“Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future.”
Maria Montessori
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What is Montessori Education?

“...education is not something which the teacher does, but... it is a natural process which develops spontaneously in the human being. It is not acquired by listening to words, but in the virtue of experiences in which the child acts on his environment. The teacher’s task is not to talk, but to prepare and arrange a series of motives for cultural activity in special environment made for the child.”  
- Maria Montessori

“I don’t know how to explain it... It’s a lot easier, because the teacher takes a lot of time just for one student, instead of teaching the same thing to thirty students. There’s a lot more steps... you work your way up.”  
- Chandra Krinsky, alumni

“Montessori education is a method of teaching children in an environment that’s easier for kids to learn than in most public schools. [At The Child Unique,] it’s easier in smaller classes, because teachers can pay more attention to you. It’s not just textbooks. It’s more concrete and hands-on stuff - you work with materials and actual things.”  
- Jonathan Acker, alumni

“It’s an approach to education which creates a very rich environment that attracts the child to discover for themselves the joy of learning. It’s a sequential presentation of academic materials, which take a child to mastery. Montessori presents an educational style which approaches the multiple intelligences and varied learning styles of children.”  
- Ayn Hsu, former Child Unique parent
The History of The Child Unique Montessori School

The Child Unique Montessori School was founded on July 3, 1983. The school was first located in a small house at 1516 Bay Street in Alameda, and was licensed for 12 preschool students. The house was leased, and a parent exchanged childcare for the building of furniture and electrical work.

Parents, such as the Standke-Braun and Accord families, assisted with materials and furniture to extend the school through kindergarten. In June of 1985, the building which housed preschool went on the market. With the help of Denise Rosko, five other Child Unique parents and the Economic Development Corporation of Alameda, the Victorian house at 2226 Encinal Avenue, was purchased and renovated. The house was lifted, moved and a school created on the new first floor.

In the same year, the owners of a house at 2212 Pacific Avenue offer their home to rent. School began at the Pacific and Encinal sites in September 1986, paving the way for an additional 60 families to join The Child Unique.

Two years later, The Child Unique outgrew its space, and parents assisted with the renovation of the upstairs unit, previously rented. Richard Sherman, a Child Unique parent who has since passed away, left his mark of love through the texturing of the walls of the upstairs unit.

For eleven years, The Child Unique operated elementary/middle school. In 1991, the first official seventh grade class graduated. In 1999, to meet changing economic and demographic trends, The Child Unique returned to its toddler – Kindergarten status. After 12 years, the school faculty sought ways to support equity in educational opportunities on the West end of the island, and in 2012, The Child Unique expanded by adding a third campus on the grounds of a former elementary school (St. Barnabas), which includes our elementary school program, Montessori Elementary School of Alameda, serving children from first through sixth grade.

The Child Unique has also grown in its community involvement. We are members of the West End and Park St. Business Associations, and are represented by our Principal with the Alameda Collaborative for children, youth and their families. We are successive winners of Best of the Bay for Best preschool. Our Principal is a seven-time award winner in the areas of social justice, education and advocacy.
Organizational Structure

The Principal governs the operations of the school, oversees academia and staff and student development.

There are three Site Directors, one at the Encinal campus, one at the Pacific campus and one at the Taylor Ave campus. They have general oversight of daily operations, meet with the campus staff and provide input regarding staff, program and budget issues.

The Office Administrator interfaces with parent committee, handles daily school operations and communication.

The Bookkeeper handles accounts payable and receivable (billing). Monthly, quarterly and annual closing of books is outsourced to an accounting firm. Payroll is outsourced as well.

The Parent Advisory Council offers input on legal and special matters, and oversees the work of parent committees.

The Parent Committee Coordinator oversees and orchestrates the work of the parent committees. This is a position in lieu of 1 school day tuition amount; it requires a commitment of time and follow through. It is not a position that is assigned each year. In the absence of a PCC, oversight is provided by the office.

The Committee Chairs delegate, monitor and support parents within their committee assignment. Chairs receive a $50 stipend for each successful month.

The Head Teacher is the main vehicle for communication to the parents, and is responsible for decision-making regarding classroom curriculum and design, parent conferences, academic evaluations, proper classroom discipline, Montessori materials, field trips, and the classroom allotment budget.

The Assistant Teacher implements decisions regarding circle planning, proper classroom discipline, aesthetic touches for the classroom, changeover of books for the classroom library, and choice of daily snack and stories.
Elements of Montessori Education

Montessori education is a philosophy of human development and a fundamental basis for directing such development. The elements of Montessori education include:

A prepared environment
- one in which a student can develop abilities and strengthen areas of challenge
- strengths are matched via the curriculum and community opportunities
- areas of improvement are identified and given individual focus
- one which promotes individual success
- materials designed for individual lessons
- an individualized curriculum, meeting students in their academic ‘place’
- self-correcting materials, including self-correcting ungraded assignments
- continual refinement of skills, through repetition and gradual intensity in which classes are interdependent
- preschoolers may share information with older ones
- older students share presentations or read to younger ones

Self-development of the child
- peer instruction to challenge and develop leadership skills
- academic success teams form during the year for special projects
- practical life education prepare students for life, from pouring exercises to repair, laundry and practical skills
- individual education and development plan is created for each student
Elements of Montessori Education (continued)

Concrete educational materials
- non-frustrating, self-correcting living educational materials are a trademark of a Montessori environment
- such concrete learning is not replaced by massive textbooks and dittoes
- materials are multi-leveled, to allow for repetition and challenge
- concrete education also includes community involvement and assistance

The Montessori teacher
- the ‘teacher’ is a facilitator, who directs the child toward self-learning
- the teacher is the link between the student and the learning environment
- the teacher directs the activity and the motivation of the student toward the accomplishment of his or her goals
- the teacher seeks not to make every child a genius, but to enable every student to develop their own capabilities to their fullest potential
The Child Unique Philosophy

Inclusion
As advocates of the child and family, we recognize the importance of supporting the changing definition of family. The Child Unique is home to families of all compositions: single-parent households, same-gender households, biracial households, and traditional nuclear households are just some of the many different families that we welcome into our community. We are proud of the diversity of our school, which manifests itself in a complement of ethnicities, family compositions, ages, sexual orientations and personal beliefs.

Our policies regarding curriculum and holidays are designed to reflect a spirit of inclusion, and something Montessori called Education for Peace. It is our hope to build communities of children who will practice peace, understanding and tolerance, which will break down barriers of injustice in the world.

Anti-bias Curriculum
When The Child Unique opened its doors in 1983, it reflected a philosophy that showed respect for the differing views and compositions of families and values. At the time, the term anti-bias curriculum was not yet coined; this view occurred before its time. The idea behind an anti-bias curriculum is a setting which endeavors to keep from making any dominant culture ideology overarching in teaching and learning.

The curriculum is one that respects the individual rights, freedoms and conscientious decisions of others regarding matters of religion, sexual preference, politics and family structure.

A teacher’s responsibility is to present information in a way that does not reflect bias in the aforementioned areas. When biases are introduced to children in an educational setting, it can mar a child’s ability to see a balanced view of the things learned at school vs. practiced at home. Montessori teachers are taught to leave their personal views at home.
A Complete Montessori Philosophy with Emphasis in Cultural Subjects

Apart from our commitment to provide a real Montessori environment, The Child Unique enhances its curriculum to encompass what Montessori described as the full development of the child. At The Child Unique, we do this with an emphasis in cultural subjects and community involvement.

The community involvement curriculum includes cooking, gardening, art, music, and movement. The children will use those talents and the education derived from the classroom to learn about their community and their world. This understanding will include sharing themselves through music or gifts with others around them.

The cultural curriculum is one that is ongoing throughout the school year, in which we focus on a different continent each month, highlighting specific countries. When we feel that there is an especially pressing topic that should be addressed, we add it to our cultural curriculum as well.

Within each classroom we include various artifacts specific to the cultures that we are studying: culturally related artwork and projects; music; photographs of people from the relevant culture; and recipes for food, which we use in a cultural feast at the completion of each unit. We also invite individuals from each culture to make a presentation on their country, usually involving music or dance. Our complete cultural curriculum covers the language, music, art, and fundamental needs of people for each country studied.
The Child Unique Philosophy (continued)

A Spiritual Connection to the World from Within

Montessori believed that as important as physical development is to life and the body, psychic development is to the mind and spirit of a child. Some define spirituality as ‘the peace one feels with oneself and the outside world.’

Apart from one’s religious connection, the spirituality of a child involves his or her heart and inner spirit. Appreciation for living things and understanding one’s feelings and those of others, are concepts that can only be experienced through emotional nourishment, patience and unconditional love.

In keeping with this philosophy of Montessori, The Child Unique will strive to maintain a spiritual understanding of oneself and others. This is manifested in our appreciation for what we have, both tangibly and intangibly; care and concern for others; love, appreciation, courtesy and respect for ourselves and those around us.

How Might this Spiritual Emphasis Manifest Itself in the Classroom

- **Tone of the environment.** A Montessori classroom, while busy, is also generally a calm and orderly atmosphere.
- **Slowing down of classroom life.** Taking time to watch chicks being born, watch the journey of an ant, to hear the differing sounds of tiny bells, or to enjoy the repetition of a pouring exercise; meditative thoughts about those we love; carrying things one at a time; quiet exercises; gardening; working on a rug.
- **Development of care for living and non-living things.** Cleaning the leaves of plants; mending a torn book; stopping when someone is hurt; returning materials and furniture as one found them; beauty in the environment.
- **Gentleness of the teacher.** Quiet music; eye contact; speaking from the child’s level; patience.
- **Respect for the earth.** An attention to enjoying less, using more of what is available, and preserving, growing and harvesting.
The Celebration of Holidays

The decision to celebrate a holiday or how to do so is a personal one. The Child Unique does not, in respect for the personal views of others, present holidays as days that should be celebrated. While holidays may be discussed, they are not celebrated.

Students, who wish to share information regarding holiday celebrations in their home or culture, are free to do so, as it represents personal expression, not bias. Our educational position regarding holidays merely means that the teacher maintains his/her role as an educator, presenting information to the children to examine and absorb. A teacher may choose to explain the origin of that holiday as a part of the classroom curriculum, provided the information has been well researched and is factual and all-inclusive.

The teacher, however, would respect the personal rights of the child and the family by not presenting information in any manner that would be an infringement on a family’s beliefs. Additionally, the teacher would not in any way reveal his/her own bias or personal belief to the child regarding personal or sensitive issues, but would promote an overall belief system based on understanding, respect and sensitivity for the cultural diversity and belief system of all.

Birthdays
While The Child Unique does not celebrate holidays, including birthdays, we feel that celebration is important to the full development of a person. Students at The Child Unique enjoy seasonal and cultural opportunities as a basis for celebration.

At The Child Unique we honor the child and celebrate life through a special Montessori celebration. We request that parents bring a photo for each year of a child’s life (from birth to the present). If you so choose you may also contribute as follows:

Book in Honor of the Child
We encourage you to allow your child to give to others on this special day by donating a hardcover cultural book to the school, in honor of their birthday. A book plate noting your child’s birth year will be placed in each book.
The Celebration of Holidays (continued)

**Snack**
Parents may bring a simple snack to share with the class. Snacks should be nutritious, such as muffins, crackers, cheese, or fruit. Candy, cupcakes, cake, soda, chips and junk foods are not permitted. (See “food provisions” section). Jello/Gelatin also isn’t permitted since it is meat based and there are students who are vegetarians. **Peanuts and any nut related foods are not allowed on the school premises.**

**Birthday Party Invitations/Gifts**
For a variety of reasons, parents may need or choose to limit the number of students who attend a personal festivity for their child, outside of school. It is important that the feelings of all children at school are not injured in any way, as a result of such understandable and necessary decisions. Gifts should remain family matters, and should not come to school.

Parents are provided with class lists at the beginning of the school year. These may be kept and used for invitation purposes. Invitations may be placed in parent folders at school.
Use of a Student’s Image

Current technology and social media has become a commonly used form of communication is our society. We therefore address technology and social media in the policies of The Child Unique.

Throughout the year, The Child Unique (TCU) will take photos and videos during special events and when students are engaged in inside/outside activities. These photos/videos are used for the purpose of education and promotion of The Child Unique.

Receipt of your authorization is required prior to using any image/video of your child on the school website, e-Newsletter, promotional materials, or outside publications. Personal information such as name, address, and telephone number will not be published.

Parents who do not wish their child to be photographed at events should keep in mind that others may take friendly photos/videos of performances/events. The Child Unique cannot control or be held responsible for the actions of others. Additionally, we ask parents who take photos/videos to keep the safety of children in mind (eg: including names of children with photos).

(See Appendix: Use of Child’s Image Authorization)
Expectations for The Child Unique Montessori Teachers

Academic Requirements State of California (preschool)
The state of California requires preschool teachers to have a minimum of 12 units of early childhood education in the areas of child development, child family and community and curriculum.

American Montessori Society (preschool/elementary)
For Montessori certification, Montessori teachers are required to have successfully completed 1-2 years of educational training and one year of student teaching (internship) in a Montessori classroom. Teachers who have completed their bachelor’s degree, will, upon completion of their training and internship, receive a Montessori teaching credential.

The educational training includes the preparation of more than 300 exercises, covering mathematics, language arts, sensorial development, practical living skills and cultural subjects (geography, history, science and the arts). The exercises, extensions of, and rationale for such exercises are prepared in manual form; each teacher is graded on each manual.

Incorporated within each manual are extensions for each exercise, which should provide the teacher with information to challenge a child gifted in a certain area, or strengthen a child challenged within the same area.

Teachers are tested in their presentation of the material, with an oral examination regarding information contained in the manuals. They are then certified through a Montessori teacher training program accredited by the Montessori Accreditation Commission for Teacher Education (MACTE).

Academic Requirements
The Child Unique seeks to have all staff with a minimum of a bachelor’s degree as a requirement from all teachers and assistants of The Child Unique. The Principal sets the standard in lifelong learning with two bachelor’s degrees, two masters and is a doctoral candidate at UC Berkeley.

Additionally, teachers at The Child Unique carry a specialty in some areas. Such specialty may involve a degree or experience in a certain subject, or a sensitivity or understanding of some field of child development or education.
Expectations for Teachers (continued)

The Students
At The Child Unique, we expect our teachers to come to know their students -- academically, cognitively, socially, and emotionally. We feel that smaller class sizes enable us to accomplish this.

All potential students are individually assessed. Following enrollment, the teacher continually assesses and monitors their progress. They prepare materials or exercises that match either the child’s areas of strengths or areas of improvements.

The Parents
Teachers view parents as an invaluable connection to the child, and should seek their input periodically. Teachers are expected to maintain regular communication with parents, keeping them informed of their child’s progress and any concerns.

Health and Safety
While the State of California only requires each school to have one individual trained in First Aid and CPR, all Child Unique staff are required to be trained in First Aid, CPR and infectious disease procedures.

School Events
Teachers are expected to attend and support major school events. Teachers will assist and prepare students to assist the community in age-appropriate special projects, such as beach clean-up or visiting or sending gifts to a residential care facility.

Paperwork
The Child Unique teachers are responsible for a comprehensive amount of record keeping. Weekly and monthly lesson plans are prepared and reviewed. Daily notations are made regarding student progress. Injuries are logged and explained. Evaluations are prepared quarterly. Time is set aside during the school year, when school is closed, to allow time for classroom preparation.
Expectations for Teachers (continued)

Continuing Education
Requirements for the state of California necessitate that all teachers add to their education by taking coursework. The Child Unique staff has always been encouraged to keep their education alive, staying abreast of the newest information in education. Each year, The Child Unique closes for one day to allow the staff to attend a statewide conference. Teachers are also expected to visit other schools to gather information, and to observe classes.

Staff – Site Director - Administrator Communication
The Child Unique staff meets weekly, in the form of work nights or staff meetings. Staff meetings are vehicles for sharing school information, discussing concerns, Montessori presentations, staff acknowledgment and mini-educational workshops. Work nights are a time for teachers to work in their classrooms, making materials and preparing written information. Work nights are also a time to meet with staff members to discuss student concerns.
Before School Begins

Enrollment Determination
Students are received on a first come, first served basis. Parents interested in enrolling in the school should first observe the classroom, to assess their comfort level with the program and the environment.

Upon a successful tour and observation, parents should fill out an enrollment or waiting list application, depending on space availability. Parent and student will be invited back to school for a pre-enrollment visit. After meeting with the teacher, the parent will be contacted to discuss the student’s behavior and compatibility with the environment. Following a successful visit and letter of confirmation, parents must provide the school with immunization information, medical assessment, and completed informational and emergency forms.

Spring Enrollment Process
Our enrollment procedure is as follows: Applications for the next school year are made available during the month of January. The registration period begins on the first Monday in February for current parents. The enrollment period for parents who were previously waitlisted will begin on the second Monday in February. After the second Monday enrollment date, enrollment is open to the general public. The enrollment procedure is first come, first serve - parents who enroll earliest will receive the first available spaces. Siblings of enrolled students are processed at the same time.

Standard enrollment requests are processed first, on a space available basis. Special schedule requests are processed second, determined by whether there is another family in the school with a request which offsets it. All other applications are placed on a waiting list.

Parents who enroll following the enrollment period are placed as space is available, or placed on a waiting list. Waitlist priority will be given to current Child Unique parents. The waiting list does not guarantee a space. Acceptance letters will be mailed out thereafter.
Upon Enrollment
In the late spring, parents will receive a packet of enrollment forms. Parents will need to complete all forms prior to the start of school. Enrollment is not complete until school administration receives and reviews your forms. You must provide the school with full information on pick-up persons, the name and address of a doctor and dentist in case of emergency and full information regarding your child's medical needs and the parent's emergency wishes. It is imperative that we have updated information, in case we need to contact you. Please provide any changes in writing or by email as soon as they occur.

Separation/Transition
Upon enrollment, parents should work with the school to achieve a successful separation from their child. Parents should plan to remain on the school grounds until their child feels safe enough for them to leave, unless other arrangements were discussed with the Administrator or teacher. (See Appendix: Transition/Separation)

Behavior/Discipline Policy
All families are enrolled with the understanding that no environment is perfect for every child or parent. After the initial assessment, the first four weeks of school is a time when the teacher and/or the Administrator will monitor any child who is having a difficulty, to determine whether this school environment is best suited for them. Should any concern arise regarding the appropriateness of a child's placement, the parents will be contacted for a meeting. Behaviors directed toward students or teachers that cause concern include any type of physical violence or verbal disrespect (name calling, rudeness). Accordingly, The Child Unique does not permit violent toys, violent play or actions, and super hero fantasy. We frown on character clothing in general, and encourage consistent patterns of peace.

As in the case of children from toddlers through school age, we recognize that some behaviors are age related, and need positive example, redirection and consistent modeling. Our behavioral plan includes positive redirection, education, modeling, parent and staff meetings, analysis of changes needed in the environment, outside consultation (at the parent’s cost).

Discipline does not include corporal punishment. Our school will 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 functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning or any form of discipline or punishment that violates a child’s personal rights as specified in CA code of regulations section 101223 (See Appendix: Admission Agreement and Probation/Withdrawal section, p. 45).
Upon Enrollment (continued)

Requesting Letter of Recommendation & Academic records
Parents who wish to have a letter of recommendation and/or academic records sent to a prospective school must submit the form(s) to the school office, and not directly to the teacher. Office administration will ensure that teachers complete the required information. The office will provide copies to the parents before it is sent to the prospective school. A child’s school account must be up-to-date before records are released.

Sample Class Schedule

The Pacific, Encinal and Taylor campuses generally have similar class schedules. Below is a sample of a typical schedule. Class schedules reflect the needs of the students, the school curriculum, parent participation and extracurricular activities. If you would like to know the class schedule more specific to your child’s classroom, please speak to the site director.

Morning
7:00 – 8:30 Daycare (free choice)
8:30 - 10:00 Class time
10:00 - 11:00 Snack & Morning activities (dancing, singing, story time)
11:00 – 12:00 Yard & lunch time

Afternoon
12:00 – 2:00 Rest & quiet time
2:00 – 3:00 Snack & yard time
3:00 – 5:00 Afternoon work time (gardening, art, sports)
5:00 – 6:00 Daycare (free choice)

Pickup times
11:30 (Morning schedule – Pacific & Taylor Campus only)
2:30 (School day schedule)
5:00 (Afternoon schedule)
6:00 (Full time schedule)

The Toddler Program the Toddler Classroom Daily Schedule

The Toddler Program (age 18 to 36 months)

Our Montessori Toddler program has been developed to encourage the child to fully explore their own curiosity. Activities are positioned around the room, each
with a particular theme, skill, or subject of value to toddler development. Imaginative play activities and the learning materials appeal to the curiosity of the child. Outdoor play and daily walks are an important part of the day, as are reading and quiet play. The teachers provide respect, tenderness, and warmth that allow the children to blossom. There is space for physical activity and exploring.

During Montessori work cycles there are engaging activities that are divided into five main areas. These five areas include:
• Practical Life works: Exercises that help the child learn to function in his or her own environment, and are preliminary to more advanced learning.
• Sensorial works: Activities are designed to isolate and sharpen each of the five senses.
• Language: The children are introduced to letter sounds first and then they continue to learn letter names and shapes. They then progress naturally to reading skills.
• Mathematics: Concepts are presented through extensive use of concrete materials, this allows children to understand mathematical concepts abstractly before introducing the concrete form of mathematics.
• Cultural: Geography, history, botany, biology, music and grammar are introduced through the use of concrete materials.

**Toddler Classroom Daily Schedule**
7:30 am - 9:00 am: Daycare time / Children arriving
9:00 am - 9:25 am: Montessori Work time
9:25 am - 9:30 am: Clean up
9:30 am - 9:45 am: Circle time: songs and stories
9:45 am -10:00 am: Morning Snack
10:00 am - 10:45 am: Montessori Work time (During this time, all children are invited into the bathroom to have a diaper change and/or use the toilet)
10:45 am - 10:50 am: Clean up
10:50 am - 11:35 am: Outside / Walk / Gross Motor Activities
11:35 am - 11:45 am: Wash hands / Circle time
11:45 am - 12:20 pm: Lunch (As children finish lunch, they are invited into the bathroom to have a diaper change and/or use the toilet)
12:20 pm - 2:00 pm: Rest time (Awake children may quietly look at books at 1:45 pm; sleeping children are allowed to rest until they wake up, unless a parent requests otherwise)
2:00 pm - 2:30 pm: Quiet Activities (Children are invited into the bathroom to have a diaper change and/or use the toilet)
2:30 pm - 2:45 pm: Afternoon Snack
2:45 pm - 3:00 pm: Clean up / Continue Bathroom time
3:00 pm - 5:30 pm: Daycare time / Children departing (At 3:30 pm, children play outside when weather permits) (At 4:45 pm, all remaining children are invited to have a diaper change and/or use the toilet)
5:30pm – 6pm: Stories and Free Artwork

Snacks
Snacks are provided in the morning and afternoon. Children are encouraged to finished uneaten lunch items before eating afternoon snack. Snack menus are posted in the school kitchen.

Arrival and Departure

Driveway, Parking, and Arrival
The Child Unique schools are located in within residential areas. This means that the schools operate with a use permit, which gives neighbors the right to give input to the city, if their rights as residents are being violated.

We are required to monitor the neighborhood courtesy of our parents and staff when arriving and departing from school. It is important that:
➢ cars never park in or block the driveway of neighbors
➢ cars are never double parked
➢ entrances and exits are made safely
➢ young children are not left unattended in cars
➢ personal arguments do not occur outside of the school
➢ individuals do not gather in clusters in front of a neighbor’s home
➢ when arriving or departing with a child, parents maintain responsibility for the child’s behavior and safety, which includes holding the child’s hand during the walk from the building to the car

Safety Procedure Rules for Arrival:
➢ Parents should park, pulling up as far as possible in the driveway or parking lot. If you fear you will be late while waiting for others to leave, you should find street parking, rather than in the driveway. NEVER park across the sidewalk --this creates an unsafe environment for pedestrians.
➢ Please be present with your young child while in the driveway or parking lot. Do not allow a child to leave ahead of you. If you wish to chat with another parent, please use:
   - Encinal: library or courtyard
   - Pacific: deck or courtyard
   - Taylor: teacher’s lounge or outside green area (tree area)
➢ Look for walkers and bicyclists in the driveway and parking lot. Children who travel to school on bicycles must wear helmets.
➢ Exit the driveway, parking lot or curb slowly, as others may be entering the driveway unexpectedly.

**Valet Service (8:25-8:45)**
The Encinal Campus *may* offer morning valet service during the school year. A staff member is available to sign your child in and accompany them inside. Valet service is only available on the driveway side nearest the entrance door.

The Taylor Avenue Campus *may* offer morning valet service and possible afternoon valet service during the school year. Two staff members will be available to sign your child in and accompany them inside. Children must exit on the side nearest the teacher.

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**Designating a Person to Pick up Your Child**
All persons authorized to pick up your child from The Child Unique must be listed by name on your Daily Release form. “All Child Unique Parents” is not an acceptable designation for your child, as the ambiguity of who should depart with whom, can be unclear for the staff.

**Arrival and Departure (continued)**
Requesting identification is for the protection of your child. Even if you know the teacher, please be forgiving if the teacher forgets your face and requests identification. Make others aware that they may be asked also.
The Child Unique Staff as Transporters
The Child Unique does not currently have a program for student transportation. **We strongly discourage parents from using staff members to transport their child to and from school.** When a staff member transports a child on their personal time they are not considered an employee and therefore, the school is not liable. It is the parent’s responsibility to ensure that the staff member has appropriate auto insurance and is listed on the Daily Release form.

Change in Transportation Authorization:
➢ If you wish your child to be dismissed to an adult other than one who was previously authorized in writing, you must provide the office with a written, dated, signed note. In the event of an unforeseen emergency, the office will accept a telephone call with a complete description of the driver. This MUST be followed up by a note on the following day of school.
➢ We prefer that such notes are delivered directly to the office or given to the teacher at arrival time. Should the note accompany the undesignated driver, parents should call ahead for verification.
➢ Apart from unforeseen emergencies, a change in designated driver should be handled clearly and before dismissal time.

"But s/he is my friend!"
The Child Unique will uphold a strict policy regarding dismissal to unauthorized persons. Please do not assume that undesignated friends may remove another child from the school without a note. Should a friend be needed from time to time for pick up, designate him/her on your authorization form. Should you be asked to pick up another child, ask that parent to write a note, or check that your name is listed as a designated driver. Friendship is not a substitute for written authorization.

"But s/he is my child’s teacher!"
A child will not be dismissed to a teacher unless they are listed on their child’s Daily Release form. Please do not assume because the person is a Child Unique employee they are authorized to remove your child from the school without written authorization.

Arrival/Health Screening
The state of California requires that The Child Unique staff create and implement a daily process, which will:
➢ quickly examine the health readiness of each arriving student
➢ refuse to admit any child with contagious symptoms
➢ ensure that parents sign each child in and out
➢ ensure that parents provide their legal signature
➢ ensure that only designated individuals pick children up from school

Teachers are trained to carry out an entrance health screening within seconds, during morning greeting. If a teacher determines that a child is too ill to remain at school, the teacher will refuse admittance and request that the child return home. Please be aware that this is a state requirement, to minimize unnecessary spread of infection at school.

Signing In/Out
The State of California requires that all preschool children are signed in at arrival, and signed out upon departure. The combination of sign-in logs and attendance books are used in the event of fire or earthquake. Please be sure to sign your child in and out each day. You must use your legal signature. Please be sure to communicate this policy to anyone who will be taking your child to/from school.

The Sign-in/out sheet is a legal document. Children are not allowed to write their name or their parent’s name. They are not allowed to scribble on it.

Encinal Security
The Encinal campus has a security key code for safety purposes. The code is not to be shared with unauthorized individuals. We discourage children to have knowledge of the access code as it can possibly be shared with outsiders.

Pacific Security
Parents should enter through the first door. Please always be sure to exit with your child in hand, and do not double park in the street.

Taylor Security
The Taylor Ave campus gate will be closed each morning after valet service has ended. Please come around to the front entrance of the school, and walk your child to class.

Absences and Re-Admission

Please remember that for the health of all children, and for the continued health and happiness of your child, NEVER send your child to school when s/he is contagious or ill, listless or has had a fever within 24 hours.
If your child is unable to function at home, but has no clear diagnosis of illness, it is always best to keep your child home. **Children should come to school ready to work - physically and emotionally.** Children who appear ill or symptomatic may be refused at the door.

**Student Medical Conditions**
We encourage parents to be clear with the school regarding any health issues which may affect your child. For the best possible consistent awareness and intervention, provide clear information in written form to be read by the Administrator, Site Directors and teachers.

To protect family confidentiality, and to protect the school, please be clear in writing, regarding with whom we may share medical information regarding your child.

Keep the school abreast of any changes in your child’s medical condition, including allergies.

**If your child is able to attend school, but is having a bad day due to a medical problem, please let us know at the beginning of your child’s day.**

**Basic Notification**
Should your child become unable to attend school due to illness or personal reasons, please inform us no later than 30 minutes into class time.

**Notification Regarding Contagious Symptomatology**
It is imperative that we know as soon as possible if your child develops symptoms that are indications of, or may lead to the spread of infection. Please keep your child home, and contact us, should your child develop any of the following:
- fever
- symptoms of an obvious contagious disease (‘pink eye’, head lice, etc)
- extreme listlessness
- open lesions, which cannot be covered (serious burn, etc)
- yellow or green mucous from the nose (non-allergy related)
- common cold symptoms (during the first 36 hours of a cold)

**Elements of Contagious Disease Notification**
Should your child become ill due to a contagious disease, we will need the following information:
nature of the illness
when your child was exposed (if you know)
the first sign of symptoms (beginning of fever, etc)
when any appropriate medication began

Re-Admission
Children may return to school, following an illness, when:
- they have been fever-free for 24 hours without fever-reducing medicine
- they have passed the first 36 hours of a cold
- when a contagious disease has subsided, with no symptoms, i.e., Chicken pox (blisters dry and scabbed)
- when medication for certain diseases has been in a child's system for 24 hours, i.e., Conjunctivitis (pink eye)
- when medication has been taken for a number of days, AND symptoms are gone, i.e. strep throat, other antibiotic-treated types of illness, or head lice (no nits on hair shaft)

(See Appendix: Health Policy)

Health Policy

Medication
The Child Unique will dispense medication on site. However, the state of California and/or school policy, require the following procedure:

- All medications must be in their ORIGINAL container
- Parents must give medication directly to the Teacher or Site Director
- Please provide NO MORE than one day's dosage in the original container
- Parent must fill out a Medication Dispense form daily to have medication administered, unless it involves an ongoing prescription.

Non-Prescription Medication
We do not administer non-prescription medication unless it is accompanied by a signed doctor’s note. The note may be a one-time authorization of non-prescription medication for the school year, covering such illnesses as colds or basic recurrent problems. All non-prescription medication must arrive with the directions for administration. Parent must fill out a Medication Dispense form daily to have medication administered. Additionally, we should see the following information:

- diagnosis for the medication
- medication schedule
➢ possible effects to look for

**Prescription Medication**
Prescription medications should have a medication schedule and possible side effects, on the original container. If not, a physician's note should accompany the medication, detailing such information. THIS INCLUDES EPI-PENS. EPI PENS MUST BE IN THE ORIGINAL BOX.

Parents must sign information daily to have medication administered, unless it involves an ongoing prescription. Teachers must log the administration of any medication, detailing the date and time given.

Parents who wish confidentiality maintained regarding the type of medication their child receives must discuss this matter with the Administrator.

**Medical and Dental Emergencies**
In the case of a medical or dental emergency, parents will be contacted using current information on the Daily Release and then the Emergency Release form.

For medical emergencies, the staff will call 911. If a child needs to be taken to the hospital before a parent can arrive, s/he will be transported by staff vehicle (minor injury) or ambulance to the hospital first. Paramedics determine the hospital based on the severity/illness of the child. If a parent requests a specific hospital, staff will inform paramedics however, they may determine that the child can only be transferred after first being taken to the nearest hospital and assessed first. Medical Restriction/Authorization form, medical waiver, and any medical instructions will accompany the child, so that parental restrictions can be noted and adhered to by medical/hospital personnel.

For dental emergencies, the dentist will be contacted, and in case of immediate emergency, the child will be transported by a staff member with first aid training via the instructions of the dentist, unless parent information directs otherwise.

**Medical/Dental Information**
Upon enrollment, parents must provide a physician’s statement, which must contain current information at all times.

Special medical requests or information regarding a child’s special needs should be indicated on the Medical Authorization Form, which will be provided to medical or emergency personnel.

If there is a change in medical insurance information, it must also be updated with the office.
Sunscreen Policy

The Child Unique uses UVB/UVA sunscreen products with an SPF of at least 30, and has one of the top two ratings with the Environmental Working Group’s annual sunscreen guide (www.ewg.org/sunscreen). Sunscreen is applied when children will be exposed to the sun, primarily between the months of April through September and between the daily times of 10 a.m. to 4 p.m. Sunscreen may be applied to exposed skin, including but not limited to the face, tops of ears, nose, and bare shoulders, arms, and legs. Children who must wear a different type of sunscreen should bring their sunscreen, labeled to school. Parents must indicate on the sunscreen form, either that the staff can administer the school purchased sunscreen, that the parent wishes no sunscreen to be administered, or that they have provided a labeled bottle of sunscreen to be administered when needed.

Immunizations

This summer, legislation was passed that effects immunization exemptions, and goes into effect July 2016. Here is what you need to know:

WHAT DOES THE LAW SAY?
Private or public child care centers, preschools, elementary schools and secondary schools cannot admit children unless they are immunized against 10 diseases: diphtheria, Haemophilus influenzae type b (bacterial meningitis), measles, mumps, pertussis (whooping cough), polio, rubella, tetanus, hepatitis B and chicken pox.
If the California Department of Public Health decides to add other vaccination requirements, parents will be allowed to obtain personal belief exemptions for those new vaccinations, the law says.

WHAT DID THE LAW CHANGE?
The law eliminated the personal belief exemption for required vaccinations. This exemption allowed parents to opt out of vaccinating their children by completing a form, signed by a health care practitioner, attesting that vaccinations were counter to their personal beliefs. The law also overrides an allowance for a religious exemption to vaccinations that Brown had inserted three years ago in previous legislation. The religious exemption was not part of state statute.

ARE THERE EXEMPTIONS TO THE NEW LAW?
Yes, there are three: medical, special education and homeschooling or independent study. Young children and students may obtain a written medical exemption to vaccinations from a licensed physician. The reason for the medical exemption may include family medical history. A child who has an individualized education program, as required under the Individuals with Disabilities Education Act, will be allowed to obtain special education services regardless of whether the child is vaccinated or not. The law states that the vaccination requirements do not apply to students who are enrolled in a home-based private school or an independent study program. Some questions remain about whether students enrolled in independent study through publicly funded district or charter schools would be exempt from complying with the law; the issue will be clarified in guidance from the California Department of Public Health.

WHEN DOES THE LAW GO INTO EFFECT?
July 1, 2016.

WILL KINDERGARTNERS BE ALLOWED TO ENROLL “CONDITIONALLY” IF THEY HAVE NOT YET COMPLETED THE REQUIRED VACCINATIONS?
Yes. School districts already have their own systems for tracking and following up with kindergartners who are not fully immunized. Whatever systems districts are currently using will remain in place.

WHAT ABOUT CHILDREN WHO CURRENTLY HAVE PERSONAL BELIEF EXEMPTIONS ON FILE?
Children who hold personal belief exemptions to vaccinations before Jan. 1, 2016 are “grandfathered in.” The new law does not apply to them until they reach their next vaccination checkpoint – kindergarten or 7th grade. If it is determined that a child has been exposed to one of the 10 diseases named in the immunization requirements and does not have proof of immunization, the child may be temporarily kept out of school.
If parents wish to obtain a personal belief exemption before Jan. 1, 2016, they should go to their child’s school, pick up a personal belief exemption form, meet with a health care practitioner and obtain the practitioner’s signature, and return the form to the school before the deadline. A health care practitioner is defined
for these purposes as a school nurse, doctor, nurse practitioner, naturopath, osteopath or physician’s assistant.

**Diapering**

The Child Unique uses only commercially available disposable diapers unless a child has a medical reason that does not remit their use. If a medical reason exists, a note detailing the reason must be provided and parents must provide the diapers.

The Pacific and Taylor Campus maintain a diaper changing log, located near the changing station of the main bathroom. The log is used to reflect times when a child was changed and by whom. The diaper log is available to parents daily.

Diaper fees are billed each month. Diaper charges cease after the first full month in which your child has become toilet trained *(see appendix: Admissions Agreement and Basic Policy).*

**Personal Belongings**

Toys should remain at home. Please discuss this with your child in advance, assuring your child that toys are for home use. Let your child know that other special materials and work are at school for his/her enjoyment. We will not be responsible for lost toys.

Any personal belongings should be **labeled**, including backpacks. Please check for any lost items at the end of your child’s week at school. Unclaimed lost and found items will be donated at the end of each month to a chosen charity.

**Requested Items**

Occasionally, a teacher will request items for cultural study or other classroom interest. The teacher will provide information about these items, when needed. Please send them **labeled**, and take them home when the sharing for that unit of study has been completed.

**Food Provisions**
The Child Unique provides snack during the morning and afternoon. Overall, The Child Unique seeks to provide healthful snacks representing three different food groups. A snack menu is posted for parents. Food is prepared, served, and stored in accordance with USDA guidelines. Peanuts and any nut related foods are not allowed on the School premises.

Should parents desire to donate snacks, please limit it to:
- Fresh or dried fruit or baked breads
- Whole grain crackers, breads, rice cakes, etc.
- Cheese or yogurt

**Lunchtime**
Currently, children bring their own lunches and drink which needs to be ready to eat, but can be warmed. A microwave is available at all three campuses. All perishable items should be labeled and stored in the refrigerator. Lunch containers and food containers should be labeled.

After table setting, students will be asked to remove their lunch and place their food items on a plate. Teachers will sit with the children, encouraging and modeling table manners.

Parents should provide nutritious lunches (free of non-nutritional food and drinks with high fructose and empty calories). We recommend parents follow USDA Food Guidelines when preparing their lunch (www.mypyramid.gov). Candy, cookies, soda and junk foods items are not allowed at school. Flavored mineral/vitamin water is acceptable. Unacceptable lunch items will be left in the lunchbox to go home. We encourage parents to carefully consider and discuss nutritious lunches with their child. **Food sharing is not allowed for hygiene reasons and food allergies. Peanuts and any nut related foods are not allowed on the School premises.**

Food Provisions (continued)

There is a food consumption log on the school premises. This log indicates what snacks were provided, if your child ate a morning or afternoon snack and/or lunch. Generally children are asked to finish what is left of their lunch as afternoon snack before offering them a school snack.
Field Trips

Field trips are planned for educational and/or cultural value, and as a means to achieve specific objectives. Field trips will be scheduled in advance; however, should an opportunity arises, short notice may be provided for special or unexpected opportunities.

School permission forms must be on file at school for each student prior to the class' departure on a field trip.

Many of our field trips are within walking distance from the school. However, a few field trips with older children may be driving trips necessitating parent drivers to volunteer. Parents driving to and from field trip locations must have a current, valid California driver's license, be 21 years of age or older, have automobile insurance with minimum liability limits of $100,000 per person/$300,000 per accident and $50,000 property damage, and a seat belt to accommodate each student. A copy of your insurance policy is required.

The law requires car seats when transporting younger children under 40 pounds. A booster seat is required for any child under 40 pounds, less than 8 years of age and under 4'9". Please be sure to provide a car or booster seat for your child on field trip days if you are not driving.

The parent's role in the field trip activities is one of assisting in supervision and driving. Drivers should adhere to scheduled itinerary, making no special stops with their group.

Emergency and Disaster Protocols

Written emergency and disaster plans are posted in each classroom and throughout the school. Each classroom has a first aid kit.

We have monthly drills, alternating between fire and earthquake drills. Community disaster drills occur monthly. The Child Unique holds bi-annual
disaster drills to assess the ability of staff to handle serious emergency situations and to prepare children for one.

In case of earthquake, fire or other emergencies, your child will be kept with adults on the school grounds until you arrive. If authorities advise us to move children be moved to other locations, signs will be posted on or near the premises to locate us. If communication becomes blocked, we will try to note our information with the Alameda Red Cross, Alameda Police Department, Alameda Fire Department and KTVU Channel 2.

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If authorities advise us to move children to other locations, Pacific and Encinal students will use Alameda High School, which is the nearest disaster shelter to the Pacific and Encinal campuses. In the event of evacuation, children from those campuses will be taken there.

Alameda High School
2221 Encinal Avenue
Between Walnut and Oak Street

Both buildings which house the two schools meet and exceed structural requirements.

On the west end, Father Selhorst Hall, the location for our auditorium at the Taylor campus, happens to be the Red Cross designated emergency shelter. In the event of evacuation, children will walk to the auditorium.

The Child Unique & Montessori Elementary School of Alameda
1400 6th Street @ Taylor
(See appendix: Emergency, Disaster and Mass Casualty Plan)

Communication: Addressing Questions/Concerns

Flow of Communication
- **Student development/School operation/Special Confidential Matters/Scholarships**: Questions regarding these particular areas should be directed to the **Principal**
➢ **General classroom issues:** general classroom concerns or questions should be directed to the **Lead Teacher or Site Director**

➢ **Curriculum/Class schedule:** **Site Director**

➢ **Administrative issues:** Absences, calendar, school events, children’s files, meeting requests, observations, and similar issues should be directed to the **Office Administrator**

➢ **Finance/Billing issues:** These issues should be discussed with the **bookkeeper**

➢ **Parent committees/parent hours:** Questions regarding these particular areas should be directed to the **Parent Committee Coordinator/Office.**

*Contact Information for each of the persons above will be provided.*

**How is my child doing?**
Questions or concerns regarding your child's class time should be directed to the Lead Teacher. If you wish to receive a call from or conference with the teacher, please call the office. The teacher will follow up to speak with you or schedule a conference.

**Conferences**
Parent - Teacher conferences occur in the fall and spring following Parent Observation Week. School is closed for most conference days; daycare may or may not be available. Check your annual calendar for specifics.

Parents, teachers, or a school administrator may also request a conference at any time.

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**Communication (continued)**

**Grievances**
In the case of a concern, follow the flow of communication. In the case that you bring a concern to the appropriate person and the problem is not rectified, take it to the next highest level (e.g., speaking to a teacher first, then a site director, then the Principal). If you have followed these steps and still have cause for
concern, bring the issue to someone on the Parent Council. It is only after you have followed through the channels of the flow of communication that it is appropriate to bring the issue to the Parent Council. Please respect your relationship with the school by not airing your grievances among parents.

Representatives of the school are responsible for bringing information to the Principal’s attention regarding slander of the school or individuals associated with The Child Unique. Slander is grounds for dismissal from the school. At The Child Unique, we want to build and model healthy relationships for the children, which include treating each other with dignity and respect.

Communication (Paper and In Person)

Bulletin Board
School and community bulletin boards are posted at all three sites to keep parents informed of events at school and in the community. Bulletin boards will include sign-up sheets for events and donations that we can use (ex: snack, yard sale items like nice trays, etc).

Parent Folders
Parent folders are provided at both sites for school communication and for parent-to-parent and staff-to-parent communication.

Telephone Hours
Telephone hours will generally be from 9am - 5:00pm. You may also leave a message on our voice mail. Teachers will return calls after class. In the event of an emergency and you cannot reach someone at one campus, please call the other campuses: Pacific campus at 521-1030, Encinal campus at 521-9227 and Taylor campus at 521-0595.

Cellphones in school
Please take phones outside of the building for personal use, and refrain from using your cellphone in the midst of a school event or at arrival and departure with your child.

Communication (continued)

School Roster
In an effort to foster community within our school, The Child Unique Montessori School distributes a school roster to all enrolled families. This list may be used to contact parents to organize committee work events, to plan after school play dates or other family-oriented celebrations and events.
The school roster **may not** be used to solicit business, donations or votes; or to share one's personal, political or religious views. Violation of this policy is grounds for dismissal. Parents, who feel that someone is in violation of the use of the school roster, should bring the matter to the attention of the principal.

If you do not wish to have some or all of your contact information on the roster, please let the office know during your enrollment visit and indicate such on the Authorization to Share Information form.

**Classroom Communication**

Arrival and departure time when class is in session are special times for teachers to greet children, ensure they arrive healthy and help them to acclimate to the environment. Teachers have the responsibility to point parents toward the information on the bulletin board and to remind them of upcoming events. However, they will attempt to do this in a way that does not take away their attention to your child. They will use other times to communicate with you about your child specifically.

Each classroom will have a paper with notepaper to leave notes for teachers concerning minor issues, or to request a phone call. Teachers will try to check for notes on daily basis.

Teachers will endeavor to provide you with information regarding lessons your child receives or materials they are mastering - either with a sheet on the door or via our Montessori progress software.

**Regular School Communication**

**Electronic Communication: E-Mail**

In our effort to become a ‘green school’, all administrators and teachers have e-mail addresses for your convenience. The Child Unique also has a website to keep parents abreast of information, at http://www.thechildunique.org.

**Communication (continued)**

**E-mail**

Email is a regular form of communication for our school. We will try to limit communications to the Weekly Reminder, Committee Chair communications and the newsletter. However, periodically, we will send reminders. The best way to
help us to do our best job is to respond back to emails and to all information that is requested by the school.

Committees
Out of respect for busy schedules, Committee Chairs may use an electronic method of communicating with parents to indicate and select tasks, etc. If you do not hear from your Committee Chair by the end of September, please let the office know.

Weekly Reminder
Unless you have requested otherwise, all parents will receive a weekly reminder detailing school events coming up the following week and bi-monthly e-newsletter, detailing goings on in the classroom to keep you informed.

During the first week of school after Labor Day, please check your 'spam' to see if the newsletter is there. If it is, click 'NOT SPAM' and it should return the newsletter from that time on, into your inbox. If you are not receiving the e-newsletters, please call to check your email address with us. If you’d prefer not to receive the school information electronically, please let the office know.

School E-newsletter
The school e-newsletter is published bi-monthly. Parents, who wish to provide committee information, or other school/parent tidbits, should submit their newsletter to the school email at office@thechildunique.org and put "e-newsletter submission" in the subject line. If your submission is time sensitive, please provide two (2) weeks lead time for approval.

Tuition Box
At each campus, there is a tuition box. This box can be used to place checks (although tuition should primarily be automatic debit) and paperwork (field trip slips, etc) that needs to be turned in.

Parent Commitment

Volunteer Hours
No school is able to function effectively on tuition alone. It is also clear that when parents are more connected to their child’s educational environment, the child benefits from the clear partnership support. While some parents are able to provide outstanding support to the school, we wish all parents to assist the school in some way, so that we do not overburden a minority.
Therefore, parents are required to provide support for the school, by volunteering a minimum number of hours each year, per child. Parents may fulfill this requirement themselves, or via other family members or friends. The requirement is not based on length of day but on the number of days a child attends school.

The schedule requirement is as follows:

- **2 days/week = 15 hours per child**
- **3 days/week = 18 hours per child**
- **5 days/week = 20 hours per child**

Please note that school spirit should precede volunteer hours. This is not meant to be a chore. It is meant to be an important part of the life of your child's school. Volunteer hours tell your child that you value their world and wish to contribute to its/their well-being.

**How to Complete Volunteer Hours**

Volunteer hours get accumulated serving on committees, at Community Building Days, field trips (1-2 hrs. per trip), fundraisers and special school events. Friends and family members may also assist in completing volunteer hours.

In addition to volunteer hours, parents are expected to purchase two tickets to the school fundraising event. Parents may sell their tickets to others if they wish in lieu of being billed for them. Parents may also donate certain **requested** items (value of $25 or greater) in lieu of parent hours. $25 equals 1 parent hour.

More than anything, consider how you can help. If the volunteer hours’ *drive* your work, we have failed to instill a strong school spirit and appreciation for our school. It is our hope that you will be a happy, giving part of our community. If at any point, contributing your hours becomes difficult, contact us to change some of tasks.

**Parent Commitment (continued)**

**Types of Committees**

- **Construction Committee**: will maintain and improve the indoor and outdoor environment of The Child Unique Montessori Schools

- **Cultural Committee**: prepares ideas for cultural topics, encourages donated items from parents, handles inventory of cultural unit boxes,
assists with cultural classroom decoration and tear down of items, finds and/or helps with cooking of culturally connected foods

➢ **Events Committee**: coordinates and carries out events and/or activities that will generate funds for the school

➢ **Garden Committee**: helps to maintain and beautify the outside environs of The Child Unique, by carrying out individual and group garden school year projects at both sites

➢ **Hospitality Committee**: provides a welcome atmosphere for the Child Unique Parents, encouraging a sense of community spirit

➢ **Library Committee**: hosts a book fair, maintains the student libraries including organization of books

➢ **Painting Committee** maintains the interior and exterior of both sites (excluding the exterior of the Pacific building).

➢ **Parent Council** reviews budgets, oversees committees, discusses legal or PR issues, administration and oversees fundraising revenue.

➢ **Room Parent Committee** provides teachers with the assistance they need to ensure the completion of classroom projects and curriculum.

➢ **Technology Committee** provides computer assistance, maintains the school’s website, assists with networking, and assists with keeping the school current and efficient with technological advances.

➢ **Unique Collective** runs errands, hangs pictures, repairs broken items, sewing projects, assists teachers in making and laminating classroom materials, and other various tasks around The Child Unique.
Parent Commitment (continued)

Committee Work (also called Community Building) Day
Committee Working Day (CWD) is an optional workday onsite at one or all three campuses. It generally occurs on a Saturday and is indicated on the school calendar or announced via the bulletin board or e-newsletter.

CWD is used to do minor repairs on school building, classroom furniture, or yard equipment, organization or committee gatherings such as earthquake kits or the library.

Parents may record volunteer hours for work spent at CWD, and may count the hours of other family members who come to assist. Usually, child care is available via volunteers, and parents bring snack to share at lunchtime.

Reporting Volunteer Hours
Volunteer hours are tracked by completing a Volunteer Hours Tracking form. This form is available in the office or can be downloaded from our website, www.thechildunique.org. You can turn in volunteer hours at any time, by emailing them to the office, placing them in the tuition box, or dropping them to the Office Manager. In late winter, the office will send a note with a tally of the number of hours received in our office to date.

Volunteer hours do not have to be signed off, although we do have a sign in sheet on Community Work Days as an easy way for us to help you note your volunteer service.

Reimbursements
Sometimes parents incur expenses when volunteering (made a purchase, etc.) Reimbursement sheets are available in the office or on the website at www.thechildunique.org. Reimbursements should not be attached to Volunteer Hours slips, or it will be perceived as a request to substitute the amount for volunteer hours. All reimbursement forms must have the receipt attached.
Fundraising

School Fundraising
There is a direct link between school success and parent participation. Fundraising is a regular part of the life of most schools, as it plays a key role in balancing a school’s budget and providing program enrichment. We ask that:

- Of the volunteer hours parents done, we ask that five of those hours are spent participating in one of our annual fundraising events.
- In addition to volunteer hours; parents are expected to purchase two entrance tickets to the school fundraising event. Parents may sell their tickets to others if they wish in lieu of being billed.

Allocation of proceeds from all fundraising events will be determined by The Child Unique Parent Council, with input from staff.

School Fundraising Events

Book Fair: The Book Fair offers a wide array of books at special prices. The school receives a percentage of the sales. Parents can also choose to purchase and donate books to the school.

Event
The Child Unique generally holds one event per year (e.g. International Food Festival or Alameda Community Award) which involves music and food. This event is open to the community. Donated items from the community and parents may be auctioned during fundraisers or special school events.

Another example is, The Art & Photo Exhibit. This event is an art and wine reception generally held outdoors. An array of candid photos or artwork are on display and available for sale.

How you can assist
Assistance for either event is provided in various ways:
- Donation of items for auction or sale
- Purchasing and selling tickets to friends, business contacts, family
- Purchasing things or bidding on auction items
- Donations of food items, or paper goods, etc.
- Donation of time to assist or entertain
- Setting up, cleaning, transporting or picking up items
Community Giving

The Child Unique seeks ways to help others who are disadvantaged. We do so through voluntary parent drives for needy families. This may be done through one or two programs, such as:

Food Drive:
The Volunteer Centers, The Red Cross and other groups encourage others to participate in a non-perishable food drive. Bins are provided at school. Families are encouraged to bring in canned items for donation. Donations go directly to needy families or food centers.

Toy Drive:
The Alameda Collaborative for Children, Youth and Their Families encourages others to participate in bins. Bins are provided at school and families are encouraged to donate new toys for children of all ages. Donations go directly to needy families.
Parent Observations/Special Observation Weeks

General Observations are available **Tuesday - Thursday only** and should not occur during naptime.

Observations are closed to the public five times during the year. They are:
- month of September
- the last three weeks of December
- enrollment week
- Spring break
- Parent Observation Week

In-class observations are limited to a maximum of two parents daily, and should be arranged in the office. This observation is to provide parents with an in-depth look at their child’s operation in class. Parents, who observe, therefore, should not engage in play and conversations with the other children.

**General Observation Guidelines**
- Avoid excessive talking
- Please observe without other siblings, if possible
- If an infant accompanies you, please leave if crying occurs
- Save questions until later. Leave a note, or request a call via the office.
- If your child has great difficulty interacting in class in your presence, we may ask you to observe from a distance, to ease in over a period of time, or to not participate in ‘in-class’ events until it becomes comfortable.

**Observation Cameras**
All parents are encouraged to observe their child via the classroom cameras. The cameras go offline periodically; please let us know if a camera is down.

**Parent Observation Week**
Parent Observation Week is set aside to encourage parents to observe their child in class, prior to a conference. We encourage ALL parents to observe (parents of children with separation difficulty should consider waiting a while to observe).

Parents wishing to observe, should sign up in the office or on the bulletin board. During Parent Observation Week, observations are only available for parents of The Child Unique from Monday-Thursday. We encourage parents to fill out the observation form at the conclusion of their visit.
**Assessments**

The Child Unique has an ongoing assessment process for enrolled children, which involves parents:

Parent information form: Provides us with initial understanding of your child and their personality and needs.

The Ages & Stages Questionnaire® (ASQ) is a questionnaire designed to help parents/teachers to check their child's development. Early diagnosis and treatment of developmental delays can help give a child the best opportunity to reach his/her full potential. Each questionnaire contains simple questions for parents to answer about activities their child is (or is not) able to do.

The Ages & Stages Questionnaire®: Social Emotional (ASQ:SE) is a first level screening tool that is designed to identify children who may be at risk for social or emotional difficulties. It does not attempt to diagnose serious social or emotional disorders; it is a first step aid in identifying young children who may benefit from more in-depth evaluation and/or preventive interventions designed to improve their social or emotional competence.

**Observation**

Teacher observation: teachers maintain observation sheets, noting materials children have been working on any changes in behavior. These are maintained over the course of the school year and are referred to during teacher – parent conferences.

Behavioral Assessment form is used when behavior is of regular concern to the parent or teacher, and provides possible indicators which affect a child’s behavioral change over the course of a day. When behavioral assessment forms are maintained, parents are notified and the information is made available for parents to read and discuss with the teachers.

Additionally, such notations are maintained to serve as the basis for the creation of a solid partnership plan of action between school and family, to decrease behaviors that do not serve the child or their community well.
Assessments (continued)

Assessment and Record Keeping

DRDP: The Desired Results Developmental Profile is completed at the conclusion of a child’s two-month probationary period with The Child Unique. The DRDP reflects all areas of children development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health and physical development.

PPVT: The Peabody Picture Vocabulary Test is an optional assessment, administered during the spring and is reflective of a child’s receptive and expressive vocabulary based on the English language.

Montessori assessment: Teacher maintains a multi-part form which tracks the child’s academic progress with materials over the course of the school year. This is referred to during parent – teacher conferences, and used for reference in preparing progress reports. This assessment may be done via ‘Montessori Compass’ – an online system, with password access for parents. The Montessori Assessment reflects a 3 leveled indicator:

1. Beginning/Needs Attention: student has begun exposure to the skill or concept
2. Working on/Developing: the skill or concept is neither at the beginning stage, nor at a place of mastery, but student is working on this skill
3. Mastery: Child is proficient with the concept or skill

NOTE: All student information is kept confidential. Children’s files are available to the parent, school personnel and state representatives.

Parent – Teacher Conferences: Parent – Teacher conferences are used as a guide for discussion of assessments.

Conference Evaluations: These are created each semester, and reflect written information concerning a child’s academic and socio-emotional progress in school, including peer and adult interaction.

Progress reports: These tri-semester evaluations are provided to parents in a numbered format, and indicate both academic progress and socio-emotional development.
School Closure

School will be closed for holidays, certain conferences and in-service days. Please refer to your annual calendar or the school website for specific dates each year. As tuition is based on the days that school is in session, there is no deduction in tuition for these days. Tuition is not paid for school months, but reflects one total for the number of days when school is in session – divided into ten installments. Regardless of the number of days when school is open during the school year, the tuition installment remains that same, as it reflects one annual amount. If school is closed on a day your child attends school, you may not exchange it for another day. We encourage your positive support of teacher training/in-service days, as continued education is for the benefit of your child.

SUMMER CLOSURE: Beginning in 2016, The Child Unique and Montessori Elementary School of Alameda will be closed for one week during the month of August. This closure does not affect tuition.

Winter and Spring Break
The Child Unique will remain open during some of the Winter and Spring Break vacations for day care. Daycare days are defined as days when school is closed, but day care is available. A calendar will be provided at the beginning of the school year specifying available day care days.

Fulltime parents receive the option of using these days at no additional cost but must sign up for the days and hours needed. Part-time and school day parents may elect to sign up for daycare during daycare day(s) at a rate of $15 per hour, billed in ½ hour increments. Since tuition is divided into ten installments based on the days of attendance, tuition is not discounted during these periods.

June and Summer Camps
Each school year ends in mid-June. Tuition is paid in 10 installments throughout the year. June tuition is applied as last month’s tuition payment for the following year, and does not constitute payment for the entire month of June.

Full-time parents whose child(ren) are enrolled in the summer program are not responsible for paying the summer camp registration fee; however, all other summer camp costs still apply and will be billed monthly.
Tuition
Please refer to the Admission Agreement (at the end of the handbook) for tuition and fee details.

Tuition Deposit
A non-refundable payment in the amount of one tuition installment is due on or before June 1st, or upon receipt of a letter of confirmation of your child’s enrollment, (whichever occurs first). This amount will apply to the student’s final month of enrollment at The Child Unique/MESA.

Tuition Payments
1. The tuition for the school year (September through June) is based on an annual charge, which is divided into ten installments.
2. Tuition is determined according to the number of open school days.
3. Each installment is of an equal amount, and is not reduced for holidays, illness, absence, vacations, teacher training days, minimum days or school closure.
4. Monthly tuition installments are due before or by the 1st day of the month.
5. Tuition payments have a five-day grace period and will be charged a $25.00 late fee at close of day, on the fifth of each month. After the 15th day, an additional $25.00 charge will be assessed.

Payments must be made in one of two ways:
1) Monthly installments: Auto Bill Payment or Bank Draft
2) Full year tuition Check made payable to The Child Unique

Automatic Payments:
A scheduled of automatic payments through your personal bank should be set-up so that all payments arrive to The Child Unique by the first of the month. Anyone who has a personal bank account which will not accommodate the set-up of automatic payments should contact the office to make other arrangements.

Credit Cards:
Although it is not our preferred method, parents may use a credit card for up to 3 tuition payments (NOT annual or biannual payments). For credit card transactions, please contact the office.

Please address any tuition questions to the bookkeeper or principal.
(See Appendix: Admissions Agreement)
Probation and Withdrawal

Probation
The initial two months of school are an adjustment period during which time, a child’s placement in school will be assessed by a teacher and/or principal. If teachers have a concern, the principal will follow up with additional assessment.

The principal and teacher will then meet with the parent to discuss the concern to set up a plan of action for the benefit of the child. A timeline for progress, assessment and additional intervention is drawn up and agreed upon. It is possible that additional outside assessment will be requested, at cost to the parent.

If it becomes necessary for the school to request withdrawal of a child from the school, any unused portion of the last month’s tuition will be refunded.

If parents decide to withdrawal during the probationary period, the requirement of a 30-day notice is waived. The pro-rated amount of the current tuition paid will be refunded within 30. All fees (registration, materials and building) are non-refundable.

Withdrawal during the probation period is the only condition under which last month’s tuition deposit can be refunded.

Withdrawal/Refund/Modification

The Child Unique also reserves the right to terminate enrollment, should the behavior of a child or parent cause undue harm to the school community, or if it is determined that the school is unable to meet the student or family needs. Such notice will be discussed with the family and provided in writing.

Parents choosing to withdraw their child must provide the school with thirty days’ written notification in order to be able to use the last month’s tuition deposit. Any prepaid tuition not covering the final thirty days following proper notification in writing, will be refunded. All fees such as registration, building and materials are non-refundable.

Parents, who withdraw their child after March 1st of the current school year, must pay tuition through the end of the school year. After March 1st of the current school year, the tuition deposit will only apply as the tenth installment. Full tuition will still be due for the 7th (March 1st) and 8th (April 1st) and 9th (May 1st) installments. (see tuition payment schedule).
Probation and Withdrawal (continued)

The Child Unique reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent or guardian. Changes in the rates for those children whose care is funded at government-prescribed rates will be made on the effective date of the government rate change without prior notice.

Grounds for Dismissal
The Child Unique Montessori School reserves the right to dismiss a family for the following reasons:

- Failure of the family to follow an agreed upon behavioral plan of action
- Falsification of the child's age
- Continual behavioral difficulties, following implementation of behavioral action plan and target deadlines
- Serious slanderous or inappropriate parental behavior, after intervention and agreement of correction
- Failure to comply with the Basic Policies or Admissions Agreement of the school
- Failure to pay tuition and fees and/or set up an approved payment plan with the Administrator
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Transition/Separation – Parent Plan 74
Use of a Child’s Image Authorization 75
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Note: This agreement is required to maintain a preschool license in the State of California.

This agreement is between The Child Unique Montessori School and parent/guardian regarding the care of ___________________. My child will be enrolled in the □ toddler, □ pre-primary, □ primary class at the □ Pacific, □ Encinal, □ Taylor campus for the 2016-2017 school year.

□ If enrolled in September, I understand that my annual tuition of $ ___________, is divided into ten installments of $ ___________ (paid monthly). This covers the period from September 7, 2016 until June 15, 2017.

□ If enrolled after September, I understand that my full tuition until June 15, 2017 is $ __________, and is divided into _____ installments of $ _________ (paid monthly). This covers the period from ______________, 20____ until June 15, 2017.

I understand that summer enrollment is optional and is billed separately.

My start date is: ______________.

My child will be enrolled according to the following weekly schedule (please indicate):

# of days: □ 5 day □ 3 day □ 2 day □ other: _________
Days: □ M-F, □ M-W, □ Th-F, □ other: _________
Hours: □ 7:00-6:00, □ 8:30-2:30, □ 8:30-11:30, □ 2:00-5:00, □ other: _________

□ My child attends fulltime; the amount stated above includes extended care.
□ My child attends part-time/school time; the amount stated does not include extended care or day care days.

AGES SERVED AND NON-DISCRIMINATION POLICY
The Child Unique Montessori School is licensed by the State of California to teach toddler/preschool through Kindergarten children (18 months - 6 yrs.), and holds an annual private school affidavit through the Superintendent of Public Instruction. The Child Unique does not discriminate on the basis of age, race, sex, sexual orientation, color, ethnic origin, religion, and physical disability in its selection of adults or participation with affiliated students. Non-discrimination is in compliance with Title VII of the Civil Rights Act of 1974 and the Americans with Disabilities Act (1992).

The Pacific campus operates with a toddler option component, which allows the school to serve children starting at 18 months. Toddlers will operate separately from Pre-Primary students. A child older than 30 months may participate in the toddler program with written permission from the child’s authorized representative. No child in the toddler program shall be placed in the preschool program before the age of 30 months without written permission from the child’s authorized representative.

RIGHTS OF THE LICENSING AGENCY
The Child Unique Montessori School is licensed by the Department of Social Services, Community Care Licensing Division of the State of California. The Department or licensing agency has “the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent.” The Department or licensing agency also has “the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement.”
TODDLER - PRESCHOOL – KINDERGARTEN INSTRUCTION/ACTIVITIES
I understand the curriculum set for students will reflect the educational philosophy of Maria Montessori. Such curriculum will include the areas of mathematics, language arts, cultural subjects, sensorial development and practical living skills. I understand that this method of education involves the use of concrete learning materials. Children also participate in supervised outdoor play and activities, including gardening.

FIELD TRIPS/TRANSPORTATION ARRANGEMENTS/SUPPLEMENTAL SERVICES
The Child Unique has short walking field trips to the neighborhood park, library or nearby businesses. Distance field trips are periodically scheduled with parent permission and the assistance of licensed, insured parent drivers or sometimes public transportation for older ones.

HOURS OF OPERATION
Monday to Friday from 7:00 am until 6:00 pm
Class hours are as follows:

- AM Half Day: 8:30 - 11:30
- School Day: 8:30 - 2:30
- PM Half Day: 2:00 - 5:00
- Full Time: 7:00 - 6:00

Extended care is available and includes the hours before and after class at a rate of **$20.00 per hour**, billed in ½ hour increments.

VISITING AND OTHER RIGHTS OF THE PARENT
Parents of The Child Unique have the right to walk into the school at any time. Parents wishing to sit in for a formal observation of the classroom should make an appointment to do so by contacting the office.

Parents have the right to request inspection of licensing inspection documents, and must be informed if there are any individuals with criminal records on staff.

MEDICAL ASSESSMENT REQUIREMENT
All students MUST have a current record of immunizations and a completed physician’s statement prior to enrollment. Students with medical exemption preventing such MUST provide a waiver signed by a physician.

Students must be briefly evaluated each day, and received by a staff person as healthy. Parents must escort their child to a teacher, and then sign them in daily. Children who are considered ill will not be accepted for the day. Children who become ill during the day will be sent home.

VOLUNTEER/SCHOOL SUPPORT REQUIREMENT
Parent involvement is more than just a phrase at The Child Unique. It is vital to the school's success and to the success and achievement of each child. Each parent's talents, skills and energies are wholly welcomed toward that end.

Research on student achievement indicates that when parents are active members of the child's school life, the child's academic progress accelerates and self-esteem blossoms. Parents are expected to meet (or exceed) our challenge to volunteer 15 – 20 hours per child (based on the scale below) over the course of the year. Volunteer hours get accumulated at community building days, fundraisers and special school events. In addition to volunteer hours, parents are expected to purchase two admission tickets to the school fundraising event. Parents may sell their tickets to others if they wish.
Parents may fulfill this requirement themselves, or via other family members or friends. The requirement is not based on the length of a student’s day but on the number of days a child attends school. The schedule requirement is as follows:

<table>
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<tr>
<th>Enrollment Schedule</th>
<th>Yearly Required Volunteer Hours</th>
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<td>2 days/week</td>
<td>15 hours per child</td>
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</table>

Parents may also donate certain requested items (value of $25 or greater) in lieu of parent hours. $25=1 hour

TUITION
I understand that the tuition for the school year (September through June) is based on an annual charge, which is divided into ten installments. Tuition is determined according to the number of open school days. Each installment is of an equal amount, and is not reduced for holidays, illness, vacation, or school closure.

Tuition is due by the first day of the month, and is considered late on the sixth day of the month. Parents will be billed around the 25th day of each month; however, such billing is considered a courtesy. Tuition is due monthly by the 1st, even when a current month’s invoice has not been received. Tuition is considered late on the 6th of the month - a late fee of $25.00 will be applied; if tuition is not received by the 15th of the month, an additional $25.00 fee will be applied.

PAYMENT METHODS
Payments must be made as follows:
1) Monthly installment options:
   a) Automatic bill pay set-up: a schedule of automatic payments through your personal bank should be set-up to have all payments arrive to The Child Unique by the 1st of the month. Please contact the office to obtain the bank routing and account number. Anyone who has a personal bank account that does not accommodate the set up of automatic payments will need to contact the office to make special arrangements for monthly payments by check.
   b) Credit card payments should be made at the Encinal or Taylor office.
2) Annual (one time) or semi-annual (twice a year): paid by check, made payable to The Child Unique

TUITION RATES
Annual Tuition rates for all classes are ten installments of:

<table>
<thead>
<tr>
<th></th>
<th>½ Day</th>
<th>8:30-2:30</th>
<th>Fulltime</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 days (Th/F)</td>
<td>$450.00</td>
<td>$666.00</td>
<td>$756.00</td>
</tr>
<tr>
<td>3 days (M-W)</td>
<td>$728.00</td>
<td>$925.00</td>
<td>$1117.00</td>
</tr>
<tr>
<td>5 days (M-F)</td>
<td>$928.00</td>
<td>$1216.00</td>
<td>$1457.00</td>
</tr>
</tbody>
</table>

Tuition rates may be adjusted annually, with at least thirty days’ written notification to the parent.

DISCOUNTS: One discount per family. No two discounts may ever apply at the same time

Sibling Discounts
A 5% discount on tuition only, is offered to the youngest sibling enrolled at the same time. This discount applies to the first ten families enrolled for each school year.

Friend Referral Discount
A 2% discount is given when a parent has referred a friend, and both families enroll.
The 2% discount is provided to the referring family only, and is provided for the current school year only (not summer school). A parent may refer one new friend each year, and receive the discount yearly.

**Annual Payment Discount**
A 5% discount is given when the annual tuition is paid by March 1st preceding the school year:
- Applies to 5 days (8:30-2:30pm / 7am-6pm) schedule only
A 3% discount is given when the annual tuition is paid by May 1st preceding the school year:
- Applies to 5 days (8:30-2:30pm / 7am-6pm) schedule only
A 2% discount is given when the annual tuition is paid by October 1st preceding the school year:
- Applies to 5 days (8:30-2:30pm / 7am-6pm) schedule only

**EXTENDED CARE RATES FOR LESS THAN FULLTIME**
Fulltime tuition rates include school and extended care between the hours of 7 am and 6 pm. Fulltime is defined as 2, 3 or 5 days fulltime schedules. As a bonus, fulltime tuition also includes any days when school is not in session but daycare is provided.

School Day tuition rates cover class time only, and **do not include “daycare days”** when regular school is closed. Extended care is provided at a rate of **$20.00 per hour, billed in ½ hour increments** for care provided apart from class time or non school days, when daycare is provided.

Extended care is billed at the end of each month. Parents should wait for their invoice to pay their extended care charges.

**DEPOSIT (LAST MONTH’S TUITION)**
The school year is from September to June. A **non-refundable** payment in the amount of one month’s tuition is due on or before June 1st prior to the beginning of the new school year, or upon receipt of a letter of confirmation of your child’s enrollment, (whichever occurs first). This amount will apply to the student’s final month of enrollment at The Child Unique.

NOTE: Parents, who withdraw their child after March 1st of the current school year, must pay tuition through the end of the school year. After March 1st of the current school year, the tuition deposit will only apply as the tenth installment. Full tuition will still be due for the 7th (March 1st) and 8th (April 1st) and 9th (May 1st) installments. (See tuition payment schedule).

**SPECIAL PAYMENT PLAN**
**Payment Schedule**
A request for a different payment schedule may be made with the Head of School. This must be done in writing, and is effective for the next installment, following acceptance of the agreement. Any late payment based upon an approved payment schedule is subject to a late payment fee of **$25.00** if not received on the date set, and an additional **$25.00** late charge applies if not received 15 days after payment is due.
**Payment Plan**
A request to catch up on late tuition may be made with the Head of School or Bookkeeper. This must be done in writing, and should be done immediately, before the account and enrollment is in jeopardy. All payment plans must result in an unpaid amount due, being cleared prior to May 15th of the current school year.

**Partial Payments**
Parents are expected to pay the full amount of their tuition installment each month. Parents who continually have an outstanding partial balance and do not have a payment plan in place are subject to a late fee. Parents who do not pay the entire amount may receive an additional invoice during the month and should pay the balance upon receipt of the invoice.

**FEES (All fees are non-refundable)**

**Annual**

**REGISTRATION FEE**
The registration fee is due upon acceptance into The Child Unique, and temporarily holds a space, until last month’s tuition deposit is due. Non-refundable fees are as follows:

- **$175 New Students**
- **$75 Returning Students**

**MATERIALS FEE**
The Materials Fee of **$300.00** is used for the purchase of new and replacement of Montessori or special science materials. This fee is due by July 1st. The Materials Fee may be paid in installments (if needed), or the fee amount may be charged with a major credit card to our Montessori materials supplier. The Materials Fee will not be pro-rated or refunded. Please pay the materials fee as a separate check.

**VOLUNTEER SUPPORT WAIVER FEE:**
Parents, who do not wish to fulfill the volunteer hour requirement, may pay a waiver fee. For each volunteer hour due, the fee is **$25.00 per hour**.

<table>
<thead>
<tr>
<th>Enrollment Schedule</th>
<th>Yearly Required Volunteer Hours</th>
<th>Volunteer Waiver Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 days/week</td>
<td>15 hours</td>
<td>$375</td>
</tr>
<tr>
<td>3 days/week</td>
<td>18 hours</td>
<td>$450</td>
</tr>
<tr>
<td>5 days/week</td>
<td>20 hours</td>
<td>$500</td>
</tr>
</tbody>
</table>

Parents, who by April have an unfulfilled portion of their volunteer hour requirement, will be billed $25 per hour for any unfulfilled hours. See VOLUNTEER REQUIREMENT section for more information.

**Monthly**

**DIAPER FEE**
The Child Unique provides diapers, and bills parents each month. Diaper charges cease after the first full month in which your child has become toilet trained.

Diaper charges are as follows:

<table>
<thead>
<tr>
<th></th>
<th>½ Day</th>
<th>8:30-2:30</th>
<th>Fulltime</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 days</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>3 days</td>
<td>$15.00</td>
<td>$25.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>5 days</td>
<td>$20.00</td>
<td>$40.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
Ongoing

**LATE CHARGES**

*Late Payment:* Tuition received after the fifth day of the month is subject to a $25.00 late fee. Tuition received after the 15th of the month is subject to an additional $25.00 late fee.

*Late Pick up:* Parents picking up after 6:00 pm will be billed a late fee of $5.00 per minute.

**RETURNED CHECK CHARGES**

Each returned check will be assessed a $25.00 returned check charge, and may have a late payment charge assessed at the aforementioned rate. Parents having repeated returned checks will be required to submit payments by cash, certified checks or money orders only.

**TUITION AND FEES PAYMENT SCHEDULE FOR THE SCHOOL YEAR**

<table>
<thead>
<tr>
<th>Payment Due Date (by)</th>
<th>Tuition/Fee Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1st</td>
<td>deposit – applies as last tuition installment of the school year</td>
</tr>
<tr>
<td>July 1st</td>
<td>Materials Fee</td>
</tr>
<tr>
<td>September 1st</td>
<td>1st tuition installment</td>
</tr>
<tr>
<td>October 1st</td>
<td>2nd tuition installment</td>
</tr>
<tr>
<td>November 1st</td>
<td>3rd tuition installment</td>
</tr>
<tr>
<td>December 1st</td>
<td>4th tuition installment</td>
</tr>
<tr>
<td>January 1st</td>
<td>5th tuition installment</td>
</tr>
<tr>
<td>February 1st</td>
<td>6th tuition installment</td>
</tr>
<tr>
<td>March 1st</td>
<td>7th tuition installment</td>
</tr>
<tr>
<td>April 1st</td>
<td>8th tuition installment</td>
</tr>
<tr>
<td>May 1st</td>
<td>9th tuition installment</td>
</tr>
<tr>
<td>June 1st</td>
<td>Last Month’s Tuition Deposit for following year <strong>(non-refundable)</strong> AND 10th tuition installment applied from deposit previously paid</td>
</tr>
</tbody>
</table>

All fees (registration and materials) and last month’s tuition deposit are **non-refundable**.

**VACATIONS**

Tuition holds a space for the student enrolled therefore family vacations taken during the school year are not discounted regardless of their enrollment schedule.

**Winter and Spring Break**

The Child Unique will remain open during some of the Winter and Spring Break vacations for day care. A calendar will be provided at the beginning of the school year specifying available day care days. Fulltime parents receive the option of using these days at no additional cost but must sign up for the days and hours needed. School day parents will be assessed a day care charge, based on $20 per hour, billed in $\frac{1}{2}$ hour increments. Since tuition is divided into ten installments based on the days of attendance, tuition is not discounted during these periods.

**June Summer Camps**

Each school year ends in mid-June. Tuition is paid in 10 installments throughout the year. June tuition is applied as last month’s tuition payment for the following year, and does not constitute payment for the entire month of June.
Full-time parents whose child/ren are continuously enrolled in the summer program are not responsible for paying the summer camp registration fee; however, all other summer camp costs still apply and will be billed monthly.

**Daycare Days**  
Daycare days are defined as days when school is closed, but daycare is available. As with Winter and Spring break, full-time parents have the option of using daycare day(s) during the month of June (if any are scheduled) at no cost. Part-time and school day parents may elect to sign up for daycare during daycare day(s) at a rate of $20 per hour.

**WITHDRAWAL/REFUND/MODIFICATION**  
Parents choosing to withdraw their child must provide the school with **thirty days’ written notification in order to be able to use the last month’s tuition deposit.** Any prepaid tuition not covering the final thirty days following proper notification in writing, will be refunded. All fees such as registration, building and materials are non-refundable.

Parents, who withdraw their child after March 1st of the current school year, must pay tuition through the end of the school year. After March 1st of the current school year, the tuition deposit will only apply as the tenth installment. Full tuition will still be due for the 7th (March 1st) and 8th (April 1st) and 9th (May 1st) installments. (see tuition payment schedule).

The Child Unique reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent or guardian. Changes in the rates for those children whose care is funded at government-prescribed rates will be made on the effective date of the government rate change without prior notice.

**GROUNDS FOR DISMISSAL**  
The Child Unique Montessori School reserves the right to dismiss a family for the following reasons:

- Failure of the family to follow an agreed upon behavioral plan of action
- Falsification of the child’s age
- Continual behavioral difficulties, following implementation of behavioral action plan and target deadlines
- Serious slanderous or inappropriate parental behavior, after intervention and agreement of correction
- Failure to comply with the Basic Policies or Admissions Agreement of the school
- Failure to pay tuition and fees and/or set up an approved payment plan with the Administrator
**PROBATION**

The initial two months of school are an adjustment period during which time a child’s placement in school will be assessed by a teacher and/or principal. If teachers have a concern, the head of school will follow up with additional assessment.

The head of school and teacher will then meet with the parent to discuss any concerns and set up a plan of action. A timeline for progress, assessment and additional intervention is drawn up and agreed upon. It is possible that additional outside assessment will be requested, at cost to the parent.

If it becomes necessary for the school to request withdrawal of a child from the school, any unused portion of the last month’s tuition will be refunded.

If parents decide to withdraw during the probationary period, the requirement of a 30-day notice is waived. The pro-rated amount of the current tuition paid will be refunded within 30 days. All fees (registration and materials fees) are **non-refundable**.

The Child Unique also reserves the right to terminate enrollment, should the behavior of a child or parent cause undue harm to the school community, or if it is determined that the school is unable to meet the student or family needs. Such notice will be discussed with the family and provided in writing.

Withdrawal during the probation period is the only condition under which last month’s tuition deposit can be refunded.

**Signature required:**

☐ Toddler Option: My child is older than 30 months and may participate in the toddler program if recommended or if appropriate for the daily schedule.

The name of the payer is __________________________________________. If the payer is different from the signer of the contract below, the signer/s of the contract are responsible for payment of tuition or the balance thereof.

**I have read, understand and will comply with the information contained within this Admissions Agreement.**

<table>
<thead>
<tr>
<th>Parent/Legal Guardian Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of School Representative</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of Payer (if different)</td>
<td>Date</td>
</tr>
</tbody>
</table>

Attach agency document if necessary
ANTI-BIAS CURRICULUM:
An anti-bias curriculum involves a manner of presenting information to children that respects the individual rights and freedoms of the conscientious decisions of others. Since its inception, The Child Unique has instituted an anti-bias curriculum, which includes refraining from bias as it pertains to religious belief, sexual orientation, family composition, gender roles, celebration of holidays, birthday celebrations and political views.

HOLIDAYS:
The decision to celebrate a holiday or how to celebrate a holiday is a personal one. As the manner in which holidays are celebrated, if at all, differs from family to family. To celebrate a holiday in school impresses on the mind of the child that a particular way is the way a holiday should be viewed. We choose not to place ourselves in a position of infringing on the child’s freedom of choice, or the personal views held within the family. Therefore we do not permit the celebration of holidays including birthday celebrations in school. We allow the choice as to how or whether you observe a holiday to be a matter for the home.

This does not mean, however, that the personal expressions of the children regarding a holiday are stifled. On "Sharing Days," for example, a child might choose to bring in an item that is related to a holiday celebration in their home. Our educational position regarding holidays merely means that the teacher maintains his/her role as an educator, presenting information to the children to examine and absorb. A teacher may choose to explain the origin of a holiday as a part of the classroom curriculum, provided that all holidays and views are presented and the information has been well researched and is factual. However, the teacher would respect the personal rights of the child and the family, by not presenting information to the children in a manner that would be an infringement on a family’s personal beliefs.

While we do not celebrate holidays as part of the curriculum, we DO believe that there is a ‘community involvement’ aspect around certain holidays that is worthy of consideration. As an example, while we do not celebrate Thanksgiving, we may participate in a Food Drive during November in an effort to satisfy the needs of a community food bank’s busiest season. We do this with an intention equalizing the opportunity for all people to eat well on that day, celebrating if they choose. Further, what we WILL present in the classroom is the importance of helping others in need, that we are all part of a bigger microcosm than our homes or classrooms, and how rewarding it feels when we give of ourselves in order to support our own community and the recognition that many go hungry during a season of feasting.

CELEBRATIONS AND SPECIAL EVENTS:
Celebration however is an important part of our curriculum. Celebrations and special events do occur at The Child Unique. Most cultural units, for example, culminate in a cultural celebration with dress, music, art and food from the continent being studied. At other times, children may enjoy a special snack at school. Please inform us if your child should not consume any sugar or honey, as special snacks sometimes contain one of these sweeteners. For the purpose of adhering to our licensing regulations, please contact the office if you would like to bring your child to a celebration or event that does not fall on their regular school day. If there is space
for your child to attend, you will be charged at the regular extended care rates of $20.00 per hour.

**BIRTHDAYS:**
Birthdays; while not traditionally celebrated, are recognized observances at The Child Unique. We do not hold birthday parties at school - that is a matter for each family.

Our recognition of a child’s birth connects with our Montessori curriculum. Within such recognition, we express appreciation for the awesomeness of birth and growth. This occurs with a story concerning the life of the child, photos from the family and the lighting of a candle. Should you choose to bring a special snack, it will be shared at that time. Some families donate a book to the school, in honor of their child. If that occurs, the story is read. Birthday presents, hats, etc. should be saved for at-home celebrations.

**INTERVIEWS AND ASSESSMENTS:**
Prior to enrollment, each family should be contacted for a child assessment and parent meeting; this will occur prior to the first day of school. This provides the opportunity to observe, assess and confirm each child’s placement in class. Following confirmation of enrollment, the next two months are a probationary period. During that two-month period, if it is deemed necessary to assess the child's placement in school, the teacher will schedule a conference to discuss the child's work habits, emotional or social behavior.

Any time a student's behavior or performance requires professional intervention, the Administrator will first utilize the expertise of the professional on staff. If further intervention is merited, parents will be notified that an outside source is necessary, at cost to the parent.

**PRESCHOOL TRANSITION:**
The transition from home to the independence of a school can be challenging. Parents, therefore, must make themselves available to help ease this situation for their child. Please be prepared to stay at school with your child if separation is difficult.

We discourage parents from 'sneaking out' while their child is distracted as they may fear that the teacher will 'sneak out' on them, too. A healthy separation is accomplished when preschoolers can comfortably transfer their feelings of security to another adult. A healthy separation is characterized by a child's favorable reaction to the fact that "mommy or daddy is leaving now", and that s/he "will be back later".

**PHASE-IN:**
Phase-in is the gradual addition of children to the classroom prior to the first full week of school. All students, new and returning, phase-in each school year. 'Phasing-in' accomplishes the following:

- provides time for students to adjust to the environment
- provides the time required to establish good social contacts
- helps to make the first days of school more relaxed
- allows for a calm and personal introduction of each child to their teacher, environment and peers
**PHASE-IN SCHEDULE:**
Phase-In occurs Tuesday – Thursday of the week prior to Labor Day; school begins the Wednesday following Labor Day.

The Phase-In Schedule is as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>children with last names A – L</td>
<td>8:30 - 9:30 am</td>
</tr>
<tr>
<td>Tuesday</td>
<td>children with last names M – Z</td>
<td>10:00 - 11:00 am</td>
</tr>
<tr>
<td>Wednesday</td>
<td>children with last names A – L</td>
<td>8:30 - 10:00 am</td>
</tr>
<tr>
<td>Wednesday</td>
<td>children with last names M – Z</td>
<td>10:30 - 12:00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>all toddlers</td>
<td>8:30 - 10:00 am</td>
</tr>
<tr>
<td></td>
<td>all other students</td>
<td>8:30 - 10:30 am</td>
</tr>
</tbody>
</table>

**PERSONAL ITEMS:**
Personal items, sometimes carried around by children, should be left at home. **This includes bottles, blankets, pacifiers, dolls, toys or electronics of any sort.** We find that personal items can be a source of contention for very young children, especially if they are confused about the ownership of a particular item. As some items are quite handled and sometimes put in the mouth, they can be unsanitary if handled by other children in the environment.

If your child is attached to such an item, and if you feel that The Child Unique is truly what you want for your child, then we suggest that you begin a weaning period from such objects for regular periods of time. **Parents should not expect teachers to impose this rule,** but should leave personal items at home or in the car.

**SHARING DAYS:**
Some classes will have "sharing days" when children are invited to bring an item from home to discuss and share as a group. We would prefer that these items are not toys. Please participate in choosing this item with your child. Children should not ever bring toys or books to school that are violent in nature, that condone any violent actions or that **characterize super heroes.** These items, if chosen for the home, are not allowed in school.

**DRESS CODE:**
Children should not wear any of the following clothing:
- clothing that depicts super heroes or encourages violence, either through language or characterization
- clothing with obscene or inappropriate language
- Sandals or thongs without a back strap
- Clothing with characters (Sesame Street etc.)

Fridays are 'Child Unique T-shirt Days'. While not mandatory, students will be encouraged to wear a Child Unique T-shirt on this day. School T-shirts are required for most field trips. During Spirit Week, children will be encouraged to wear 'silly dress' (mismatched clothing, etc.). The dress theme will appear on the school calendar.
**CLOTHING:**
All sweaters, jackets, hats, umbrellas and any other personal belongings of the children **must be labeled.** This will prevent the accumulation of unclaimed lost-and-found items. We cannot be responsible for lost items. Please take slippers home periodically to be washed, and to check for proper sizing.

**DIAPER POLICY**
The Child Unique uses only commercially available disposable diapers unless a child has a medical reason that does not permit their use. If a medical reason exists, a note detailing the reason must be provided and parents must provide the diapers.

Diaper fees are billed each month. Diaper charges cease after the **first full month** in which your child has become toilet trained.

**MEDICAL ASSESSMENT REQUIREMENT**
All students **MUST** have a current record of immunizations and a completed physician’s statement prior to enrollment. Students with a medical exemption preventing such **MUST** provide a medical exemption form signed by a physician.

Students must be briefly evaluated each day, and received by a staff person as healthy. Parents must escort their child to a teacher, and then sign them in daily. Children who are considered ill will not be accepted for the day. Children who become ill during the day will be sent home.

**ILLNESS:**
The Child Unique does not have "sick child" facilities. A child who is ill should be in a restful place receiving individual attention. According to State law, teachers must receive children at the door who are in a proper state of health for school. Therefore, children should not attend school under the following conditions:

- within the first 36 hours of a cold - this is when a cold is most contagious
- when a child has a fever or a contagious disease (strep, conjunctivitis, etc.)
- within the first 24 hours following a fever - as fever often precedes a problem
- when lack of sleep prevents a child from functioning in school
- when a child exhibits symptoms of a contagious illness

**NUTRITION POLICY:**
The Child Unique provides snacks during the morning and afternoon programs. Our snacks consist of nutritious foods representing two different food groups each day. Food is prepared, served, and stored in accordance with USDA guidelines. We follow feeding practices that promote optimum nutrition which supports growth and development in children.

Children bring their own lunches and drink which needs to be ready to eat, but can be warmed. Perishable items should be labeled and stored in the refrigerator. All foods and drinks brought from home should be labeled. Unused food in good condition will be saved.
During the school year, we may institute an optional hot lunch program at minimal cost to parents.

Food sharing is not allowed for hygiene reasons and food allergies. **Peanuts and any nut related foods are not allowed on the school premise.**

Parents should provide nutritious lunches (free of non-nutritional food and drinks with high fructose and empty calories). We recommend parents follow USDA Food Guidelines when preparing their lunch ([www.mypyramid.gov](http://www.mypyramid.gov)). Candy, cookies, soda and junk foods items are not allowed at school. **Inappropriate food items will be returned home unopened.**

**VOLUNTEER SUPPORT:**

Parent involvement is more than just a phrase at The Child Unique. It is vital to the school's success and to the success and achievement of each child. Each parent’s talents, skills and energies are wholly welcomed toward that end.

Research on student achievement indicates that when parents are active members of the child's school life, the child's academic progress accelerates and self-esteem blossoms. Based on this research, parents are required to be involved by volunteering. Parents are expected to meet (or exceed) our challenge to volunteer 15 – 20 hours (based on the scale below) over the course of the year. Five of those hours must be spent participating in our annual fundraising event.

Parents may fulfill this requirement themselves, or via other family members or friends. The requirement is not based on the length of a student’s day but on the number of days a child attends school. The schedule requirement if as follows:

- **2 days** 15 hours per child
- **3 days** 18 hours per child
- **5 days** 20 hours per child

Parents may also donate certain **requested** large items (value of $ 25 or greater) in lieu of parent hours. $25 equals 1 parent hour.

**LATE PICK-UP and EXTENDED CARE:**

Regular pick-up times are:

- **Half-day** 11:30 am, 5:00 pm
- **School-day** 2:30 pm
- **Full-time daycare** 6:00 pm

The staff has other obligations in addition to their regular schedule. When a late pick-up occurs, it is difficult to accommodate an unforeseen schedule change that requires them to work later than usual.

We understand that unavoidable circumstances may arise. In the event that you cannot pickup your child on time, designating and contacting another person on your Release Authorization form to pick up your child, will save unnecessary charges. Extended care is an option at **$20.00 an hour**, billed in ½ hour increments. This option is available during regular
school hours, 7am to 6pm. When a parent or designated person has not picked up at 6 pm, late pick-up charges will be assessed at **$5.00 per minute**.

**COMMUNICATION:**
Parents have the responsibility to keep themselves informed by availing themselves of the school's sources of communication. They are:
- Parent bulletin board
- Parent folder
- The Child Unique e- Newsletter
- Weekly e-reminder
- School calendar (available on www.thechildunique.org)

**CONCERNS:**

Please support the well being of the school by bringing any unaddressed or serious concerns to the Director or Administrator. Problems should not be aired as gossip among others, but presented to the Director or Administrator for communication, sharing and solutions. Suggestions and ideas are always well received. Parents may request optimum times for telephone calls, schedule a conference or make arrangements for a visit. Email is available via The Child Unique website in the contact section: thechildunique.org or the school email address: thechildunique@yahoo.com

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I have read, understand and agree to abide by the guidelines stated in the Basic Policies & Information for The Child Unique Montessori School.

______________________________  __________________
Parent/ Legal Guardian Signature  Date
IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children cannot be given an exemption that would allow them to own, live in or work in a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed
We request information from police departments, the FBI and the courts about the person’s record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:
- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren’t related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information
As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person’s name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person’s name by contacting the local licensing office. You may find the address and phone number on our website. The website address is http://ccld.ca.gov/contact.htm

LIC 985 E (10/00)
The Child Unique Montessori School
Montessori Elementary School of Alameda

EMERGENCY, DISASTER AND MASS CASUALTY PLAN

Child’s full name: ________________________________

The sign-in roster sheets near the front door are used for attendance purposes during drills and in the event of an emergency.

IT IS IMPORTANT TO SIGN YOUR CHILD IN AND OUT SO THAT THEY ARE ACCOUNTED FOR

The Child Unique Staff is required to be trained in First Aid, CPR, and Infection Control.

Emergencies:
In case of minor accident, parent(s) will be notified.
In case of serious accident, parent and child’s own physician or advice nurse will be contacted.

If a child needs to be taken to the hospital before a parent can arrive, s/he will be transported by staff vehicle (minor injury) or ambulance to the hospital first. Paramedics determine the hospital based on the severity/illness of the child. If a parent requests a specific hospital, staff will inform paramedics however, they may determine that the child can only be transferred after first being taken to the nearest hospital and then assessed. Medical Restriction/Authorization form, medical waiver, and any medical instructions will accompany the child, sO that parental restrictions can be noted and adhered to by medical/hospital personnel.

Disaster and Mass Casualty:
Fire and earthquake drills are included in required school curriculum. Our method for evacuation is maintained on file in our school disaster plan, and posted for emergency purposes. Earthquake and fire drills will occur monthly.

In the case of earthquake, fire or other emergencies, your child will be kept with adults on the school grounds until you arrive. If authorities advise that the children be moved to other locations, signs will be posted on or near the premises to locate us. If communication should become blocked, we will try to note our information with the Alameda Red Cross, Alameda Police Department, Alameda Fire Department and KTVU Channel 2.

<table>
<thead>
<tr>
<th>Alameda Police Dept.</th>
<th>Alameda Fire Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(510) 337-8340</td>
<td>(510) 337-2100</td>
</tr>
<tr>
<td>Alameda Red Cross</td>
<td>KTVU Channel 2</td>
</tr>
<tr>
<td>(510) 814-4200</td>
<td>(510) 834-1212</td>
</tr>
<tr>
<td>Emergencies</td>
<td></td>
</tr>
<tr>
<td>911</td>
<td></td>
</tr>
</tbody>
</table>

Disaster Shelter:
Alameda High School is the nearest disaster shelter to the Pacific and Encinal school sites. In the event of evacuation, children will be taken there.

Alameda High School
2221 Encinal Avenue (Between Walnut and Oak Street)

On the west end, Father Selhorst Hall, the location for our auditorium at the Taylor campus, is the Red Cross designated emergency shelter. In the event of evacuation, children will walk to the auditorium.

The Child Unique and The Montessori Elementary School of Alameda
1400 6th Street @ Taylor

I have read the above, and understand that in the event of emergency, The Child Unique Montessori School & The Montessori Elementary School of Alameda will choose the best possible alternatives. I show my agreement with the above possible plans by signing below, or indicating an alternative plan for my child.

Alternate Plan: ________________________________

Parent/ Legal Guardian Signature ________________________________ Date ________________

Main Office: 2226 Encinal Ave. Alameda, CA 94501 Phone: (510) 521-9227 Fax: (510) 521-9246
The Child Unique Montessori School
Montessori Elementary School of Alameda

HEALTH POLICY

Child’s Full Name: ________________________________

Notification Regarding Contagious Symptomology
It is imperative that we know as soon as possible if your child develops symptoms, which are
indications of, or may lead to the spread of infection. Please keep your child home, and contact us,
should your child develop any of the following:
• Fever
• Symptoms of an obvious contagious disease (chicken pox, ‘pink eye’, etc)
• Extreme listlessness
• Open lesions, which cannot be covered (serious burn, etc)
• Colored mucous from the nose (non-allergy related)
• Common cold symptoms (during the first 24 hours of a cold)

Readmission
Children may return to school, following an illness, when:
• They have been fever-free for 24 hours
• They have passed the first 24 hours of a cold
• When a contagious disease has concluded, with no symptoms
  eg: Chicken pox (blister dry and scabbed)
• When medication for certain diseases has been taken for required minimum
  eg: Conjunctivitis (pink eye) 24 hours
• When medication has been taken for a number of days, AND symptoms are gone

Medical or Dental Emergencies
In case of a medical or dental emergency, the school will make contact with the parent first. In the
event that we cannot reach a parent, we will contact the first person designated on the Emergency
Release form. We will also contact the physician or dentist listed on your child’s emergency medical
file, providing them with full information regarding the emergency. Medical authorization forms will
accompany the child, so that parental restrictions can be noted and adhered to by hospital personnel.

Medication
Our schools will dispense medication on site with the following conditions:
• All medications must be in the ORIGINAL container
• NO MORE than one day’s dosage in the original container
• Signed authorization by parent

Prescription medications should have medication schedule and possible side effects on the original
container. If not, a physician’s note should accompany the medication.

I understand and will comply with the health policy above.

Parent/ Legal Guardian Signature __________________________ Date ____________

Main Office: 2226 Encinal Ave. Alameda, CA 94501  Phone: (510) 521-9227  Fax: (510) 521-9246
CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS

PARENTS' 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 last 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.

   Licensing Office Name: ____________________________________________

   Licensing Office Address: __________________________________________

   Licensing Office Telephone #: _______________________________________

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 the 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.

For the Department of Justice “Registered Sex Offender” database, go to www.meganslaw.ca.gov

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of ____________________________________________, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

__________________________________________
Name of Child Care Center

_____________  ______________
Signature (Parent/Authorized Representative)   Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice “Registered Sex Offender” database go to www.meganslaw.ca.gov
PERSONAL RIGHTS
Child Care Centers

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

(a) Child Care Centers. Each child receiving services from a Child Care Center 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 Centers, 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:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE: PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

[PRINT THE NAME OF THE FACILITY] [PRINT THE ADDRESS OF THE FACILITY]

[PRINT THE NAME OF THE CHILD]

[SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN]

[TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN] [DATE]
Transition and Separation Parent Plan

Transitioning into class without a parent can be a challenging experience for young children. It is important that parents assist us, to help the children transfer their feelings of safety from the parent to the teacher.

If your child is comfortable with separation, and will allow you to leave without a problem, please do so. Feel free to visit the school grounds during the month of August, to continue to familiarize your child with the idea of school, and the fact that it is a special place that they can experience alone.

If you know that your child will have difficulty with separation, please expect to be present, or to designate someone else to serve as a “touch base” for your child. It is imperative that your presence is inactive, meaning that you are not involved in the activities of the classroom. Please bring a book or newspaper, etc., and look completely occupied, allowing that teacher to engage your child in the classroom. If your child remains with you, simply invite them to go over to the teacher, and return to your book. Expect that the teacher may allow your child to remain near you, or to have some time just watching. This will change with your patience and consistency.

Please refrain from walking around the classroom to speak with or engage your child. Children who have no separation anxiety can begin to experience trouble when they see other parents present in class. Our goal is to make the parents as invisible as possible, but visible enough for their own child. Please help the transition for all of the children by respecting this.

Do not leave without informing your child and the teacher. As your child begins to separate, the teacher will invite you to leave for short periods of time. Please keep a cell phone or phone number available for us to reach you in case your child becomes frightened.

Be prepared to leave something with your child when short departures begin (a photo, watch, keys, etc.). Recognizing an item which your child can identify as being your will help him/her to know that you will return for the item.
USE OF CHILD’S IMAGE AUTHORIZATION

Child’s full name: ________________________________________

Current technology and social media have become a commonly used form of communication in our society. We therefore address technology and social media in the policies of The Child Unique.

Throughout the year, The Child Unique (TCU) will take photos and videos during special events and when students are engaged in inside/outside activities. These photos/videos are used for the purpose of education and promotion of The Child Unique.

Receipt of your authorization is required prior to using any image/video of your child on the school website, e-Newsletter, promotional materials, or outside publications. Personal information such as name, address, and telephone number will not be published.

Parents who do not wish their child to be photographed at events should keep in mind that others may take friendly photos/videos of performances/events. The Child Unique cannot control or be held responsible for the actions of others. Additionally, we ask parents who take photos/videos to keep the safety of children in mind (e.g. including names of children with photos).

I DO authorize The Child Unique (TCU) to include pictures/videos of my child to be published in the following: (check all that apply or all of the below)

( ) All of the below
( ) TCU Brochures /flyers
( ) TCU Website/e-Newsletter
( ) TCU Yearbook
( ) Newspapers/magazines
( ) Conferences/Fairs
( ) TCU Advertising
( ) Television
( ) TCU Social Media (Facebook, YouTube, etc.)

( ) I DO NOT authorize The Child Unique to have pictures/videos of my child published

Parent/ Legal Guardian Signature __________________________ Date ________________

Main Office: 2226 Encinal Ave. Alameda, CA 94501 Phone: (510) 521-9227 Fax: (510) 521-9246
# GUIDE TO IMMUNIZATIONS

## REQUIRED FOR CHILD CARE OR PRESCHOOL

**Requirements by Age at Entry and Later** (Follow-up is required at every age checkpoint after entry.)

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>2–3 Months</th>
<th>4–5 Months</th>
<th>6–14 Months</th>
<th>15–17 Months</th>
<th>18 Months–5 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polio (OPV or IPV)</td>
<td>1 dose</td>
<td>2 doses</td>
<td>2 doses</td>
<td>3 doses</td>
<td>3 doses</td>
</tr>
<tr>
<td>Diphtheria, Tetanus, and Pertussis (DTaP or DTP)</td>
<td>1 dose</td>
<td>2 doses</td>
<td>3 doses</td>
<td>3 doses</td>
<td>4 doses</td>
</tr>
<tr>
<td>Measles, Mumps, and Rubella (MMR)</td>
<td>1 dose</td>
<td>2 doses</td>
<td>2 doses</td>
<td>1 dose on or after the 1st birthday</td>
<td>1 dose on or after the 1st birthday</td>
</tr>
<tr>
<td>Hib</td>
<td>1 dose</td>
<td>2 doses</td>
<td>2 doses</td>
<td>1 dose on or after the 1st birthday</td>
<td>1 dose on or after the 1st birthday (only required for children less than 4 years, 6 months)</td>
</tr>
<tr>
<td>Hepatitis B (Hep B or HBV)</td>
<td>1 dose</td>
<td>2 doses</td>
<td>2 doses</td>
<td>2 doses</td>
<td>3 doses</td>
</tr>
<tr>
<td>Varicella (chickenpox, VAR or VZV)</td>
<td>1 dose</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTIONS:**
To enter a child care center, day nursery, nursery school, family day care home, or development center, children must have received immunizations required by California law. 1. Parents must submit their child’s immunization record as proof.
2. Copy the date of each vaccine onto the California School Immunization Record (Blue Card, CDPH-286).
3. Determine whether children meet requirements above.

**ADMIT A CHILD UNCONDITIONALLY WHO:**
- Is 18 months and older and has all immunizations required for their age, or
- Submits a personal beliefs exemption (PBE) filed at a prior California child-care facility for missing shot(s) and immunization records with dates for all required shots not exempted. The PBE must have been filed before January 1, 2016 and is only valid until entry to transitional kindergarten/ kindergarten. For complete details, see ShotsforSchool.org.
- Submits a licensed physician’s written statement of a permanent medical exemption for missing shot(s) and immunization records with dates for all required shots not exempted.

**ADMIT A CHILD CONDITIONALLY IF THE CHILD:**
- Is under age 18 months, has received all immunizations required for age, but will have more required at next age checkpoint.

**WHEN MISSING DOSES CAN BE GIVEN:**

<table>
<thead>
<tr>
<th>Missing Dose</th>
<th>Earliest Date After Previous Dose</th>
<th>Deadline After Previous Dose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polio #2</td>
<td>6 weeks</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Polio #3</td>
<td>6 weeks</td>
<td>12 months</td>
</tr>
<tr>
<td>DTP/DTaP #2, #3</td>
<td>4 weeks</td>
<td>8 weeks</td>
</tr>
<tr>
<td>DTP or DTaP #4</td>
<td>6 months</td>
<td>12 months</td>
</tr>
<tr>
<td>Hib #2</td>
<td>2 months</td>
<td>3 months</td>
</tr>
<tr>
<td>Hep B #2</td>
<td>1 month</td>
<td>2 months</td>
</tr>
<tr>
<td>Hep B #3 (under age 18 months)</td>
<td>2 months after 2nd dose and at least 4 months after 1st dose</td>
<td>12 months after 2nd dose and at least 4 months after 1st dose</td>
</tr>
<tr>
<td>Hep B #3 (age 18 months and older)</td>
<td>2 months after 2nd dose and at least 4 months after 1st dose</td>
<td>6 months after 2nd dose and at least 4 months after 1st dose</td>
</tr>
</tbody>
</table>

**DO NOT ADMIT A CHILD WHO:**
- The child may not be admitted if the deadline has passed or the child has not yet received the 1st dose.
- Has a temporary medical exemption to certain vaccine(s) and has submitted an immunization record for vaccines not exempted. The statement must indicate which immunization(s) must be postponed and when the child can be immunized.