

THE MODERN SCHOOLHOUSE



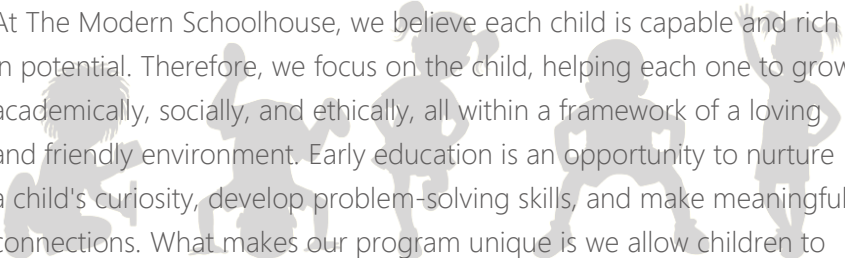
[learn.grow.inspire]

*815 Fairview Ave #106
South Pasadena, Ca
408-421-0352*

Registration & Fee's

- Application Fee: \$50.00
- Deposit: \$500.00 (refundable; 30-day notice for unenrollment required.)
- Yearly Materials Fee: \$100.00
- Monthly Tuition: [Infants] \$1,800.00 [Toddlers] \$1,650.00

Curriculum/Activities

A decorative background image consisting of several grey silhouettes of children in various active poses, such as jumping, running, and playing with blocks, positioned behind the text.

At The Modern Schoolhouse, we believe each child is capable and rich in potential. Therefore, we focus on the child, helping each one to grow academically, socially, and ethically, all within a framework of a loving and friendly environment. Early education is an opportunity to nurture a child's curiosity, develop problem-solving skills, and make meaningful connections. What makes our program unique is we allow children to learn by constructing new knowledge through inquiry, experience, exploration, and play. We understand they need to move, ask questions, solve problems, articulate their thoughts, learn from mistakes, celebrate accomplishments, and make a difference in the world where they can. Appreciating diversity and collaboration, our staff and families work together to create a high-quality educational experience for our students to thrive academically and in life.

Daily Structure

7:30am-8:30am: Hello & Morning Play

8:30am-9:15am: Circle time/ Right-side brain training/ Activity 1

9:15am-9:30am: Snack 1

9:30am-11:00am: Outdoor play/Walk to the park/Adventure

11:00am 11:20am: Roles and Responsibilities

11:20am-11:50am: Lunch

11:50am-12:00pm: Relaxation & Stretching

12:00pm-2:30pm: Nap/ Quiet time

2:30pm-3:00pm: Snack 2

3:00pm-4:00pm: Activity 2 (Theme for the week)

4:00pm-4:45pm: Group time (Reading and Writing)

4:45pm-5:30pm: Open Play/ Clean-up/ Goodbyes

Policies



Deposit A refundable \$500 deposit is required during the application process. If you no longer seek services, a 30-day notice will need to be given and a notice of unenrollment will be filed and submitted. If these guidelines are not followed, your deposit will be forfeited. We reserve the right to discontinue care for a child without notice for issues such as (but not limited to) continuous behavior issues or nonpayment of fees.

Communication Log: A daily record will be kept for your child, listing their daily updates. Most of notes will be taken on the app Brightwheel. Parents will have access to this app and may message teachers and see updates on their children throughout the day.

Please Call by 9 am if your child will not be attending The Modern Schoolhouse. If you are running late, please keep in mind our daily schedule and notify the daycare.

Pick Ups If a child is to be picked up by someone other than a parent listed on the registration form, please let me know in advance verbally (NOT by email, but by phone or in person), and let them know I will be asking for photo identification. If I am not told in advance that someone other than a parent will be picking up, I will not release the child to them. If this results in a late pick-up by a parent, all late fees will apply. Please let me know if there are any sensitive custody issues that pertain to your child.

Late Pick-Up The Modern Schoolhouse closes promptly at 5:30pm. Please call me if you will be late. You will be charged \$1/minute for each minute past 5:30pm.

Sick or Ill children will not be accepted into daycare, in the best interests of the other children in care. Any child exhibiting the following symptoms will be sent home with the parent: vomiting, diarrhea, fever above 101F (38.3C), contagious rash, excessive coughing that produces phlegm or a nose that is running greenish or yellowish mucus. If a child develops any questionable symptoms while in care, I will notify a parent immediately.

COVID-19 Screening will take place daily. Each child will have their temperature taken before entering, along with a physical wellness

check. Children will then go to wash their hands before joining the other children. Shoes will also be changed from outdoor to indoor.

Medication will not be administered by staff. Parents are welcome to come in and out during the day if a child needs medicine unless it is during Quiet Time. Please set this time up in advance morning of.

Quiet Time is required for all children per California law. Children will each be given a nap mat to rest on. Children will not be forced to sleep but will be required partake in the duration of Quiet Time, to allow the other children to get the rest they need. Quiet time activities will be given to children who are older and do not require nap.

Supplies Diapers, wipes and an extra 2 sets of clothes must be provided when needed for each child. I will provide snacks and meals (post-Covid), feeding bibs, plating, utensils, and sheets (although children are welcome to bring blankets and/or stuffed animals from home too).

Weather-appropriate outdoor clothing must also be provided for each child. Because we will walk to the park for outdoor play, we will be outside in all types of weather (heavy rain, extreme cold, etc). All clothing will be kept in the cubby of the child. Also, for sanitary reasons, each child will need to have a set of indoor shoes that are only worn inside the facility (cros or slip on shoes preferred).

Meals and Snacks (subject to change) snack time is offered, and we encourage children to try new items and explore many options with fruits and veggies. Water is the only drink that will be served to children. Please note, new eaters and allergy prone children are requested to bring food from home.

Toilet Training will be as per the Daily Schedule. At Potty Time/Diaper Check times, all children that can walk will be encouraged to sit on the potty or toilet. If they are successful, they will be praised, but rewards will not be given. All other times, children will be assisted (if needed) and/or allowed to use the toilet whenever they need to. Dirty diapers will be changed as needed for infants. When your child is toilet training, please dress them in a pull-up or training pants with a waterproof cover. Only fully potty-trained children should wear underwear. If there are consistent accidents in a child, we will request pull-ups for your child.

Hygiene Habits Practicing good hygiene habits helps keep our children and school germ-free. We practice hand-washing habits, sanitizing hands and disinfecting our toys. The facility is cleaned daily and deep cleaned weekly. We ask and request the same practices be implemented at home to ensure a healthy lifestyle for our families.

Discipline will consist of redirection and peer problem solving techniques by using opportunities and moments of learning. If necessary, a child will be given a safe place to play away from the other children. Physical and verbal punishment will not be used. Aggression (biting, hitting, etc.) will be followed by an immediate separation of the children. An "Incident Report" will be filled out to given to each child's parent. Dependent on the severity, parents may be called to come pick up their child. Excessive or repetitious unwanted and harmful behavior can result in the child being removed from the daycare program.

Evacuation Drills will be practiced periodically. An emergency card is kept for each child in our Evacuation Pack so that parents can be

contacted if there is an emergency that requires immediate pick-up (fire, etc.). Children are taught to make their way to the emergency exit door at the sound of the smoke detector or when they hear the word "evacuation". From there we will exit the building to where it is safe. Emergency bags will be required for each child upon admittance.

Holidays The Modern Schoolhouse will be closed for the following holidays: New Years Day, MLK, President's Day, Memorial Day, July 4th, Labor Day, Indigenous People, Veteran's Day, Thanksgiving and Christmas. In addition, we will be closed for two weeks in either June or July, and for one week over Christmas each year. *If a holiday falls on a Saturday, school will be closed the Friday before. If a holiday falls on a Sunday, school will be closed the Monday after.*

Personal Days (formerly known as Vacation and Sick Days) These days can be taken for any reason (because a child is sick, family vacation, doctor's appointments, etc.). Please let me know when these days will be used in advance to ensure proper staffing. Tuition rates remain the same.

Provider's Sick Day Although never intended--If I need to close on a given day because of sickness, family emergency, etc., there will be as much advance notice as possible. If I need to leave in the middle of a daycare day because of an extreme emergency or I am too sick to work, parents will be contacted to pick up their children.

Open Door policy is always in effect. If you ever feel the need to talk or communicate any questions or concerns regarding your child, please

feel free to set up a time with me to talk. I appreciate your concerns and will do the best to resolve any issues.

Policy Updates As the year goes on, sometimes policies need to be updated. Parent's will be notified of any upcoming changes, typically with a 30-day notice, unless something needs immediate attention, in which case parents will be given notice.

Payment

The Modern Schoolhouse offers only full-time spots,
at the rate of \$1,800/month & \$1,650/month

To register your child, a completed Registration Form and
non-refundable Registration Fee of \$50 is required.

These rates will not increase except if deemed necessary during each
new school year in the of July.

Fees are due on the 1st of every month by 5:00pm
Cash/check is the preferred form of payment.

Late Fees \$100 per 24-hour hours will be charged if payment is not
received by 5:00pm on the 1st each month.

For example, a payment that is received at 6:00pm on Friday will have a \$100 late fee added to it. A payment that is received on Saturday at 6:00pm will have a \$200 late fee added to it.

If payment is not received by Monday morning at drop-off, the child
will not be admitted to care until all payments are made in full.

THE MODERN SCHOOLHOUSE
2020 Parent-Provider Contract Agreement

Please sign and submit the attached form to acknowledge that you have read these policies, that you understand them, and that you agree to adhere to them.

For your records: This form was submitted on: _____



I _____ agree to adhere to the policies and procedures described in *The Modern Schoolhouse Parent Handbook*. I have thoroughly read the handbook/contract and understand The Modern Schoolhouse Rules and Procedures. I acknowledge failure to comply with this contract may result in the discontinuation of care of my child.

Child's Name: _____ Child's Age: _____

Parent Signature: _____ Date: _____