Centro Montessori Bilingüe de San Diego

Parent Handbook

**WELCOME**

Welcome to Centro Montessori Bilingüe. We are a Spanish Immersion Montessori home based daycare caring for children 3 months to 6 years old. We encourage all families to come for a tour to discuss your needs for care and hours.

**HOURS**

Business hours are Monday through Friday 7:30 am 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 provide a mid-morning snack and an afternoon snack. Parents are responsible to feed their children breakfast at home and to pack them a ***balanced lunch*** in an insulated lunchbox along with a cloth placemat and napkin. We use real glasses, utensils and plates for lunch to create a real life setting environment.

\*Please advise us of any allergies your child may have.

**HOLIDAYS AND VACATIONS**

**\*Days we are closed for 2015-2016 school year:**

September 7 - Labor Day

November 11 - Veteran’s Day

November 25 to November 27 - Thanksgiving Break

December 21 to January 1 - Winter Break

January 18 – Martin Luther King Day

February 12 to February 15 – President’s Day Weekend

April 11 to April 15 – Spring Break

May 30 – Memorial Day

July 4 – Independence Day

If your child will not be attending daycare due to illness or other, 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 daycare for whatever reason, you are still required to pay.

**PAYMENT**

Payment may be made in cash or by check. Please make checks payable to *Elizabeth Pedroza*. If any bad check is received the parents/guardians will be responsible to pay an additional $25 and any bank charges incurred by myself as a result of the check being dishonored.

Payment is due on the first business day of each month. If received after the second business day of the month a $35 late fee will be charged.

**REGISTRATION DEPOSIT**

A $150 non-refundable registration fee is required to hold your child’s spot during their enrollment. No refunds are given.

**TERMINATION**

The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first 30 days of enrollment, parents/guardians must give a 30 day notice of termination. Payment of the last 30 days is required whether or not your child is attending the childcare home.

**ILLNESS**

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 24-48 hrs. 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 myself immediately.

**The child must be free from all symptoms 24 hours before they will be admitted back into the child care home.**

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 my care I will call you to come pick the child up. If you cannot be reached I 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 me us 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 I 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 woundsor 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 myself so we can verify the amount of the medicine together (state requirement) and I 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 my home. 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 12:30 pm-2:30 pm. 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 nap time. These will be sent home on Fridays to be washed at home.

**POTTY TRAINING**

We must work together if potty training is going to work. 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 me 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. Occasionally on nice days we will go on walks around the neighborhood or to the park. Please make sure to dress your children appropriately for the weather this includes jackets, hats, shorts, etc. Walks and trips to the park will be taken at our discretion.

Please provide sunscreen to your child prior to arriving to daycare.

**ALCOHOL AND DRUGS**

If you arrive to pick up your child/children from my 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 if it is after 4:30 p.m. or our agreed upon time.

**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.

**TAXES**

In January of each year we fill out a W-10 for each family that had a child/children in our childcare for that past year.  If your child is no longer with us at the end of the year we will mail your W-10 to you. If you have moved it will be **YOUR** responsibility to contact us with a new address of where to send your W-10.

**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.  Also, when doing these visits the first thing in the a.m. or the last thing in the afternoon it doesn't disturb any of the children’s naptime, lunch time, 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 the **$1each minute**you are late.

 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 questions 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 throughout 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.**