**Owner / Director**

Maggie Williams

**Bachelor of Science**

Early Childhood Education

**Montessori Certificate**

National Center for Montessori Education

**Child Development Program Director Permit**

State of CA Commission on Teacher Credentialing

**C.P.R / First Aid Trained**

**NAEYC Member**

 **Teachers**

* Early Childhood Education Units
* C.P.R / First Aid Trained
* Fingerprinted and Child Abuse Checked FBI and DOJ
* High 5 for Quality Participant
* 20 hours of Professional Development yearly

First Friends Montessori

3132 Sheridan Street

Placerville, CA. 95667

(530) 642-0867

License# 093603186

[**www.facebook.com/firstfriendsmontessori**](http://www.facebook.com/firstfriendsmontessori)

**Instagram@ firstfriendsmontessori**

**ffm1997@att.net**

**Parent Handbook**

**“Education to Enhance Your Child’s Potential”**

EST. 1997

**Program Description**

First Friends Montessori is a private program serving children ages 2 to 6 years on a year-round schedule. We are licensed by the State of Ca. Dept. of Social Services. We are closed on all holidays observed by the Federal Government and for winter, spring, and summer breaks. Yearly school schedules are provided.

**Days and Hours of Operation**

We are open Monday – Thursday 7:30 - 3:30

School Day Program Hours 8:30 – 2:30

Current available Programs:

Toddler Program

Preschool Program

Pre- K / Kindergarten

**Our Philosophy**

First Friends Montessori provides the highest quality care to the children and families in our program. We will help them to develop into their fullest potential physically, emotionally, socially, creatively and cognitively.

**Our Mission** is to provide a safe loving atmosphere with individualized care in a clean environment.

**Our goal** is to bond with your child and develop a sense of trust so that they feel safe and secure.

We believe this trust will build the foundation work for learning. Through the Montessori approach to education your child will be able to move, explore, express themselves and feel relaxed. Montessori education supports sensitive periods for learning and developing.

We look forward to partnering with you in raising your child.

**Medical and Dental Emergency**

If a medical or dental emergency occurs, depending on the severity of the emergency, first aid will be given and 911 will be called. The parent will be notified immediately. If a parent cannot be reached, the emergency contact(s) will be notified.

**Items needed from home**

Extra change of clothes in cubby

Diaper and wipes if needed

Rain Suits to be left at school for Outside Play

Slippers (No Disney Characters)

Lunch box and water bottle

Small cloth napkin to eat on

**Rest time**

The toddler & preschool programs have a rest period after lunch.

**Sick Policy**

Children with the following symptoms must be kept at home until 24 hours past all symptoms have cleared.

* A temperature over 100
* Vomiting or diarrhea in the night or morning
* A contagious illness.
* Discharging eyes or profuse nasal discharge
* A persistent cough
* Unexplained rash

If a child develops any of these symptoms while at the center, the parent or emergency contact person will be called to take the child home. A doctor’s note may be required to return to school.

**Required for Admission**

Tour the school and meet with the director

Have an enrollment packet filled out and complete with parent signatures on the below forms:

1. Admission Agreement
2. Parent’s Right Form (lic. 995)
3. Personal Rights Form (lic. 613A)
4. Identification and Emergency Information Form (Lic. 700)
5. FFM Emergency Card
6. Consent for Emergency Medical Treatment Form. (lic. 627)
7. Child’s Preadmission Health History-Parents Report. (lic. 702)
8. Physicians Form with TB Clearance complete and all immunizations current. (lic. 701)

**Tuition**

Tuition is due on the 1st of every month and late if received after the 3rd. A $25 late fee will be charged. Tuition is expected even during school closures if they fall on the 1st. You may leave a postdated check before breaks or pay with Zelle or Venmo through your bank. Checks are made payable to First Friends Montessori.

**Probation**

All Students are accepted to our care on a one-month trial basis.

**Discipline Policies**

If a child’s behavior is unacceptable, the teacher will communicate to the child the appropriate behavior that is acceptable and use redirection. Under NO circumstance is corporal punishment used.

**Suspensions**

If a child becomes disruptive or hurtful, they will be asked to leave for the rest of the day. If the behavior is consistent or happening frequently a parent conference will be needed and an action plan will be developed to correct the behavior.

**Termination**

Children who consistently do not get along with others, and who continue to exhibit poor behavior, such as biting, hitting, bad words, damage to the school or property or other children’s property, will not be allowed to remain. Parents will also be financially liable for all damages. If a family is requested to leave FFM, all remaining fees and tuition are non-refundable

**Babysitting**

No staff member of this school may privately care for students off school grounds at any time.

**Birthday’s**

We would like to honor your child’s special day with a special birthday circle and a snack that the class makes for the day. We will send home a birthday circle paper for you to fill out.

**Volunteering**

Please see the director if you are interested. There is some paperwork involved.

**Progress Reports**

We do progress reports twice a year; once in the fall and once in the Spring. We have parent conferences in the fall to go over these evaluations and then follow up in the spring. We do not do conferences in the spring.

**Attire**

We stay busy at school with outside play as well as indoor activities. Please dress your child in appropriate play clothes as well as appropriate for all kinds of weather. A spare set of clothes should be left in your child’s cubby throughout the year.

**Food**

FFM will make all snacks for the children. We do ask for one donated item each month. We will give you a paper with the donated item needed on it. Fresh Fruit donations are always welcome.

Parents are responsible for bringing lunch for their child in a labeled lunch box each day with a cloth napkin for them to eat on. **NO CANDY, GUM, OR SODA.**

Please also provide a clean water bottle each day. It needs to have a closeable lid with no straw sticking out.

**Diapers**

If you child in not yet potty trained, you will need to provide diapers and wipes. Each child has their own labeled diaper cubby in the bathroom. Your child’s teacher will let you know when they are low.

**Potty Training**

FFM will work with you to potty train your child. We ask that you follow our policies:

Talk with us first before starting at school

Make sure your child is using the potty first at home for at least a few weeks. The transition at school is much more difficult for them.

We use either diapers or underwear. Underwear is really the best.

**Medication**

FFM **WILL NOT** administer any over the counter medication. We will administer prescription medication with a doctor’s note and written parental permission. All medication must be kept in its original container and be labeled with your child’s name. Please give all medications to the director. Asthma and Allergy medication will be allowed with a doctor’s prescription. Nebulizers need special forms. Please pick up all medications at day/weeks end.

**Absences**

If your child is going to be absent or late, please notify the school as early as possible.

**Daily Schedules**

**Toddlers**

7:30 – 8:30 Morning Drop-off

8:30 – 10:30 Montessori Jobs/Snack/ circle time

10:30-11:30 Outside Play

11:30 – 12:00 Lunch

12:00 – 2:00 Rest / afternoon work period

2:30 Pick -up

2:30 -3:30 Extended care

**Preschool / Kindergarten**

7:30 – 8:30 Morning Drop-off

8:30 – 10:30 Montessori Jobs/snack /Circle Time

10:30 – 11:30 Outside Play

11:30 – 12:00 Lunch

12:00 – 2:00 Rest / afternoon work period

2:30 Pick -up

2:30 – 3:30 Extended care

**Sign-in/0ut**

All children must be signed in and out with a parent’s full signature each day. Only parents and authorized persons may sign a child in or out. If another person will be picking up, please notify the school. That person will be required to show id the first time they come for pick-up. **No child will be released without this proper procedure.**

**Fieldtrips**  FFM does not take field trip or transport students.