

- THE MODERN SCHOOLHOUSE -

childcare redesigned

Parent Handbook

Coming
to TMS

As we welcome families into our program, we want to say thank you. It is families such as yours that makes our program a unique and invaluable experience.

With the primary focus of bridging the gap between teachers and families, our ultimate goal is the overall well-being of our students. As we continue down this important developmental road we want our families to be there with us every step of the way.

Valuing the commitment our teachers provide our students, we encourage the expectations for our families involvement and understanding during the enrollment period in our program.



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Introduction



Mission:

Children are provided with a unique and safe educational experience, with building blocks to become confident, self-trusting, independent leaders. Our program believes in the power of children, parents, and teachers as a community learning and growing together.

We are so happy you are here and thrilled you have chosen to join our community.

Within these pages, you will find the principles that lay as the foundations of our operations, notices of important school policies, and other useful information of our program. We appreciate your attentiveness to these policies and the commitment required together to create an unforgettable learning experience for your child.

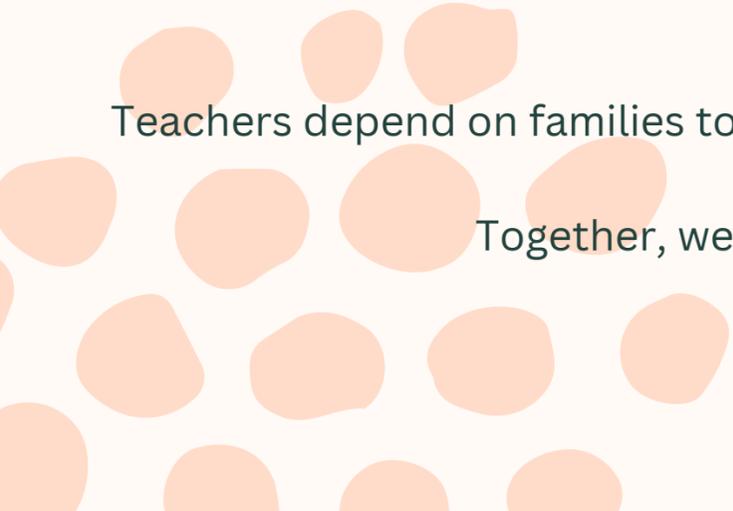
As a program that values families and relationships, it goes without saying— parents are a child’s first and most important teachers. Families provide context of learning outside of the classroom, that secure their children, and equip them with the ability to move out into the world.

Self-regulation, communication, and respect for others begins with family.

Teacher’s roles and jobs in the classroom focus on helping children problem-solve, communicate ideas and feelings, and help broaden their singular focus of the world.

Teachers depend on families to better help understand the needs of the child, whereas parents depend on staff to progress and monitor children’s learning process.

Together, we not only maximize our ability to educate the children but utilize it as an opportunity to educate ourselves.





Our philosophy

As a premier, modern day childcare facility, our program challenges students to be successful by nurturing their IQ, EQ, SQ, CQ, and AQ development.

By focusing on the whole child, our program engages in a hybrid curriculum that provides opportunities of learning in various areas.



Our Staff

At TMS, we value the educators that step into our classrooms. By undergoing a multi-step process, our teachers are verified and show commitment to the Early Childhood Education Field.

Qualities our staff display are:

- CPR/First Aid
- Mandated Reporters
- Background in ECE or Child Development
- Additional certifications and training in relatable fields

Upon making a selection for our staff, team members are brought on board to acclimate and be trained under our program guidelines. This includes many things such as the curriculum use, lesson planning, communication with parents/staff, classroom language, classroom management, team building, student growth, developmental screening, etc.

For specific information on our staff, please see their teacher profiles.

We kindly ask our families in the unforeseeable event there is any issues with staff, to please discuss/report to either the Site Supervisor or Program Director via email only to protect the climate of our classrooms.



Program details

TMS thrives on parent participation and adherence to school policies to ensure the health and safety of our students. Any update to our policies can happen, and families will be given as much advance notice as possible.

Hours of Operation

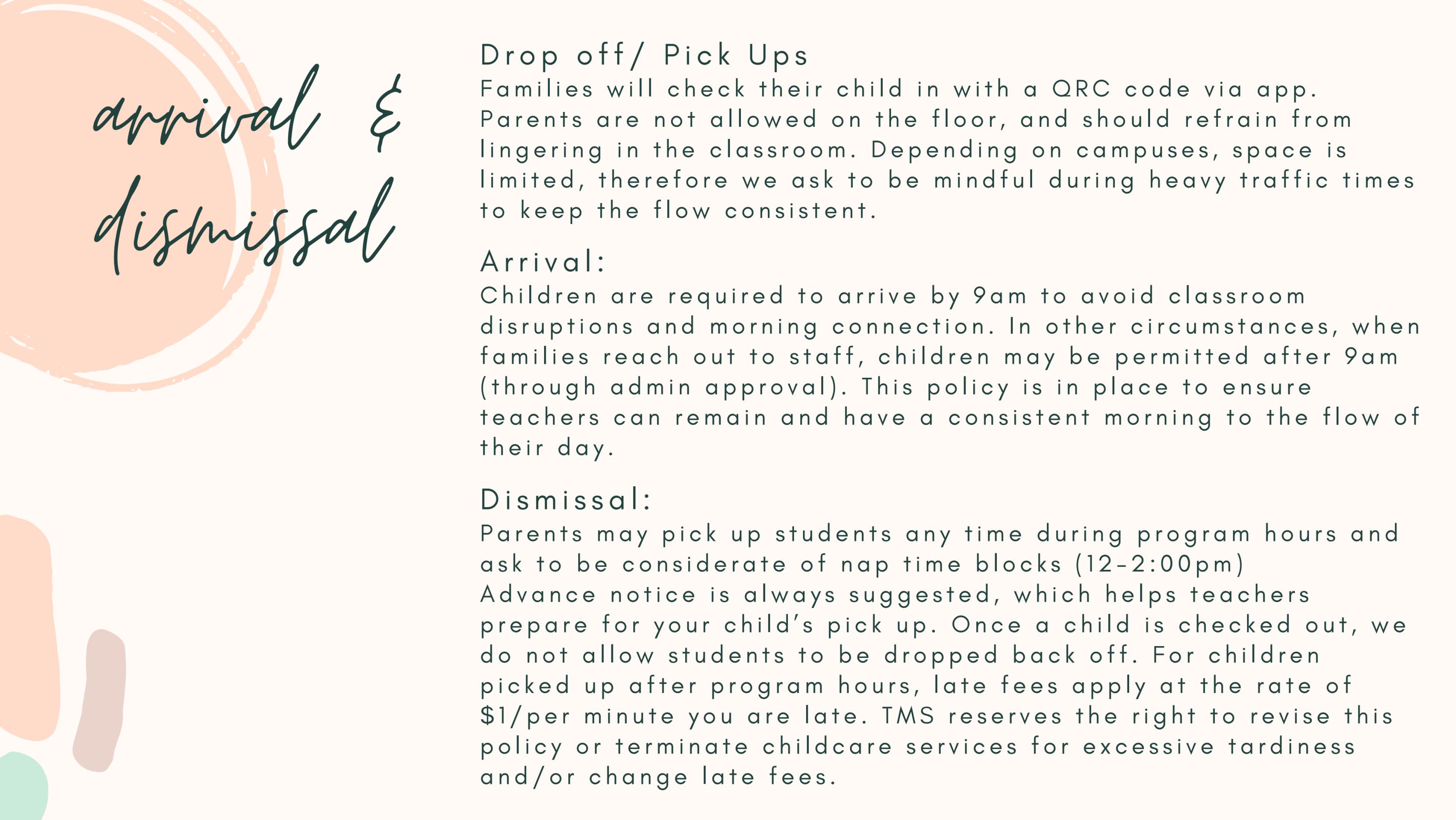
Monday- Friday (7:30am-5:30pm)

Late Fee (\$1/minute)

Eagle Rock
5117 Eagle Rock Blvd.
Los Angeles, Ca 90041
(323) 474-6220

San Gabriel
248 S. Mission Drive
San Gabriel, Ca 91776
(626) 872-2652

San Mateo
77 N. San Mateo Drive
San Mateo, Ca 94401
(323) 577-8998



arrival & dismissal

Drop off/ Pick Ups

Families will check their child in with a QRC code via app. Parents are not allowed on the floor, and should refrain from lingering in the classroom. Depending on campuses, space is limited, therefore we ask to be mindful during heavy traffic times to keep the flow consistent.

Arrival:

Children are required to arrive by 9am to avoid classroom disruptions and morning connection. In other circumstances, when families reach out to staff, children may be permitted after 9am (through admin approval). This policy is in place to ensure teachers can remain and have a consistent morning to the flow of their day.

Dismissal:

Parents may pick up students any time during program hours and ask to be considerate of nap time blocks (12-2:00pm) Advance notice is always suggested, which helps teachers prepare for your child's pick up. Once a child is checked out, we do not allow students to be dropped back off. For children picked up after program hours, late fees apply at the rate of \$1/per minute you are late. TMS reserves the right to revise this policy or terminate childcare services for excessive tardiness and/or change late fees.

arrival & dismissal cont...

Signing In & Out

Each day students are present; parents or emergency contacts are required to sign in and sign out. No child will be released to anyone under the age of 18 or that is not listed as a child's emergency contact. Once children are picked up, TMS is no longer liable for that child's supervision.

Emergency Contacts

Each family is allotted 4 emergency contacts. These are authorized members that can pick up or drop off your child to school. Anyone that is picking up your child is required to show proof of identification. When an emergency contact has changed, please notify school supervisor to make changes to your child's paperwork.

Illness & Early Pick-Up

Children occasionally become ill or injured at school, requiring an early pick up. TMS requires accurate information for parents and additional emergency contacts should the need arise. As we are a group care setting, one-on-one accommodation cannot be made. Parents should be prepared to have their child picked up within 30 minutes of notification. TMS will take care of the sick/ill/injured child for 30 minutes, and after this time, our late fee will apply.

Health & Safety

IMMUNIZATIONS

THE MODERN SCHOOLHOUSE IS LICENSED THROUGH THE DEPT. OF SOCIAL SERVICES, THEREFORE EACH CHILD ENROLLED INTO OUR PROGRAM IS REQUIRED TO PROVIDE IMMUNIZATION RECORDS AND REMAIN UPDATED. NO EXCEPTIONS.

REGARDING EXEMPTIONS, CHILDREN MAY ATTEND IF THEY HAVE A MEDICAL EXEMPTION FROM CALIFORNIA SCHOOL IMMUNIZATION LAW. IF THERE IS A SPECIFIC OUTBREAK IN OUR REGION, YOUR CHILD MAY BE EXCLUDED FROM CARE. FOR MORE INFORMATION PLEASE VISIT: [SHOTSFOR SCHOOL.ORG](https://shotsforschool.org)

HEALTH CHECKS

PRIOR TO DROP-OFF, PARENTS ARE EXPECTED TO PHYSICALLY SCREEN CHILDREN AND CONFIRM CHILDREN ARE HEALTHY FOR CARE. UPON ARRIVAL, STUDENTS WILL BE GIVEN TEMPERATURE CHECKS AND STAFF WILL PERFORM PHYSICAL SCREEN CHECKS, TO ENSURE THE CHILD LOOKS AND FEELS HEALTHY. AS THE DAY PROGRESSES, TEACHERS WILL CONTINUE TO CHECK ON STUDENTS THROUGH PHYSICAL SCREEN CHECKS. WHEN THE INSTANCE A CHILD DOES NOT PASS A PHYSICAL SCREEN TEST, PARENTS WILL BE NOTIFIED. THE SAME PROTOCOLS WILL APPLY FOR OUR ILLNESS POLICY.

MEDICATIONS

MEDICATIONS WILL NOT BE ADMINISTERED BY STAFF. IF A CHILD IS NEEDING MEDICATION, A PARENT OR EMERGENCY CONTACT WILL HAVE TO COORDINATE WITH THE CENTER TO CREATE A MEDICATION PLAN.

FOR CHILDREN UNDER THE AGE OF 2.5 YEARS OLD, A DOCTORS SIGN OFF IS NEEDED FOR DIAPER CREAMS, OINTMENTS, SUNSCREENS, HOMEOPATHIC MEDICINES, ETC. WITH DOSAGE AND FREQUENCY LISTED. CHILDREN WITH ALLERGIES WILL NEED A NOTE FOR BENADRYL AND EPI-PEN USAGE.



PLAY EQUIPMENT

THE MODERN SCHOOLHOUSE IS EQUIPPED WITH PLAY STRUCTURES AND TOYS FOR ENROLLED STUDENTS AND ARE DEEMED CHILD AND AGE APPROPRIATE.

ANY CHILD NOT ENROLLED INTO OUR PROGRAM SHOULD BE SUPERVISED AND ARE NOT PERMITTED TO USE PROGRAM MATERIALS.

CLOTHING/SHOES

THROUGHOUT THE COURSE OF THE WEEK, CHILDREN WILL ENGAGE IN MULTIPLE ACTIVITIES, MANY OF WHICH ARE CONSIDERED MESSY PLAY. STUDENTS SHOULD HAVE ALWAYS AT LEAST 2 SPARE OUTFITS IN THEIR CUBBY, INCLUDING SOCKS. IT IS THE PARENT'S RESPONSIBILITY TO CHECK FOR SPARE CLOTHES IN THE CHILD'S CUBBY. PLEASE ENSURE DURING THE COOLER DAYS, A CHILD HAS A JACKET OR SWEATER IN THEIR CUBBY THEY CAN WEAR DURING OUTDOOR PLAY.

CLOTHING AND SHOES SHOULD BE SCHOOL APPROPRIATE. NO SANDALS AND OPEN TOED SHOES. SMALL HAIR ACCESSORIES ARE PROHBITED,



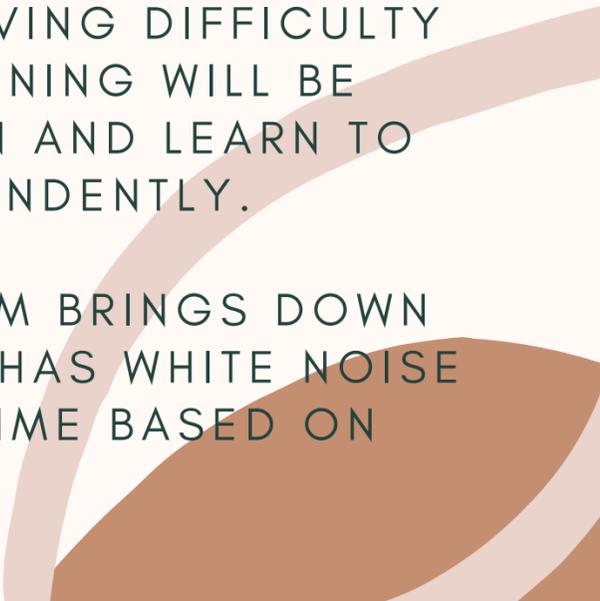
NAPPING

CHILDREN ARE PROVIDED WITH CRIBS/MATS/COTS TO SLEEP DAILY. EACH CHILD IS REQUIRED TO HAVE ADEQUATE REST TIME.

PLEASE PROVIDE STUDENT BEDDING. STUDENTS MAY BRING A NAP TIME LOVEY, BUT NO OTHER TOYS OR OBJECTS THAT SERVE AS A DISTRACTION CAN BE ON THE SCHOOL FLOOR.

CHILDREN HAVING DIFFICULTY OR TRANSITIONING WILL BE PATTED DOWN AND LEARN TO SLEEP INDEPENDENTLY.

OUR PROGRAM BRINGS DOWN SHADES AND HAS WHITE NOISE DURING NAPTIME BASED ON LOCATION.





FIRST AID

WHEN A SIMPLE INJURY OCCURS, THE CHILD WILL BE TREATED AT SCHOOL. WE WILL UPDATE PARENTS EITHER IN THE PORTAL OR AT PICK UP OF THE MINOR INJURY. IF A LARGER INJURY OCCURS AND IMMEDIATE PARENTAL NOTIFICATION IS NEEDED, WE WILL CALL YOU. EMERGENCY CONTACTS WILL BE CONTACTED IF WE CANNOT GET A HOLD OF PARENTS/GUARDIANS. EACH CLASSROOM HAS A FIRST AID LOCATED IN THEIR CLASSROOM.



COMMUNITY EMERGENCIES

IN THE EVENT OF A COMMUNITY EMERGENCY (FIRE, EARTHQUAKE, STORM, ETC.) TMS STAFF WILL STAY WITH YOUR CHILD IF NECESSARY. CHILDREN WILL BE PROVIDED WITH FOOD, WATER, AND OTHER EMERGENCY SUPPLIES APPLICABLE. CHILDREN WILL ONLY BE RELEASED TO PARENTS OR DESIGNATED REPRESENTATIVES. ALL UPDATES WILL HAPPEN THROUGH OUR PORTAL.

FIRE, EARTHQUAKE, AND SAFETY DRILLS ARE PRACTICED THROUGH THE COURSE OF THE SCHOOL YEAR, AND TEACHERS ARE TRAINED WITH EMERGENCY PROCEDURES.

EACH YEAR, FAMILIES PURCHASE AN EMERGENCY KIT FOR THEIR CHILD. THESE KITS REMAIN IN THE CLASS RESERVED FOR YOUR CHILD IN THE EVENT OF AN EMERGENCY.



Illness

WHEN A CHILD DOES NOT FEEL WELL, IT IS TIME FOR OPEN COMMUNICATION BETWEEN TEACHERS AND PARENTS. IT IS A DIFFICULT TIME, BUT IN THE BEST INTEREST OF THE CHILD TO RECEIVE IMMEDIATE CARE NEEDED TO ALLEVIATE SYMPTOMS AND CONTROL THE RISK OF INFECTION TO OTHERS. PEDIATRICIANS ADVISE THAT MOST YOUNG CHILDREN CAN BE EXPECTED TO GET TEN(10) TO TWELVE (12) RESPIRATORY OR ILLNESSES A YEAR! WE ENCOURAGE FAMILIES TO HAVE BACK UP CARE FOR WHEN THESE INSTANCES ARISE.

PLEASE KEEP YOUR CHILD HOME—OR WE WILL CALL YOU TO PICK UP YOUR CHILD WHEN:

- REQUIRES ONE-ON-ONE CARE
- CANNOT PARTICIPATE IN BOTH INDOOR/OUTDOOR ACTIVITIES
- IS BREATHING HEAVILY OR WITH EFFORT
- HAS A FEVER OVER 100.4 DEGREES F
- VOMITS 2 OR MORE TIMES DURING A 24-HOUR PERIOD
- HAS 2 OR MORE LOOSE BOWEL MOVEMENTS
- HAS A PERSISTENT HACKLING COUGH, SIGNS OF CONGESTION
- HAS A SEVERE RUNNY NOSE THAT IS MORE THAN UNUSUAL FOR THE CHILD
- HAS A CONTAGIOUS DISEASE (PHYSICIANS NOTE IS NEEDED)
- AN UNIDENTIFIED RASH, ALLERGIC REACTION OR SORE THAT SEEMS TO BE SPREADING
- HEAD LICE OR NITS

STUDENTS WHO ARE OUT DUE TO AN ILLNESS WILL NEED TO BE FEVER AND MEDICINE FREE FOR 24 HOURS PRIOR TO RETURNING. ANY CHILD THAT IS OUT FOR AN EXTENDED PERIOD OF TIME, WILL NEED A DOCTORS CLEARANCE TO RETURN. BASED ON YOUR CHILD'S ILLNESS, PLEASE LET STAFF KNOW SO WE MAY MAKE THE BEST JUDGEMENT FOR THE HEALTH AND SAFETY OF EVERYONE IN OUR CENTER.

cont...

TO PROMOTE WELLNESS, PLEASE WASH YOUR CHILD'S HANDS BEFORE ARRIVAL. THIS IS A GREAT ACTIVITY TO DO ALONGSIDE YOUR CHILD TO SHOW PROPER TECHNIQUES OF HAND WASHING AND RINSING.

IF YOUR CHILD IS SHOWING SIGNS OF AN ONCOMING ILLNESS, PLEASE KEEP THEM HOME FOR THEIR OWN WELL-BEING, OTHER STUDENTS, STAFF, PARENTS, AND FAMILIES AS WELL. CERTAIN COMMUNICABLE DISEASES REQUIRE A DOCTOR'S CLEARANCE, AND IT IS THE PARENT'S RESPONSIBILITY TO INFORM THE CENTER IF THEIR CHILD HAS A COMMUNICABLE DISEASE TO THEN NOTIFY THE REST OF OUR LEARNING COMMUNITY. COMMON VIRUSES INCLUDE HFM, COLD, FLU, STOMACH BUG, COVID, ETC.

THESE HEALTH AND SAFETY GUIDELINES WERE CREATED WITH FOUR REASONS IN MIND:

1. THE COMFORT AND NEEDS OF YOUR OWN CHILD.
2. THE NEEDS OF OTHER CHILDREN AND FUNCTIONING AS A COLLECTIVE.
3. STAFF TIME AND ENERGY AVAILABLE TO APPROPRIATELY CARE FOR THE CHILD IN NEED.
4. STAFF MEMBERS NEED TO PROTECT THEIR OWN HEALTH.

TEACHERS WILL PERFORM REGULAR PHYSICAL SCREENS TO MEET OUR PROGRAMS HEALTH AND SAFETY STANDARDS. IN THE EVENT THERE IS AN OUTBREAK (3 OR MORE STUDENTS WITH THE SAME SYMPTOMS) FAMILIES WILL BE NOTIFIED AND PLACED ON STANDBY.

Incident Reports

AS WE PREPARE AND TRAIN STAFF TO HELP MITIGATE MINOR AND MAJOR INCIDENTS, TUMBLES AND FALLS DO HAPPEN. AS A PROGRAM, WE HAVE SPECIFIC PROTOCOLS IN PLACE TO HELP TEND TO THE NEED OF THE CHILD AND COMMUNICATE WITH PARENTS IN REGARDS TO THE EVENT.

TUMBLES AND FALLS THAT ENCOUNTER SCRAPED KNEES AND MILD REDNESS/BLEEDING WILL BE TREATED AND CARED FOR. PARENTS WILL BE NOTIFIED VIA OUR COMMUNICATION APP AND PICTURES ARE TYPICALLY UPLOADED.

IN THE EVENT THERE IS A MAJOR INCIDENT THAT OCCURS, WHERE UNFORSEEN BEHAVIOR OF STUDENTS COMMUNICATING WITH THEIR BODIES, AND A STUDENT IS INVOLVED, BOTH PARENTS WILL BE NOTIFIED. BASED ON THE INCIDENT, FURTHER ACTION OR REMEDIATION WILL BE INVOLVED.

FOR MULTIPLE OCCURENCES OR MAJOR CONCERNS TO HEALTH AND SAFETY, PARENTS ARE PROVIDED AN INCIDENT REPORT FORM THAT ADDRESSES THE INCIDENT, AND THE PLAN OF ACTION PUT IN PLACE AS A RESOLUTION.

PLEASE NOTE EACH SITE HAS UNIQUE PHYSICAL CHARACTERISTICS AND THESE SHOULD BE TAKEN INTO CONSIDERATION AS THEY ARE NATURAL. STRUCTUAL AND LANDSCAPE MATERIALS (STAIRS, GRASS, FENCING, GATES, WINDOWS, DOORS, FLOORING, ETC.)

INCIDENT REPORTS ARE BASED ON TEACHERS AND ADMIN. STAFF ARE NOT MEDICAL PROFESSIONALS AND SHOULD THERE BE ANY CONCERNS BASED ON SCHOOL DOCUMENTATION, PARENTS SHOULD SEEK GUIDANCE FROM A MEDICAL PROFESSIONAL.

Disciplinary Action

TIME TO TIME, STUDENTS WILL ENGAGE IN DEVELOPMENTAL BEHAVIOR THAT REQUIRES ADDITIONAL ATTENTION AND REMEDIATION. ALTHOUGH DEVELOPMENTAL, THE SAFETY FOR ALL STUDENTS IS CONSIDERED.

TO ENSURE THE SAFETY OF ALL PARTICIPANTS AND STAFF, OUR STAFF WILL IMPLEMENT A POSITIVE DISCIPLINE PROGRAM. THE FOLLOWING ARE GUIDELINES USED WHEN DISCIPLINARY ACTION BECOMES NECESSARY DUE TO UNWANTED BEHAVIOR. SEVERE BEHAVIOR WILL BE ADDRESSED BY THE PRESCHOOL DIRECTOR/PRINCIPAL. IN THE EVENT OF ANY INCIDENTS, PARENTS WILL BE NOTIFIED. UNDER ACTION NEEDING IMMEDIATE ATTENTION OR SPECIAL CIRCUMSTANCES, PARENTS WILL RECEIVE AN INCIDENT REPORT.

1. POSITIVE REDIRECTION AND RETEACH OF EXPECTATIONS.
2. VERBAL WARNING FOR SPECIFIC UNACCEPTABLE BEHAVIOR.
3. SEPARATION FROM THE GROUP WITH A WARNING OF FUTURE CONSEQUENCES FOR REPEATED BEHAVIOR.
4. SEPARATION FROM THE GROUP WITH A WARNING AND WRITE-UP FOR REPEATED BEHAVIOR.
5. PARENT CONFERENCE TO DISCUSS CORRECTIVE ACTION AND CONSEQUENCES FOR FUTURE INCIDENTS.
6. SUSPENSION - 1 TO 7 DAYS FROM THE PROGRAM AND/OR REMAINDER OF THE DAY.
7. SUPPORT FROM THIRD PARTY INTERVENTION SERVICES OR 1:1 IN CLASS SUPPORT CAN BE REQUESTED.
8. REPEATED AGGRESSIVE/INAPPROPRIATE BEHAVIOR MAY RESULT IN REMOVAL FROM THE PROGRAM WITH APPROVAL FROM THE PRESCHOOL DIRECTOR/ PRINCIPAL.

THE MODERN SCHOOLHOUSE RESERVES THE RIGHT TO WITHDRAW A PARTICIPANT FROM THE PROGRAM IF ALL DISCIPLINE OPTIONS HAVE BEEN EXHAUSTED AND/OR DEMONSTRATION OF EXTREME BEHAVIOR THAT MAY PUT PARTICIPANTS AND STAFF IN DANGER, INCLUDING WHERE THE PROGRAM CANNOT MEET THE NEEDS OF THE CHILD.

Enrollment & Curriculum

TUITION

\$1,000 enrollment fee (non-refundable/non-transferable)

\$2,210/month

OTHER FEES

\$250/Yearly Materials

\$15/Yearly Emergency Kit

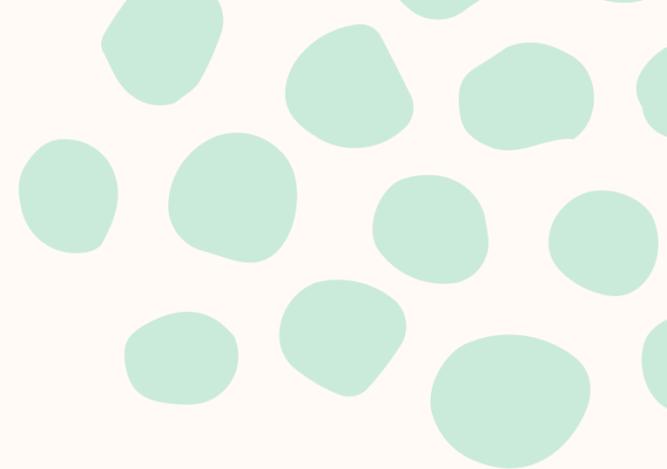
\$50 Curriculum Box(One time only-Enrollment Time)

\$75 TK Box (4-5 years old's only)

\$150 Graduation Ceremony (Grad students only)

Payments can be made via Zelle to billing@themodernschoolhouse.com or via Check. **Tuition is due by the 1st of every month or late fees of \$100/day will apply.** Full tuition is due each month, no exceptions. Prices subject to change with notice.

For families seeking **sibling priority**, please notify site admin. All siblings will receive priority waitlist admissions. At this time, we do not offer any discount for sibling enrollment.



Curriculum Part 1

THE CURRICULUM BOX

As families enter our program, each student will receive their take home materials. These materials are used in our classroom learning and work hand in hand for home connection. This box is yours to keep for endless learning to take place at home!

The Curriculum Box will include:

- Alpha Phonic Cards
- ABC & 123 High Contrast Book Set
- ASL Color Signs Book
- Zone of Regulation Poster

Curriculum Part 2

TK CURRICULUM

As families begin their final year with our program, each student will receive their take home materials to ensure they are being challenged in fun and engaging ways, while fostering important skills and concepts. These materials are used in our classroom learning and work hand in hand for home connection. This box is yours to keep for endless learning to take place at home!

The TK Box will include:

- Academic Workbook (homework 1x a week)
- Reading Skills Workbook* (based on development, as needed)
- Read, Create, Write Chalkboard Set
- Sight Word Readers Complete Set of 25 books



Lesson Planning

WEEKLY ACTIVITIES

Each classroom will have planned activities set from M-F. Each day our lesson plan has a daily focus to incorporate maximum exposure and learning. These lessons are age appropriate and work on many skills required in the classroom. These daily focuses will be listed on classroom newsletters. Daily focuses will include, but not limited to:

Language, Math, Art, Science, Sensory, Nature, Music, Movement, Language Immersion, Sign Language, Etc.

Open play and structured play are also situated within daily schedules.



Family Books

Upon entering the program, families will receive family book templates through Microsoft Word. Parents will have the opportunity to edit the templates and insert pictures and text to help our classrooms learn more about your family. Students are given these books as they exit our program and are made available in our student libraries for teacher read aloud. These books are a great way for us to learn about family traditions, students engagement outside of the classroom, meeting pets, family members, etc.



Creative Play & Student Dress Code Policy

Dressing for success in preschool means dressing for creative play. The Modern Schoolhouse strongly encourages our students to play and get creative and learn through all of our lessons. Parents understand that they are to send their children to preschool in clothes that may get covered in mud, paint, food, and a variety of other age-appropriate products. Children should arrive to school in shoes that allow them to run, jump, ride, climb and provide independence. Children do not wear indoor shoes, but should be placed in grip socks or may use indoor slippers/shoes.

Parent Teacher Conferences

YEARLY

Each year as our program prepares to end the school year, teachers will have the opportunity to meet with families 1:1 to provide additional insight of their students progress.

Based on age, and level of development, students receive different types of assessments to provide parents with a scope of their child's progress. Younger toddlers are generally assessed on developmental milestones, whereas older students are assessed on academic preparedness and life/social skills as we prepare them to exit our program. All graduating students will have Kinder Assessments done to help parents better understand their child's progress as they begin their journey to Kindergarten.

More information will be provided closer to date.

Nutrition

SNACKS

Children are provided with 2 snacks daily and for families that pack their own snacks, we ask they add nutritional value to your child's diet. Only healthy options should be sent to school. No juice, candy, chips, etc.

Children with allergies or dietary restrictions shall provide their own snacks. Dry snacks can be sent in bulk and placed in your child's cubby. When your child is low on snacks, a teacher will notify for replenishment.

All snacks, lunch, water, and bottles should be labeled with your child's name per licensing requirements.

LUNCH

For students on our meal program, parents will directly sign up through **each sites provider**. If your child drinks milk, spill proof cups need to be filled and brought in. Milk will be served before nap.

Children who have lunch prepared from home should have reusable containers where everything can be sent back home. **No glass, and cold lunches only or warm food in a thermos**. Food should be in pieces that are safe to consume for children and refrain from a choking hazard. Younger toddler children will have assistance in feeding, but will be encouraged to gain independent feeding skills. Babies will be spoon fed with assistance. *Staff is not responsible for prepping and peeling, otherwise items may be sent back home. Schools do not reheat or microwave lunches.*

We are a nut-free school. Please do not send any nuts, or nut butters in your child's food or milk. Sunflower butter is a great substitution, and oat milk for a non-dairy and nut free milk option.

All items should be labeled to ensure correct daily return.

Potty Training

Based on location, children will generally need to be potty trained by the age of 3. Children in our 2's-3's class will be highly encouraged to use the restroom and follow a routine within the class. Diaper changing may occur with staff with the child standing. Parents will need to support and initiate potty training at home.

While your child is potty training, pull ups will be **REQUIRED** to ensure there are no accidents. As teachers assess the readiness of your child, they will notify parents when training and/or underwear is recommended. A potty plan will be included.

Based on development, children should be able to pull up and down their own articles of clothing. Please no overalls, tight leggings, buttons, or down-sized clothing. Children who are potty trained before the age of 3 will have access to toilets.

Potty training regression is normal and a case by case situation. Staff will support you with steps in the event regression occurs.

Classroom Transitions

As students grow and develop with our program, each classroom is specifically designed with small-group instruction to provide the optimal learning experience. By meeting the students where they are, teachers design curriculum that is tailored to the level each child is at, while providing an environment that still fosters their natural curiosity.

With small classroom sizes, we remind parents that children do not necessarily move up to new classrooms on a yearly basis, but rather when there is an opening. These openings are then given to students not only based on age, but other considerable factors with development.

As the program determines the readiness for your child, we will notify families, and provide opportunities of transition periods to ensure they are ready, and comfortable in their new classrooms. More information will be provided as these opportunities present themselves.

Parent Communication

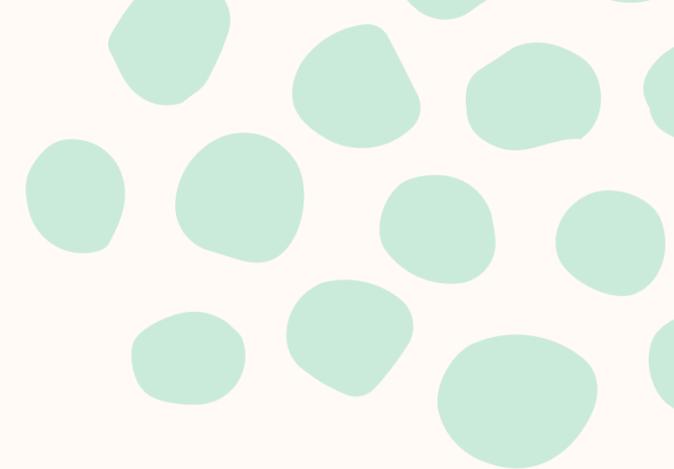
APP COMMUNICATION

Our current communication happens through the app. Once families join our program, you will receive an email invitation link. This will give you access to your child's daily information, which includes pictures and videos--when teachers are able to send. This is also a great way for parents to communicate with teachers or staff for non-urgent matters. Please allow adequate time for teachers to respond.

For any matters that need to be directed to the director or above teachers, should be emailed to: hello@themodernschoolhouse.com with the subject line as your child's name. ADMIN messaging is also available.

Please note our staffs primary focus is our students, and teachers will respond when time permits during the day. We encourage parents to message during school hours only. Messages can be seen by multiple teachers and interactions with staff and families should remain friendly.

Social Media



MEDIA CONSENT

Our program understands each family has their own preference for having their child on social media. Within your application paperwork, there is a Media Consent Form. Please select whether your family authorizes or does not authorize media consent. Media consent for students is primarily listed on social media, school websites and brochures. This can be changed at any time, and in those circumstances, please see your Site Supervisor.

As we continue to protect the privacy of our families and students, parents are requested to not post other students from images sent via Brightwheel (including group images), without the permission of family, and/or blurring their faces.

Teachable Moments

Our program uses gentle teaching methods to cater to each child enrolled in the program. We use moments of being present and conscious, while allowing students to be independent in their process.

As teachable moments and opportunities occur throughout the day, staff is trained to talk through these moments with students, to then decide what the best decision would be through our AG Behavioral Model and Zones of Regulation (RYGB color zones). Teachers are trained throughout the year with Conscious Discipline.

Our program does not have time outs or discipline rules, but instead, we offer a safe space to encourage emotional regulation, where we provide practical tools for students to support emotional intelligence. We want to help students make conscious decisions, while controlling impulsive behavior. In return, we want other students to become self-advocates and feel safe and protected.

Holidays & Birthdays

As a program that values inclusivity, our family books replace holiday celebrations. Traditions are important and we would love to learn more about the things that take place in your home. Families who wish to bring gifts for holidays are welcome to do so, and items will be passed out to each student in their cubby for parents to pick up.

Birthdays are fun, and even better with friends! Families who wish to celebrate their child's birthday at school are welcome to do so. Please note: snacks must be store bought, and can be small, but school friendly options. Parents are welcome to join in on the celebration during afternoon snack. Should parents participate, your child will be signed out for the remainder of the day. Please check with your Site Supervisor for more information. Birthday bags will be placed in each child's cubby for parents to pick up.



school closures & early dismissals

Each year, school is closed on all major holidays. Please see the school monthly and yearly calendar for dates. We are closed for 4 weeks throughout the year (Summer & Winter), for synchronized student/staff vacation. Some holidays may fall on these days.

As an operating facility, staff is required to attend staff trainings and professional development. Each year, we plan to have roughly 4-6 staff professional developments a year which causes early days or no school. Early days are from (7:30am-12pm) Students will be given lunch prior to early day release.

As much advanced notice will be given to our families. Please check the calendar for updates and make alternative care arrangements in advance. Tuition remains the same per month.

cont...

EXTENUATING CIRCUMSTANCES

For any unforeseeable events, our program will do our best to keep families updated and in these rare instances, early or immediate pick up may be needed.

For the health and safety of our students, some natural occurrences that can prohibit us from operating are, but not limited to:

- power outage
- weather related (hurricane, heat wave, floods, fire, etc.)
- building or maintenance issues
- health outbreaks (pandemic, epidemic, covid-19, HFM, viruses, etc.)



Refund / Absence Policy

At TMS we carefully take into consideration work schedules for our families and provide care all year around. Our program is closed on major holidays, mandated staff development days, and 2 weeks for summer/winter.

In the event families are absent or have extensive travel planned, we do not pause or prorate any fees. Full time tuition is due each month to provide consistency for our students and staff.





Unenrollment

Enrollment costs cover operational costs as a facility. If a family plans to unenroll, a minimum of 60 days' notice is required. If a family is unable to provide adequate notice, and the enrollment spot cannot be filled within the given time, the family is responsible to take care of the following months fee until the director can fill the immediate spot with due diligence. A family that wishes to leave the program will need to sign a LETTER OF UNENROLLMENT with the respective end date and submit to site staff. All fees will be due prior to the unenrollment date. Understanding failure to pay these fee's may result in legal action.



Graduation

As your child prepares to exit our program, parents will be invited to a zoom conference that helps parents connect with other parents, while obtaining important information from TMS on things to consider. Typically this happens in Fall, when most enrollment processes for schools begin. We encourage all graduating families to join to gain information and have the opportunity to share with other parents the information or knowledge they have gained along the way.

In the event during any application process, parents may require a letter of recommendation. TMS has a strict policy that letters of recommendation on the behalf of our school may only come to admin for completion. Based on the feedback from teachers, admin is qualified to fully support and trained to fill out documentation. All emails should be sent to hello@themodernschoolhouse.com

Upon confirmation of your families departure, parents will need to sign a graduation form, providing official authorization that your child will no longer need care after the school year ends. Please speak with admin directly for more information.

zero tolerance policy

At TMS we pride ourselves in working hand in hand with families for the betterment of each child. We ask that communication with teachers and staff happens directly and parents plan with teachers the best time to meet.

Should a situation arise that a parent is not satisfied with the communication of the primary teacher, they should reach out directly to the director or site supervisor on duty to help resolve the issue.

Grounds For Dismissal/Parent Code of Conduct

Our program has a zero-tolerance policy for any physical, verbal, sexual or emotional abuse to our staff, children, families, and any speech that harms The Modern Schoolhouse reputation.

Based on the severity of action, The Modern Schoolhouse reserves the right to terminate childcare services for any family that goes against our policy with limited notice and/or other applicable occurrences that effects the welfare, safety and health of other staff and students. We encourage all interactions to be handled in a respectable and professional manner.

A large, soft watercolor splash in shades of light orange and peach, centered on the page. The splash has a textured, layered appearance with varying intensities of color.

Thank you!

we look forward to the next few years together.