has been prescribed medication or a contagious infection cannot be admitted to school without a physician's notice stating that the child has been free of infection.
2. Medication prescribed by a doctor from the original pharmacy bottles will be given to a child if the parents sign an authorized form. Aspirin and over the counter medication will not be given by the staff.
3. Parents must notify the school at time of registration if child has any known allergies (ie. peanuts, bee stings, etc.).

J. Emergencies

In the event that a child has an accident, which requires medical observation or treatment, the school will attempt to contact the parent at once. If the parent cannot be contacted or immediate medical attention is deemed necessary by the staff, the child will be taken for emergency treatment to the nearest hospital or clinic.

K. Emergency Evacuation Center

In case of emergency, when the school would need to be evacuated, all children will be taken to Stocklmeir School (Dunholme Way, Sunnyvale) and be held there until called for.

L. Discipline

Discipline is viewed as an aid to learning proper behavior, not as punishment. Minor discipline problems will be directly handled by the teacher and director. If a major discipline or behavior problem develops, a conference will be arranged, at which time the problem and possible solutions will be discussed. Corporal punishment is not allowed.

M. Lunches and snacks

1. For children in the Full Day and Half Day programs parents should send a nutritional, well balanced lunch to school. All lunches should be clearly marked with your child's name on it. No candy, gum or nuts are allowed.
2. We have the ability to heat up your child's meal in a microwave. All items needing to be heated must be in a microwaveable safe container.
3. Nutritional snacks are served twice a day, which can include milk or juice.
4. Children with special dietary needs should bring their own snacks with their name on it.

N. Attire

Loose, comfortable and washable clothing is more conducive to a happier and more expansive learning experience. Since we stress independence, clothing that your child can button, zip and snap with minimal frustration is preferable. We suggest that your child dress warmly on cooler days, so he/she may participate in outdoor playtime.

O. Extra Clothing, diapers and cubbies

1. Please send a complete set of clothes in a clear ziploc freezer bag with your child's name on it. Additionally, mark each item of clothing to prevent loss of clothes. It is suggested that old clothing be used for this purpose. Mark all items brought to school with your child's name, including, coats, lunch boxes, blankets, etc.
2. Your child will be assigned a cubby that all clothing can go into. Please check this daily to ensure soiled clothing is taken home.
3. If your child is in diapers, we have cubby's located in the bathroom with your child's name on. Please ensure this stays stocked along with wet wipes with child's name on it. Please do not put clothing into these cubbies they are small can only hold a minimum amount of diapers.

P. Toys

We prefer that your child not bring toys from home. The Montessori environment provides for all of the child's needs. Children may be asked by their teacher to bring a toy on "share day" to share with all students.

Q. Birthdays

We encourage recognition of birthdays for your little ones. A special treat may be brought to school on birthdays along with paper plates and utensils. Please inform the administrator regarding any plans.

R. Deposits

The two week tuition deposit is not refundable. It will be used as tuition for the last two weeks, provided 30 days written notice of withdrawal is given to the school.

S. Child's work/progress

1. Your child will make various arts and crafts in addition to daily written assignments. There are hanging folders located at the front of the room with your child's name on it. Please check this daily for the interesting things your child has done.
2. There are white boards in both classrooms near the door entry. Please check these daily to know what your child learned throughout the day. This will also contain information for the following day such as a "share day".

T. Parent/Teacher Conferences

1. Parent/teacher conferences are held twice a year, Oct. and May. The purpose of the evaluation is to document the progress your child has made, not to compare to other children. We highly encourage parents to participate.
2. Parents may also request conferences at any time by notifying the administrator in advance.

U. Licensing Agency

1. The school's licensing agency shall have the authority to interview clients, including children or staff, to inspect and audit client or facility records without prior consent. The licensee shall make provisions for private interview with any clients, including children or staff member, and for the examination of all records relating to the operation of this facility.
2. The department of licensing agency shall have the authority to observe the physical condition of the child/children, including conditions of abuse, neglect, or inappropriate placement, and a licensed medical professional physically examine the child/children.

