



Montessori Daycare Preschool Handbook

Welcome to Montessori Daycare Preschool

The purpose of this Parent Handbook is to outline the policies and procedures under which I operate as a Family Licensed Childcare Provider

State Licensing Requirements

Montessori Daycare Preschool is licensed and complies with all applicable licensing regulations and standards. These standards relate to my home, health, safety procedures, nutrition, caregiver to child ratios, and record keeping. I believe that these standards are in the best interest of the children. My home is subject to inspection by state and city health, fire, and licensing officials.

Daycare Preschool Hours

The daycare is open Monday through Friday 7:00am to 5:00pm , Preschool is open Monday to Friday; Morning Schedule (8:45am - 12:00pm) Afternoon Schedule(12:45pm -4:00pm) (with the following holiday exceptions:

Holidays

- MLK
- President's Day
- Memorial Day
- 4th of July
- 24th of July
- Labor Day
- Halloween (closed at 4:30pm)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Holladay starting December 15 until January 2rd.

Note: If the holiday falls on a Saturday daycare will be closed the Friday before. If the holiday falls on a Sunday daycare and preschool will be closed the Monday after.

Schedule Adherence Policy

In order to maintain high quality child care at all times, I run a very structured schedule. All children are to be dropped off and picked up at their regular scheduled times, unless other arrangements have been made in advance. Due to the disruption to our daily schedule children may not be dropped off after 10:00 AM. My assistant's work schedule is based on, pick up and drop off times given to me at enrollment. Please notify me as soon as possible if your child will not be attending, will be dropped off or picked up later than usual so I can plan meals, activities, and the assistant's schedule accordingly. I understand there will be an occasional need to adjust individual schedules; however continuous violations of this policy are grounds for termination.





Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

Daycare : Older Toddler/Preschooler (24 months and older)

- 7:00 - 8:30 drop-offs, welcome children, free-play and/or structured-play, trains, story-time, etc.
- 8:30 - 9:00 breakfast, clean-up/wash-up
- 9:30 - 10:00 circle-time (Creative Curriculum)
- 10:00 - 10:45 morning snack
- 10:45 - 12:30 music, song and dance, tumbling exercises, outside play-time
- 12:30 - 1:00 lunch time, clean-up/wash-up, get on mats
- 1:00 - 2:45 rest-time and/or quiet-time
- 2:45 - 3:00 afternoon snack, clean-up/wash-up
- 3:30 - 4:00 music, song and dance, tumbling exercises, outside play-time 4:00 - 5:00 pick-ups, outside play (depending on season), coloring, play-dough, toys, story-time, etc.

Preschool : Age 2 – 5 Years Old (Not Meals/Snacks) **Parents must bring meals /snacks**

Morning Schedule: 8:45am – 12:00pm Afternoon Schedule: 12:45pm-4:00pm

Daycare Arrival and Departure

Please be in control of your child during drop-off and pick-up times. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, I must have a written note from the custodial parent in my file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Daycare Meals/Snacks

I participate in a federally funded food program, Alliance for Children (AFC). This allows me to provide federally guided nutritious meals to each child on a daily basis. I will give your child a well-balanced, healthy diet. Please do not bring any snacks, candy, or gum unless arrangements have been made for a special occasion or birthday party. In order to participate in the program, meals must be served during hours and days agreed upon between myself and the program administrator. At least two hours must lapse between meals or snacks. If you arrive late, please ensure that your child has been fed, as they will not be served until the next scheduled meal time. Meal times are as follows:

- Breakfast 7:30 – 8:30 am
- Morning Snack 10:30 am
- Lunch 12:30 pm
- Afternoon snack 3:00 pm

I will provide infant formula for infants less than one year of age. If you prefer a different brand then you are responsible for providing the formula.





Diaper Policy

It is the parent's responsibility to provide diapers, wipes, and diaper rash cream for your child. Each child has his or her own clearly labeled diaper bin, located in the infant sleeping room. Diapers are checked frequently, and changed every two hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing table is cleaned and disinfected between each diaper change, and hand washing of the childcare provider and child is performed after each diaper change.

Toilet Training

I am more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare.

Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet. [Nap Time](#)

Infants and toddlers sleep in separate rooms. The infants sleep in provided cribs, and the toddlers sleep on mats. My goal is to have the two different age groups (24 months and older, younger than 24 months) sleeping on the same afternoon nap schedule. Nap time for children 18 months and older is during the time between 1:00pm and 2:45pm each day. Typically children 18 months and younger will take a morning nap as well, moving toward a one nap a day schedule between 12 and 18 months. Typically children 6 months and younger may need a third nap during the day, which can be incorporated into their late afternoon schedule. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their mat during this time. For the older, toddler age children, sleeping on mats, please send a crib sheet, and blanket that can be kept at the daycare for your child.

Health Matters

For the health and safety of your child and all of the children in our daycare, please do not bring your child to daycare sick. In which case I in turn may become sick, making it difficult to care for the other children in my care. I can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with me. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

Guidelines for Children Requiring Exclusion from Daycare and Preschool

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, rosella, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare.

Medication

I do not give medications to the children. If your child needs to be medicated in order to get through the day, and be able to comfortably participate in my classroom activities, then it is quite possible he or she may be too sick to attend daycare. I



will however give certain doctor prescribed medications to the children, of course given that they are no longer contagious, and only if the medication consent form has been signed. Examples of these would be; antibiotics for ear infections etc and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if I will administer a certain medication or not, please feel free to ask.

Medical Emergency Procedures

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, I will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, I can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Cleanliness

I take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. I am committed to keeping my home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. My home is kept clean and disinfected at all times. I thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often. Hand washing is the single most effective practice in preventing the spread of germs. I wash my hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

I wash my hands:

- Before beginning work
- Immediately before handling food or feeding children
- After using the bathroom, helping a child use the bathroom, or after changing soiled clothing or diapers
- After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit
- Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or bathroom
- Before giving medication or applying ointment [Children wash their hands:](#)
- Immediately when the child arrive to Daycare
- Before and after eating
- After using the bathroom or having soiled clothing or diaper changed
- After using play-dough or other substances
- After playing on the playground
- Whenever hands are visibly dirty
- Evacuation Procedures





Montessori Daycare Preschool has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. My emergency location of choice is Toole City Hall.

The exact address is 10 N Main St, Tooele UT 84074. A notice will be posted at the daycare with all information on the alternative sight. [TV Viewing](#)

Television viewing is only done once or twice a week, no more than a half an hour at a time and is limited to PBS, the Disney channel, and Baby Einstein for the younger ones. On occasion, usually only on Fridays, I may pick an appropriate children's video to watch i.e. (Little Einstein's, Cocomelon etc). Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

Supervision

I will be present at all times when children are in my care. This will allow me to account for the activity and whereabouts of each child in my care ensuring immediate intervention to safeguard a child from harm.

During outside play:

- a. Infants and toddlers shall be supervised at all times.
- b. Preschoolers and school age children may be monitored from inside my home as long as their area of play is within my sight and earshot.

During nap time:

- a. Sleeping children shall be monitored by periodic in-person checks.
- b. Infants will be monitored using a department approved monitoring device or in-person checks every 15 minutes.

Transportation

If you need transportation we can Drop off or pick up to School any vehicle used will be equipped with appropriate seat belts or car seats and will be properly registered. A copy of admission forms will be kept in the vehicle at all times along with a travel first aid kit. (Transportation services has additional cost)

Communication

So that I may provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

Behavior Management & Discipline

I believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. I also try and teach the children in my care manners, kindness and to be respectful to others. One of the ways in which I do this is by the example I as provider. I understand that my actions and reactions speak much louder than my words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
2. Redirection: The child is redirected to another activity and given an opportunity to try again at another time.



3. Time-Out: The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow my directions or listen to my words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
4. Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Learning and Fun

For ages two through five, I offer a structured preschool curriculum called Waterford Upstart (Waterford.org seeks to blend the best aspects of learning science, mentoring relationships, and innovative technologies to form community, school, and home programs that deliver excellence and equity for all learners). My program offers development in language, literacy, numeracy, science, and social development. This on-going preschool program is offered Monday through Friday and is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. I know that children learn best by "doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because I believe that learning is an exciting experience. Additionally we support each child family's language Use of basic words and phrases from the home language, Incorporating books or labels in both languages, and Use of interpreters when needed.

For ages 24 months and younger I work on and with the following: throughout each day I practice large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing books, numbers, shapes, colors, the alphabet, stacking blocks, age-appropriate toys, and much more. I encourage participation, but the child will not be forced to participate. Most importantly, my goal is to make learning for all ages fun, and non-intimidating. It is my hope that both you and your child will be as enthusiastic as I am about my program.

Behavioral Expectations of Children

BEHAVIORAL EXPECTATIONS	DISCIPLINE METHODS USED
Infants: Ages Birth Through 11 Months	Infants: Ages Birth through 11 Months



<ul style="list-style-type: none"> ● They cry when, under stress, expressing a need, or trying to communicate. ● They may cry when dropped off because they have separation anxiety. ● They put everything in their mouth because they explore through taste. ● They feel and touch everything because they learn and explore by using their five senses. ● They like to be held because it makes them feel secure. <ul style="list-style-type: none"> ● They become attached to family and caregivers because they trust them. ● They show pleasure when learning new skills because they enjoy praise. ● They become bored if they do not receive adequate attention or stimulation 	<ul style="list-style-type: none"> ● Infants need to be attended to when they are crying. This is because stress in infants releases a chemical called cortisol in their brain. Cortisol makes the brain vulnerable to a process that destroys brain cells and reduces the number of connections between brain cells. ● Infants in stress can be calmed by picking them up, singing to them or talking to them in a calm voice, using their name. ● Infants are not able to understand or benefit from time out. ● Redirecting infants to another activity, including by placing them in a different area if needed, is useful when there is a behavioral issue.
<p>Toddlers: Ages 12 Months to 24 Months, and Two Year Olds</p>	<p>Toddlers: Ages 12 Months to 24 Months, and Two Year Olds</p>
<p>Toddlers:</p> <ul style="list-style-type: none"> ● They put everything in their mouth because they explore through taste. ● They feel and touch everything because they learn and explore by using their five senses. ● They may cry, hit, or bite to get their way, express emotions, or to communicate with others (they do not yet have the verbal skills to communicate their frustrations by talking). 	<ul style="list-style-type: none"> ● For toddlers and twos, redirection is more effective than time out. Redirection means calmly redirecting children's attention or moving children away from a problem area or activity to a new area or activity. ● If behavior problems persist, providers may want to evaluate the environment to see if children are being over stimulated or if there is not enough space for children. Providers should also check



<ul style="list-style-type: none"> • They may show signs of anxiety during change, and when their parents leave. This is demonstrated by withdrawing, crying, clinging, and wanting to be held. They enjoy exploring objects with others because they want to establish relationships. Two-year-olds: • They are discovering and learning to assert their independence, so they often say, "No!" They frequently use the word "mine" and are not yet able to share well. They want to play with others, but do not yet know how. • They exhibit mood swings and are not yet able to manage their emotions. They enjoy peer play and joint exploration. 	<ul style="list-style-type: none"> • to see if more toys of the same kind are needed, because toddlers and twos are not old enough to understand sharing and taking turns with toys. Praise and positive reinforcement can also work very well with this age group. • Another good way to help toddlers and two year olds learn how to play appropriately with other is for adults to model appropriate behavior.
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Non Discriminatory Statement

Montessori Home Daycare does not discriminate on the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation in its programs and activities, except where appropriate and allowed by law.

Contract Adherence

This is my home as well as my business, so please be respectful of my family and home by adhering to the policies and procedures outlined in the parent handbook. I realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review my policies and procedures as necessary. I reserve the right to amend any portion of the Parent-Provider Contract and Parent Handbook at any time. If and when I do make a change to the contract you will be given a copy. [A Final Note](#)

It is important that you feel comfortable with my policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of my policies and/or procedures it is important that you express that to me before enrolling your child in my daycare. I am always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, I encourage you to talk to me about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need my attention during business hours. Thank you for the opportunity to work with you and care for your little one. I look forward to a future of keeping your child smiling and safe.

