



Parent Information Handbook

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Welcome

Congratulations on selecting Montessori Academy of Upland (MAU). The staff at MAU welcomes you and your child to our school. It is both our privilege and responsibility to love, care for and instruct your child. You are entrusting us with a major share of your child's most formative years. We are, therefore, vitally interested and deeply concerned with his/her mental, physical, social, emotional, and creative growth. All class activities are age-appropriate and are planned to give your child experiences in these important areas.

General Information

History and Organization

MAU is an independent, co-educational school for children 6 weeks through 6th grade, located in historic Upland, California. Founded in 2007, the Montessori Academy of Upland is a place where everything has been specifically prepared for children out of respect for the role they play in their own development. It is a community of children, their teachers, and their parents, where the maturing child finds ever-widening opportunities to learn and grow.

We welcome you to Montessori Academy of Upland. Whether you are new or have been with us for some time, we want you to know we are happy to have you in our family. We seek to provide quality service to the children, parents, family, and community of MAU.

Mission Statement

Provide a place where children can learn naturally using the principles of Dr. Maria Montessori to build a relationship to the world around them and learn to affect it through the use of their unique talents, skills and personality.

Hours

The school is open from 6:30 a.m. to 6:00 p.m., Monday through Friday, with the exception of holidays and vacation days. However, the "Office Hours" for conducting business with the Director and/or administration will be 8:00 a.m. to 5:00 p.m. Monday through Friday.

Programs

We have programs for children from six weeks through 12 years.

Infant/Toddler Program (6 weeks – 18 mo.)

Based on a secure and loving home environment, and with the gradual introduction of stimuli and appropriate objects for sensorial experience and manipulation, the baby "absorbs" his/her environment, this includes people and their characteristics, things and their usual position and function, and attitudes whether positive or negative. During the first three years, the child creates the foundation for the person he/she will become.

Our infant care program is designed to meet the individual needs of each child. The infant center is intentionally decorated with cheerful colors and filled with multi-sensory, educational, and manipulative toys

to promote the development of new abilities. Through an atmosphere of love and security, your child's day is planned to coincide with your home schedules.

The environment includes special adults, chosen for their suitability for work with this special age group. The primary work of the adult is to nurture the small child, offering support and assistance as well as the means of satisfying the child's urge towards independence in an atmosphere of love and community. Each child's pace and individual rights are respected in a spirit of harmony and cooperation.

Toddler Program (18 months – 3 years)

Montessori Academy of Upland's Toddler environment is specifically designed to meet the needs of the 18 months to three-year old child. Materials, furnishings, children, and adults interact harmoniously to help the infant through stages of growth particular at this time. This includes the materials for language development and the coordination of small and large muscles. Material is provided for stimulation preliminary which help the toddler care for him or herself, such as hand washing and use of the toilet. The toddler will also be invited to share in the physical care of the environment in appropriate ways. This will include dusting, sweeping, sponging up spills, and helping with simple food preparation.

There is comfortable and attractive eating area in the Toddler classroom. The children learn to feed themselves and assist in the setting of attractive tables each day at meal time. Each child provides his or her own portable crib sheets and light blanket to easily identify his or her own sleeping place. Small cubbies are provided for each child to store personal supplies. These are accessible to the children and are marked so that they, too, are easily identified.

The Toddler environment includes a prepared outdoor environment space. It is safe and secure and offers opportunity for movement and the first exploration of nature. Above all, the environment includes special adults, chosen for their suitability for work with this vulnerable age group. The primary work of the adult is to nurture the small child, offering support and assistance, as well as the means of satisfying the child's urge toward independence in an atmosphere of love and community. Each child's pace and individual rights are respected in a spirit of harmony and cooperation.

General Schedule:

6:30 a.m. – 8:30 a.m.	Arrival time, inside activities, breakfast
8:30 a.m. – 11:30 a.m.	Class time - snack, outside play, indoor activities
11:30 a.m. – 12:30 p.m.	Get ready for lunch, diaper check, lunch, get ready for nap
12:30 p.m. – 2:30 p.m.	Nap, wake up, quiet activity time
2:30 p.m. – 6:00 p.m.	Daycare available, snack offered
6:00 p.m.	School closes

"Children's House" - Preschool/Kindergarten Program (3 years- 6 years)

The school is flexible and provides an exploring ground that encourages each child to test his/her big muscles and finest sensitivities, along with learning to play with others. The general pattern of play activities will

include both outdoor and indoor play. We expose the child to ideas & experiences that have meaning for each child at his/her own level of development.

We feature the Montessori approach to learning. Our curriculum includes activities designed to aid the child in the following: Physical Development, Emotional Development, Social and Cognitive Development.

The general daily schedule is flexible to meet the needs of the children currently enrolled in the program:

6:30 a.m. – 8:30 a.m.	Daycare available (Inside Activities)
8:30 a.m. – 11:30 a.m.	Class time, structured activities, group activities, snack offered
11:30 a.m. -- 12:30 p.m.	Lunch and outside play
12:30 p.m. -- 3:30 p.m.	Class time, structured activities, group activities
1:00 p.m. -- 2:30 p.m.	Napping provided (if necessary)
2:30 p.m. -- 4:00 p.m.	Snack is offered
3:30 p.m. -- 6:00 p.m.	Afternoon daycare
6:00 p.m.	School closes

Elementary/School Age Program (6 years- 12 years)

The school is flexible and provides an exploring ground that encourages each child to test his/her big muscles and finest sensitivities, along with learning to play with others. The general pattern of play activities will include both outdoor and indoor play. We expose the child to ideas & experiences that have meaning for each child at his/her own level of development.

We feature the Montessori approach to learning. Our curriculum includes activities designed to aid the child in the following: Physical Development, Emotional Development, Social and Cognitive Development. The school age program

The general daily schedule:

6:30 a.m. – 8:30 a.m.	Daycare Available
8:30 a.m. – 8:45 a.m.	Class Meeting
8:45 a.m. – 11:45 a.m.	Work Period
11:45 a.m. -- 12:30 p.m.	Lunch
12:30 p.m. -- 1:00 p.m.	Outdoor Play/Physical Education
1:00 p.m. -- 3:15 p.m.	Work Period
3:15 p.m. -- 3:30 p.m.	Clean-up/ Dismissal
3:30 p.m. -- 6:00 p.m.	Daycare Available/Extra Curricular Activities

Policies

Non-Discrimination Policy

At Montessori Academy, we admit children without respect to race, color, creed, age or sex. With this in mind, all children will be subject the same rights, privileges, activities, and programs made available to students at Montessori Academy. In some cases, parents may elect to have their children not participate in projects, curriculum, field trips, etc. that are contrary to the family’s beliefs. In this case, Montessori Academy will make every effort to find alternate activities for the day or time specified for the activity. If accommodations cannot be made, parents may elect to keep their child home.

No Smoking Policy

We are a non-smoking facility. Parents, families and friends should refrain from smoking on school property including the physical building, playgrounds, parking lots, school vehicles, or on other property while participating in school events such as field trips where children will be exposed to second hand smoke.

Discipline

Our staff models expected behavior and uses positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation among children. Staff members shall never use physically or mentally abusive forms of discipline. No child shall be confined in an enclosed area, or deprived of meals, snacks, rest, or necessary toilet functions as a form of punishment.

Admission

Admission to Montessori Academy of Upland is on a first come, first serve basis. Montessori Academy welcomes all interested families from surrounding cities and communities. All admissions are at the discretion of the Director. Prior to enrolling at Montessori Academy of Upland, all parents must sign and return an admission agreement.

Waiting List

If space is not available for the current or upcoming school year requested, parents can pay the \$25 Application Fee to be put on the waiting list. When a space becomes available for your child you will be notified. At that time, you will have the option to take the available spot in our program or defer it to the next applicant on the waiting list. If we are unable to accommodate a spot in the School Term requested, you will have the option to request a refund of the application fee or remain in the wait pool for the following school term.

Pre-Admission Visit

Interested families are encouraged to visit the school with their child prior to registration and admission to determine if the school is a good fit for their child. At the pre-admission visit, the Director will be able to assess the child's readiness to attend the appropriate class for their age group.

Registration

Registration is on first come, first serve basis. Montessori Academy of Upland has an open enrollment policy year-round. A Registration Fee and Form are required to hold a space in the school and must be turned in prior to receiving an Enrollment Packet. The registration fee is an annual fee and not refundable. In addition, the payment for the first week or month is due prior to the child(s) start date.

Student Admission

Upon registration, parents will receive an email invite to set up an account through Neatschool.net. Once created all necessary forms needed to register will be available to fill out. Parents may elect to upload the forms back into the Neatschool Portal or print the documents and return them to the office prior to your child's/children's attendance. When returning the packet, the Director or Assistant Director will go over the packet with you to make sure everything is complete and understood.

Admission Packets

In addition to your registration form, we must have the following on file the first day of school:

- Consent for Medical Treatment
- Immunization Record (+Negative TB Test)
- Enrollment Agreement
- Health History
- Identification and Emergency Information
- Parent's Rights
- Personal Rights
- Physician's Report (within 30 days of enrollment)
- Emergency Kit Form
- Parent Acknowledgment Form
- Needs and Services Plan (Infant's Only)
- Policy of Developmental Needs (Infant's and Children's House Only)

Parent /Teacher Interview

In order to provide the best experience for you and your child, we ask that you come in and talk to the teachers prior to starting in the classroom. This is a great opportunity for the teacher to learn about your child and family in order to maximize your child's success here at Montessori Academy and in all future academic endeavors. This is a great time for you to ask our teachers questions or express any concerns you might have. During this conference the teachers will try and describe the program and run through the expectations and rules of the classroom.

Immunizations

To attend child care, children must have immunizations outlined below by age. Parents must present their child’s Immunization Record as proof of immunization. No child will be allowed to start in the center prior to receipt of an up to date immunization record. If your child is 15 months or older, a TB test is required prior to start date.

Immunizations Required to Attend Child Care, by Age

Age When Enrolling	Immunizations (shots) Required
2-3 months.....	1 each of Polio, DTaP, Hib, Hep B
4-5 months.....	2 each of Polio, DTaP, Hib, Hep B
6-14 months.....	3 DTaP 2 each of Polio, Hib, Hep B
15-17 months.....	3 each of Polio, DTaP 2 Hep B 1 MMR, on or after the first birthday 1 Hib on or after the first birthday
18 months-5 years.....	3 Polio 4 DTaP 3 Hep B 1 MMR, on or after the first birthday 1 Hib on or after the first birthday 1 Varicella (chickenpox)
4 – 6 years	4 Polio (3 if one was given on or after 4 th birthday) 5 DTP, DTaP, DT (4 if one was given on or after 4 th birthday) 2 MMR on or after the first birthday
Immunization Requirements to attend school	
K-12 th Grade.....	4 Polio 5 DTaP

3 Hep B

2 MMR

2 Varicella

Exemptions

The law allows (a) parents/guardians to choose exemptions for medical reasons only and must submit a record from a doctor citing the need to delay shots on a temporary or permanent basis. For their own safety, children who are under immunization exemption may be excluded from attendance if an outbreak occurs.

Separation

Enrollment may be terminated whether by voluntary withdrawal or due to dismissal for violation of this “Parent Handbook”, general rules and regulations, or because of other conduct harmful to the school. SEE ENROLLMENT AGREEMENT

Withdrawals

Due to the cost and expense which MAU must incur to reserve space and plan for enrollment, the obligation of the parent/guardians to pay all tuition for the full academic year becomes unconditional and absolute upon finalization of the Enrollment Agreement. All requests for withdrawal may be considered on a case-by-case basis. A 30-day written notice is required upon leaving the school within the contracted year. In the event that you qualify for a release from your contract, you will be responsible for tuition up through the day of the month in which your 30-day notice ends.

Terminations

The school reserves the right to determine whether the program is able to meet the needs of an individual child, children or family. In the event the school administrator determines we are unable to meet individual/family needs, we agree to notify parent/guardian with a two-week notice to withdraw.

Causes for termination:

- Failure to meet financial obligations to the school.
- Failure to follow school rules and policies.
- Excessive absence or tardiness
- A parent exhibits hostile behavior toward the staff, other parents or children on the premises.
- A child continually exhibits aggressive behavior toward other children and steps taken by the teachers, parents, administrators or behavior specialists are not improving the situation.

Student Behavior Intervention and Dismissal

Behavior Intervention Policy

Behavior Intervention is administered at the discretion of the Administrator in light of circumstances and fact. Behavior Intervention by definition is to be a time of testing or trial of behavior. A Student Behavior

Intervention contract will be instituted which will involve (1) Goal setting, (2) Time limits (3) Methods and (4) Consequences. This contract will define the problem and state the goals of adjusted behavior within a prescribed period of time, indicating the appropriate means to achieve the goal as well as consequences. Failure to meet the Behavior Intervention contract would result in permanent dismissal or suspension.

Suspension

Suspension (1-3days) of a student may result from the violation of a Student Behavior Intervention contract, and/or if a child evidences disregard of established school and/or class rules. This may be manifested through words, actions, attitudes or behavior inappropriate in a school setting. Suspension may occur without any previous steps if warranted by the severity of the behavior. Suspension is a mode of discipline whereby the student is not to attend classes for a specified number of days. Repeated inappropriate behavior after a suspension will result in a permanent dismissal from the school.

Permanent Dismissal of Student

A student may be dismissed from Montessori Academy of Upland's Programs for any of the following conditions:

- The student's behavior after a Student Behavior Intervention contract or suspension remain inappropriate for the classroom setting.
- The student's learning needs are of such a nature that the traditional classroom setting offered is not sufficient to meet the variety and scope of the student's needs.
- The student's behavior consistently causes disruption of the learning environment such that classmates are deprived of equal share of the teacher's time and attention.
- The psychological or academic testing indicates that placement at Montessori Academy of Upland is inappropriate.
- The parents fail to cooperate with the procedures and policies as outlined by the Administration.

The procedure for dismissal due to behavior will be as follows:

1. The student will have displayed behavior that indicates inappropriate placement at Montessori Academy of Upland.
2. The teacher has communicated to the student the inappropriate behavior and the behavior expected.
3. The teacher has communicated the student's behavior to the parent, again communicating the behavior that is inappropriate.
4. The teacher has communicated the student's behavior to the Administrator.
5. If misbehavior continues, the School's Director will be informed and strategy to be taken will be laid out for the best solution.
6. If inappropriate behavior continues, Montessori Academy of Upland reserves the right to suspend and/or dismiss the student from the program.
7. Procedures 1 through 7 will be bypassed if the student's behavior is deemed by the Administration to be extraordinary and dangerous to the offending child and/or to others.

Tuition Payments

Tuition payments are due in advance and must be paid by the day specified on your contract each month. The month for the following month's care or on Friday for the next weeks care. Please make checks payable to Montessori Academy of Upland.

Late Payment Fee

Tuition is to be paid in full on or before the due date. If tuition is not paid by the end of the 5th day after your due date for monthly pay plans or the end of Monday for weekly pay plans, a \$25.00 late fee will be charged. If tuition is not paid in accordance with this agreement, your child will not be able to attend school until all tuition and late charges are paid in full.

Returned Check Policy

An additional charge of \$25.00 will be charged for returned checks. Accounts will be placed on a CASH ONLY basis after receipt of two returned checks.

Late Pick-up Fee

When children are left at the school after their scheduled time, a late charge of \$15.00 for every hour, or fraction of, will be assessed. This charge will be totaled on the last day of the month and will be invoiced by the 5th of the following month. This amount is due within 5 days of receipt.

After Hours Late Pick-up Fee

When children are left at the center after the center closes at 6:00 p.m., a late charge of \$15.00 for each 10-minute increment will be charged. This charge will be totaled on the last day of the month and will be invoiced by the 5th of the following month. This amount is due within 5 days of receipt. Your child will not be able to attend if you have outstanding late fees.

Tuition Adjustments

All tuition is based on the total yearly cost of the program. The monthly rate is a breakdown of the yearly cost to facilitate parent payment. Montessori Academy of Upland reserves the right to raise tuition and fees upon thirty-days' notice.

There are no adjustments in tuition for absences, illness, holidays or vacations. A schedule of holidays is provided annually. There are no "make up" days since all enrollment spaces are reserved and paid for. This policy enables us to provide consistent staff/child ratios and a stable work environment for the entire staff.

Refund Policy

A refund for overpaid tuition or fees will be processed and mailed within 7-10 business days. The following conditions need to be met prior to the issuing of a refund: 1) Proper notice to terminate a contract (see Withdrawal Policy) has been given and completed during a school session, 2) the Enrollment Agreement has expired at the end of the selected school session, or 3) the student has been dismissed by the school. Billing errors that result in extra or overpayments will be remedied the day the school office is notified of the error. Registration fees are NON-REFUNDABLE.

Transferring Between Programs

Transitions are a very important time in a child's life. When a student is ready to move to the next program level the teacher will notify the parents/guardians. After a meeting with the teachers from both the current and future programs, the student will have periodic visits to their prospective classroom. This is a gradual process and the transition time will vary depending on the individual student's needs.

Student Records

Student records are the property of Montessori Academy of Upland and are available for review upon request by parents/guardians. In the event your child transfers, a copy of the child's academic records will be sent directly to the new school's administration as it is requested. The requests must be made in person and require a parent or guardian's signature. Records may be delayed if you owe on your account. Student records are kept on file for a minimum of seven years and will be adequately destroyed if disposal is necessary. It is important that these documents do not fall into unwanted hands where misdeeds can arise and we will take all precautions to prevent such occurrences.

Security

The safety and security of the students is of the highest priority.

Arrival and Pick-up Procedures

Children must be accompanied by an adult while entering and leaving the facility. Upon arrival, please make sure your child has been accepted by a staff member before leaving and allow time for the teacher to give the student a glance to make sure he or she is healthy and ready for the day. Sign-in sheets must be signed with a FULL LEGAL NAME, no initials.

No child will be allowed to leave with anyone who has not been authorized by the parent to take the child from the facility. Permission can be given on the Identification/Emergency Form. If we are unaware a new person is picking up your child, we will have to call you to verify your approval. The person will be asked to present valid photo identification before release of the child is allowed.

Parents should be aware that Montessori Academy will not release a child to anyone who appears to be under the influence of alcohol, narcotics, or medication and is incapable of driving safely. Any parent in this condition will be asked to find alternative transportation.

General Safety Rules

This is a partial list of safety rules that we may ask parents to help in enforcing and reinforcing with the children.

- Running is not allowed inside the facility. Running is for outside play on the playground areas only.
- Indoor voices must be used inside the building so that children can hear any instructions from teachers that may pertain to safety.
- There is absolutely no smoking allowed on school grounds.

Parking Lot Safety

The speed limit in the Montessori Academy parking lot is 5 mph. Children sometimes dart away from adults and cross the parking lot unattended. Please drive slowly and be cautious. Never leave a child unattended in a parked car at Montessori Academy of Upland. Always turn off your engine and remove the keys when leaving the vehicle unattended. Remember state law requires that children under 4' 9" or 8 years of age ride in an appropriate and approved child car seat or booster seat.

Drop-off and Pick-up Procedures

Upon entering your child's classroom, please make sure that your child has been received by a staff member and then sign in your child on the appropriate clip board. Please use your full signature when signing in and out.

Sign-In/Out Policy

The person bringing the child to the school shall sign the child in on the school's sign-in/out sheet. The child shall not be admitted to the school unless there is contact between the school and the person bringing the child to school. Such person shall remain at the school until the child is accepted by a School representative. When picking up the child from the School the parent or parent designee on record in the office shall sign the child out on the School's sign-in/out sheet. The State of California requires that a person must be at least 18 years of age and give a complete signature when dropping off or removing a child from the facility. All new faces must present identification to authenticate their identity and will be checked for authorization prior to entry in the facility. The school's responsibility for the health and safety of the child shall be immediately terminated once the child leaves the school premises. **If you fail to sign-in or out you will incur a \$15 fee.**

Attendance

The Montessori classroom is a structured environment. Children, who arrive late or leave early, will miss the main work period of the day. This is the part of the day when large group lessons are given and when children are learning about group cooperation. Missing this important time will hinder their academic and social development here at Montessori Academy. Please make sure if you are arriving during the work period that you are coming in with respect for the children who are busy concentrating, a skill not easily attained, but easily shattered. A general classroom activity schedule for each classroom has been included in this handbook to help you understand your child's day. Attendance and tardiness are kept daily by your child's teacher and will be recorded on the student evaluation forms.

Visitors (Non-Enrolled Students)

All visitors need to check-in through the office. Student visitation is allowed only when students are considering enrollment or on a case by case basis with teacher permission.

Visitors (Enrolled Students)

Parents have a right to enter and inspect the Montessori Academy of Upland without advance notice whenever children are in care. For fire, earthquake and safety reasons it is essential that we know who is on campus, so you will need to let the office know you are visiting and receive a Visitor I.D. prior to entering the classroom.

A space will be provided for the parent to visit the classroom in a manner that is safe and unobtrusive to the classroom environment.

Observation of the Classroom Environment

Children will adjust more easily to the first day of school if you say good-bye and leave quickly. This may seem difficult for parents but is a positive support to your child. Parents may observe their child's classroom at any time.

We invite you to come and observe your child's classroom. We suggest you try and do this at least once a year. An appointment to observe the classroom are made with your child's teacher and confirmed through the office.

Meals & Snacks

Parents are responsible for providing for their child's nutritional need for the day. In the event your child does not have the appropriate number of food groups, Montessori Academy will make sure your child's needs are met and supplement the meal if necessary, at a cost to the parent. There is a \$1.00 charge for each food group supplemented per meal.

Infant Program

Breakfast, Mid-Morning snack, Lunch, and Afternoon snack times are offered at Montessori Academy of Upland. Your child's nutritional needs are very important to his/her growth and development. Parents are required to provide appropriate food and drink for their child each day. Montessori Academy will provide nutritious food and drink at a charge to the parent if a child arrives without the food/drink necessary to meet the daily need.

Infants

Dietary needs are rapidly changing during the child's first year. Feeding schedules are flexible and are determined based upon the child's needs. New foods should be introduced one at a time and the child watched for reactions. Bottles need to come marked with your child's name, dated and fully prepared with your child's liquid needs for the day. You may elect to bring an extra marked empty bottle and an extra marked and dated container of formula "just in case". Montessori Academy will not accept formula or juice that is not pre-mixed and prepared by the parent. We will send home any unused, opened or partially consumed bottles as well as any opened or partially consumed food at the end of each day. When your child begins the use of a cup, you will need to pack a container of milk and/or 100% fruit juice.

Toddlers

It is time to purchase your child's first lunch box! Little ones love the independence of carrying their own lunch and putting it away, "all by myself". Your child will need two food groups for snack and four food groups for lunch. We offer a shared snack program, which parents will be asked to bring in items as needed. Any item in your child's lunchbox that needs to be refrigerated should be marked with your child's name and dates and given to your child's teacher upon arrival. There are some foods that are considered choking foods that the center will not serve the children in our care. Please do not send the following types of foods: peanuts, popcorn, large pieces of raw vegetables, grapes, hot dogs, raw apples, and raisins.

BREAKFAST

Breakfast time is between 6:30 a.m. and 8:00 a.m. and consists of a minimum of three food groups. If your child has not had breakfast before you bring him/her to the school, you can bring breakfast between these hours. Breakfast should consist of milk, vegetables and fruits, bread and bread alternatives. If a child is missing one or more of these components, Montessori Academy will provide a nutritional alternative. There will be a charge to the parent for this service. It is expected that a child arriving after 8:15 a.m. has already had breakfast and is ready to start the day.

MID-MORNING AND AFTERNOON SNACK

Mid-morning snack is offered at all times during the morning and afternoon as needed by the child and consists of a minimum of two food groups. Parents provide snack for all of the children in their child's class according to the snack schedule posted in the classroom. This is an opportunity for your child to prepare, share and manage a snack for their classroom. You may bring the snack the night before or by 8:30 a.m. on your scheduled day. The schedule includes your date for providing snack, the type of snack and quantities to bring. Please notify Montessori Academy of Upland in a timely manner if you are unable to bring snack on the day you are scheduled. Montessori Academy will provide the snack that day at a charge to the parent. Snack consists of milk, fruits and vegetables, or vegetable or 100% fruit juice, or bread and bread alternative. Please send the snack items you provide fully prepared, directly to your child's classroom. The classroom has a small refrigerator to store the daily snack. Afternoon snack is offered after 2:30 p.m.

LUNCH

Lunchtime is at approximately 11:30 a.m. and consists of a minimum of four food groups. Parents provide a lunch for their child that includes milk, vegetables and/or fruits or 100% fruit juice, bread and bread alternatives, and meat and meat alternatives. If any one or more of the four components listed is missing from your child's lunch, Montessori Academy will provide a nutritional alternative. There will be a charge to the parent for this service. All food/drinks need to be prepared and pre-packed in child size containers in a lunch box. We are unable to refrigerate lunchboxes. We recommend an ice pack or freezing your child's drink to keep your child's lunch fresh. Please do not send T.V. dinners or canned food that must be opened and then cooked. We encourage the use of fresh or home cooked meals whenever possible. Please do not send expensive and preserved food low in nutritional value, (this includes donuts, fast food, soda pop, candy, chips or deserts). At Montessori Academy of Upland, we believe proper nutrition is an important element to your child's growth and development. We use every opportunity to encourage proper nutrition and healthy attitudes toward food and exercise.

Children's House/School Age

Breakfast, mid-morning snack, lunch, and afternoon snack times are offered at Montessori Academy. Your child's nutritional needs are very important to his/her growth and development. Parents are required to provide appropriate food and drink for their child each day. Montessori Academy will provide nutritious food and drink at a charge to the parent if a child arrives without the food/drink necessary to meet the daily need.

BREAKFAST

Breakfast time is between 6:30 a.m. and 8:15 a.m. and consists of a minimum of three food groups. If your child has not had breakfast before you bring him/her to the Center, you can bring breakfast between these hours. Breakfast should consist of milk, vegetables and fruits, bread and bread alternatives. Donuts or breakfast foods high in sugar will not be accepted. If a child is missing one or more of these components, Montessori Academy will provide a nutritional alternative. There will be a charge to the parent for this service. It is expected that a child arriving after 8:00 a.m. has already had breakfast and is ready to start the day.

MID-MORNING AND AFTERNOON SNACK

Mid-morning snack is offered at all times during the morning class session and consists of a minimum of two food groups. A snack table is available in the classroom throughout these hours for children to have a snack a few children at a time. Parents provide snack for all of the children in their child's class according to the snack schedule posted in the classroom. This is an opportunity for your child to prepare, share and manage a snack for their classroom. You may bring the snack the night before or by 8:30 a.m. on your scheduled day. The schedule includes your date for providing snack, the type of snack and quantities to bring. Please notify Montessori Academy of Upland in a timely manner if you are unable to bring snack on the day you are scheduled. Montessori Academy will provide the snack that day at a charge to the parent. Snack consists of milk, fruits and vegetables, or vegetable or 100% fruit juice, or bread and bread alternative. Please send the snack items you provide fully prepared, directly to your child's classroom. The classroom has a small refrigerator to store the daily snack. Afternoon snack is offered after 2:30 p.m.

LUNCH

Lunchtime is 11:45 p.m. – 12:30 p.m. and consists of a minimum of four food groups. Parents provide a lunch for their child that includes milk, vegetables and/or fruits or 100% fruit juice, bread and bread alternatives, and meat and meat alternatives. If any one or more of the four components listed is missing from your child's lunch, Montessori Academy will provide a nutritional alternative. There will be a charge to the parent for this service. All food/drinks need to be prepared and pre packed in child size containers in a lunch box. We are unable to refrigerate lunchboxes. We recommend an ice pack or freezing your child's drink to keep your child's lunch fresh, and a thermos to keep items warm. We encourage the use of fresh or home cooked meals whenever possible. Please do not send preserved food low in nutritional value, (this includes donuts, fast food, soda pop, candy, chips or deserts). At Montessori Academy of Upland, we believe proper nutrition is an important element to your child's growth and development. We use every opportunity to encourage proper nutrition and healthy attitudes toward food and exercise.

Quiet Time/Naps

There will be a quiet time in the school each afternoon for all children under the age of five (5). In the Infant Program, rest periods are determined based upon the child's schedule and needs. Please provide the appropriate amount and size of crib sheets and blankets as listed in the ITEMS TO PROVIDE section of this handbook.

Toys from Home

Parents are asked to help their child understand that it is not wise to bring to school toys or other things he/she may not wish to share with the group. Montessori Academy of Upland cannot assume responsibility for loss or damage to any personal possession's children bring to the Center.

In some instances, the child will be asked to bring items in for show and tell. At this time, it is acceptable to bring appropriate items for the learning assignment. The item will be kept in the child's drawer or cubby during the rest of the day or put up on a teacher's shelf if the possession is extremely valuable or expensive.

Clothing

Children's clothes are very much alike in looks and sizes. Extra clothes kept on campus must be clearly marked with the child's full name. Montessori Academy of Upland is not responsible for clothing that is lost or misplaced. Children need to bring in extra clothing to be stored long-term for emergency purposes.

Dress Code

The dress code for school is based on the premise that appearance has an impact on attitude and behavior. It is also an attempt to teach and reinforce the values of safety, modesty, cleanliness and respect. The dress code applies to the entire school community at all times during class as well as before and after and at all school functions (sports events, field trips, graduation, etc.) Improperly attired students may not return to class until standards are met, either by the use of school attire or delivery of acceptable clothing from home. The school reserves the right to regulate against extreme or exaggerated fads or fashions whenever it becomes necessary.

Since it is impossible to address all of the various possibilities involved, questions concerning specific clothing will be decided by the administration and staff. The following are a list of specific clothing not accepted by the school:

- Tank tops, short-shorts, cut-offs, low-cut or bare midriff tops
- Thongs "flip-flops", open back sandals
- T-shirts with references to violence, tobacco, drugs, alcohol, suggestive slogans or rock bands
- Visible undergarments
- Pants or overalls two or more sizes larger than the waist
- Bandanas or other gang related identity items
- Hats or sunglasses in the classroom

Members of the school will be expected to be clean, neat and well-groomed at all times.

Items to Be Provided by Parents

Listed below are the items required for your child to attend school.

Infant and Toddler Programs

ITEMS TO PROVIDE:

ADEQUATE CLOTHING

Include training pants, extra pants, shirts, socks, etc.

DISPOSABLE DIAPERS and WIPES

Bring a large bag or box of diapers (if not potty trained). Staff will write you a note when the supply gets low.

Provide, powder, lotion, wipes. Recommended wipes: Baby fresh or similar type in a box is preferred over the pull out type. An authorization for will need to be filled out for each non-prescription lotion, powder or medicine to be administered and must be handed directly to your child's teacher

LINEN

Sheets- two fitted crib, 24" x 36". Sheets are changed daily and washed.

Blanket- a receiving blanket is preferred unless your child needs a "special blanket".

FOOD

Bottles- Fill with liquid needs for the day, i.e., formula and milk. Juice and water can be sent and will be given to the child in a cup. Refrigerate bottles.

Lunch box- Provide food in a plastic lunch pail. (A plastic lunch box with one latch is sturdier and retains attractiveness longer than metal or cloth lunch boxes.) We do not refrigerate lunch boxes, you can include a frozen drink or ice pack if you wish to keep the contents cold.

SPECIAL NEEDS

Parent provides a list of child's special needs such as a pacifier.

IMPORTANT NOTE

Everything you bring must be labeled!

Inform the staff regarding ALLERGIES to food, cloth, dust, etc.

Notify staff if you change any of the above-listed items.

Toddler and Children's House Programs

ITEMS TO PROVIDE:

A CHANGE OF CLOTHING

Include underwear, extra pants, shirt, socks, etc. If your child uses their extra clothing items, please return them the next day for your child to put away.

LINEN

A lightweight blanket (please no quilts or comforters) no bigger than 4' by 2 ½' and a fitted crib size sheet.

FOOD

Please send a lunch box, including: four food groups, drink, and a napkin. You child's drink must be one of the following, 100% juice, milk or water (no flavored milk please).

EMERGENCY PACKET

Include a picture of your child, a change of clothing, and a small blanket in a Ziploc plastic bag.

SNACK

Each child is assigned a day to bring snack. This is a very special day for them. Please watch the snack calendar for your turn. Please bring snack the day before or early in the morning of your snack day (before 8:30 a.m.).

IMPORTANT NOTE

Everything you bring to the center must be labeled! This includes: blankets, sheets, jackets, sweaters, extra clothing, lunch box, etc. Inform staff regarding ALLERGIES to food, cloth, dust, etc.

Field Trips

Field trips and nature walks are considered an integral part of our educational program and children will be taken periodically to nearby places such as museums, libraries, the fire department, etc. Montessori Academy of Upland will provide the same adequate responsible adult supervision for these excursions as is provided for the children while in attendance at the center. Your permission for your child to participate in such excursions is part of the enrollment agreement. Information for each field trip will be made available prior to the excursion along with a slip to give consent for your child to participate. In the event that you elect to keep your child from participating on a field trip, there will be no care at the facility for the children who are not participating. Please remember that this is an extension of the learning environment here at Montessori Academy of Upland and your child will miss a chance for practical application of the skills they are learning in their classrooms.

Birthdays

Each classroom celebrates birthdays in a special way. If you have religious or personal beliefs regarding the celebration of birthdays, please inform your teacher so he/she can make arrangements for alternative activities for your child. In the event that arrangements cannot be made to accommodate your wishes, you may elect to keep your child out of school for the day, or time period specified for the celebration. Please consult your child's teacher for their classroom policy on Birthdays

Medication

Only medicine prescribed by a physician can be given to your child. Over the counter medicines will be accepted only if the bottle directions for age and dosage amounts are visible and appropriate for your child.

In addition, an authorization form must be completely filled out and signed by the parent/guardian. All medications must be given directly to a staff member by the adult. Medication is never to be sent in lunch boxes, pockets, diaper bags, back packs, etc.

Illness

It is against the state health code to have a contagious child present in our school. A brief health check will be conducted by the staff prior to accepting your child into the school each day. We use the following guidelines when conducting the health check and/or sending a child home who is ill:

1. FEVER (100.4°F OR GREATER)
2. HEAVY OR EXCESSIVE COUGHING
3. DISCHARGE FROM NOSE, EYE OR EAR THAT IS COLORED
4. VOMITING OR DIARRHEA
5. ANY UNUSUAL RASH

Please protect your child and his/her classmates by observing your child for these signs of illness. If your child is sent home ill and a doctor's visit is not necessary, your child must remain at home until symptom free for a 24 hour "GET WELL" period without any medication. Please have a back-up person who can pick up your child if you cannot leave work. If your child has been seen by a doctor, please bring a note from your doctor stating that your child is no longer contagious and is well enough to return to school.

Medical and/or Dental Emergencies

In the event that a child is injured and needs prompt medical or dental care, emergency medical services will be summoned by calling 9-1-1. Every effort will be made to contact the parent(s) or emergency contact person if a parent cannot be located. The child will be cared for by a teacher until an emergency service person arrives. All teachers and directors are trained regularly in CPR and first aid. For less serious injuries, a parent or designated emergency contact person will be contacted if necessary. A full injury report will be prepared by the Director for any injury, and the parent will be notified of any injury upon pick-up of the child from the school.

Fundraising

Fundraising events help Montessori Academy purchase new equipment without adding to the cost of tuition. Past fundraiser have included: See's Candy Sales, Casino Night's, car washes, carnivals, etc... We also collect Box Tops 4 Education. We ask that everyone actively participate in order to raise funds for new and on-going projects.

Right of the Department of Social Services

The California State Department of Social Services or licensing agency shall have the authority to interview children or staff and to inspect and audit Center records without prior consent. The Center shall make provisions for private interviews with any child or staff member and for the examination of all records relating to the operation of the Center. The Department shall also have the authority to observe the physical condition of children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine children.

Personal Rights

Child Care Facilities

Personal Rights. See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Facilities. Each child receiving services from a child care facility shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Community Care Licensing/ San Geronio District Office

3737 Main St. Suite #700

Riverside, CA 92501

(951) 782-4200

Notification of Parent's Rights

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the past three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

The Licensing Agency is:

Community Care Licensing/ San Gorgonio District Office

3737 Main St. Suite #700

Riverside, CA 92501

(951) 782-4200

Parent Communication

Parents are responsible to check for messages in the sign in/out book, on classroom bulletin boards, emails, calendars and in monthly newsletters. Parents are also responsible for calling the school whenever their child will be absent. Parents are also required to inform the school of any infectious disease that they or their children may have so that the school can, in turn, notify the rest of the school community.

Parent/Teacher Conferences

Parent-teacher conferences are held twice a year. This gives your child's teachers a chance to become better acquainted and to communicate about your child's growth. These conferences are required for all parents at

Montessori Academy and are crucial to the success of your child/children. If you are unable to make it during the scheduled times, arrangements can be made for an alternative meeting times.

Grievance Policy

Parents who have a problem relative to a staff member should attempt to resolve the situation directly with the person involved. Often times this type of communication will resolve the situation immediately. If direct communication does not satisfy the situation, parents should bring the problem to the attention of the Director. This can be done in written form with the understanding that this documentation may come before the administration. If the parent is still dissatisfied, he or she should submit an account of grievance to the Head of School.

Parent Participation

At Montessori Academy of Upland, we want you to be a part of your child's education. We offer a variety of ways for you to get involved here at your child's school, including: becoming a parent assistant, observing the classroom, making materials, field trip chaperone, and participating in fundraising events.

Parent Assistant

Our Parent Assistant program provides parents with the opportunity to observe their child in a classroom situation interacting with peers and teachers while learning about their world. Duties of the Parent Assistants include working with the teachers to prepare art projects, snacks, and supervising and participating in various classroom activities. Parents who wish to volunteer must first gain authorization through the office. Upon authorization, the Parent Assistant shall have an orientation with the teacher to discuss the Parent Assistant's role and to set up a schedule for participation.

By law, we are required to have a completed Health Screening Report, Immunization Record (Measles, Pertussis and Flu or Flu Declination Form) and a current TB test with a negative result on file for all Parent Assistants. The Health Screening Report should be filled out and signed by the volunteer attesting to good health. A doctor does not need to sign this form. A TB test must be completed prior to aiding in the classroom, and recertified every two years. Anyone who has a positive TB test must submit a negative result on a chest X-ray and a signed doctor clearance.

Parent volunteers are responsible for entering their time into a log located in the office. Parent Assistants are eligible for tuition discounts (see the Director or Administration for more information).

Field Trips

An occasional field trip may be planned for a given classroom. These field trips are an extension of the learning done in the classroom and are vital to the curriculum. We depend on parent participation for additional supervision of the children in an unfamiliar area. We have had incredible experiences and we hope you will join us on our next excursion.

Parent Chaperone's must submit to the office a copy of their valid Driver's License and proof of insurance coverage (if you have volunteered to transport children in your vehicle). Additionally, each chaperone will need to submit proof of immunization or immunity to measles, pertussis, and the flu (or sign a declination form). When you volunteer for the first time you will also need to show a negative TB test or chest x-ray taken within the year prior to that initial volunteer date. For safety and liability reasons, children under 18 who are not enrolled at Montessori Academy of Upland will not be able to Chaperone or participate on school field trips.

Fundraising Coordinator

Fundraising events help Montessori Academy purchase new equipment without adding to the cost of tuition. We are open to feedback about improving our fundraisers or other programs we could initiate. Please contact the Director or Assistant Director about fundraising issues.

Workshops

We schedule several workshops a year to discuss various areas of curriculum and to discuss issues in child development. These workshops are provided at no cost and are open to any adult wishing to attend. Attending these workshops will give you a better understanding of your child's school life and basic theories and practices of the Montessori education. Attendance is essential to bridge the gap between the child's school and home life and provide a consistent environment for them.

Emergency & Disaster Plan

Montessori Academy of Upland is concerned for the safety of the children in the event of an earthquake, fire, or other possible emergency situation that may arise. Teachers are trained in CPR and are familiar with the emergency plan at place at the school. In the event that you are parent assisting or on campus at the time of an emergency, please familiarize yourself with this emergency plan. Also included in this plan, is the procedure for picking up your child following an emergency situation.

In any emergency:

- Do not run or let the children run.
- Preserve calm by remaining calm.
- Maintain control of children at all times. Do not allow children to wander around.

Earthquake Procedures

In the event of an Earthquake, if the students are inside the school, teachers will call out, "earthquake, duck, cover, and hold". Parents and Teachers should:

- Encourage the children to turn away from windows. Duck, cover, and hold until the shaking stops.
- Talk calmly to the children.
- Listen to instructions from the teacher, who will give the command to evacuate the children.
- Remember to never return to the building until it has been inspected for damage.

In the event of an Earthquake, if the students are outside the school, teachers and parents will move the children away from the building, trees, and exposed wires. Teachers will then call out, “earthquake, duck cover, and hold” and parents should:

- Encourage the children to drop to the ground until the shaking stops.
- Keep out of the building.
- Listen to instructions from the teacher, who will give the command to evacuate the children.

Fire Procedures

In the event of a fire, parents should assist the teachers in:

- Directing children in your area quickly, quietly, and calmly to the nearest safe exit as outlined on the CAMPUS MAP. All children will assemble outside of the complex and wait for instruction from the teachers.
- Count the number of children in your group and keep them together. Await instructions from the Director or fire officials.
- Keep a safe distance from the fire and fire-fighting equipment.

Lockdown/Shelter in Place Procedures

A Lockdown/Shelter in Place is usually the result of emergency broadcast suggestions for various situations. The center may elect to shelter in place if vapor clouds or unusually strong air pollution are present outside, in the presence of unusual odor outside the building or unsafe sounds are heard (gun shots, screaming, etc.). The parents can expect the following procedures to take place and should assist staff in helping to complete these tasks if on campus at the time of an incident.

- Gather all children into their classrooms.
- Maintain a calm and orderly classroom routine as best as possible.
- Exterior windows and doors and gates are closed and locked and non-essential interior doors and windows are closed and locked as well.
- Parents are NOT able to pick up children during a shelter in place or lockdown. Doors open for no one but emergency personnel.
- Director calls 911 (unless shelter in place is suggested by local emergency dept.)
- Radio or other device should be turned on to monitor updates on situation and safety suggestions.
- Turn off any unnecessary electrical devices in case of power outage or natural disaster. Director will turn off ventilation (in case of chemical hazard).
- If danger of explosion is present, blinds and curtains should be closed (to create a barrier from broken glass). To avoid injuries, keep away from windows.
- Director will be in touch with emergency personnel and determine if and when shelter in place is no longer necessary or if evacuation is called for.

School Preparedness

In the event of an earthquake, fire, or other disaster please be aware of the following:

- The school staff is trained in emergency first aid and CPR and updates certificates to maintain preparedness.
- The students have routine earthquake and fire drills and practice the duck, cover, and hold procedure.
- Emergency first aid kits, and disaster/earthquake supplies, are stored in the facility.
- Identification and Emergency Information is stored in a notebook in each classroom and will be picked up by the Teacher or other designated staff as the facility is evacuated.
- An alternative pick-up site for your child will be the children's playground behind the school if for any reason the school needs to be evacuated. The Director or staff member in charge may determine that the playground is unsafe and choose another location for evacuation. The alternate evacuation site is the Magnolia Recreation Center (651 W. 15 St., located on 15th St. just east of Euclid Blvd.) Parents will be called when the area is safe for pick up and the location of the children.
- A teacher will remain until all students have been picked up by a parent or guardian.
- Please make sure to update your contact information when it changes and provide us daily with the best number to contact you with on the sign in/out sheet.

Emergency Items to be provided by the Family

We require each child to have an "Emergency Kit" located on school property. The emergency kit will include the Emergency Kit form along with the items specified on it. Each packet should be updated each semester to ensure it will be useful to your child in the case it becomes necessary to use it. Additionally, infants who are still breast feeding will need to provide formula to be stored for emergency purposes.

Emergency Items to be provided by the School

As part of the Registration fee the school purchases emergency rations, blankets, lanterns, trauma kit, etc... for use in case of emergency. These supplies are stored at various locations throughout the facility for access during an emergency.

Determining Outside Play Based on Weather

Our childcare facility utilizes a weather watch chart to ensure the safety of our children during outdoor playtime. This chart serves as a valuable tool in assessing weather conditions and determining whether it is safe for the children to go outside. By closely monitoring factors such as temperature, precipitation, and wind speed, we prioritize the well-being of our young ones, ensuring they have enjoyable and safe outdoor experiences while in our care.

Understand the Weather



Wind-Chill

- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- -20° to 0° is **bitter cold** with significant risk of **frostbite**
- -20° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute



Heat Index

- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27	27
30	30	25	21	19	17	16	15	14	13	13
20	20	13	9	6	4	3	1	0	-1	-1
10	10	1	-4	-7	-9	-11	-12	-14	-15	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	-43



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)													
Air Temperature (F)		Relative Humidity (Percent)											
		40	45	50	55	60	65	70	75	80	85	90	95
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	84	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							
104	119	124	131	137									