

# LITTLE SAPPLINGS

MONTESSORI INSPIRED PRESCHOOL



# PARENT HANDBOOK



AN EQUAL OPPORTUNITY PROVIDER

# Little Saplings Montessori Inspired Preschool LLC

Director: Kimberlie Faybik, CCHt, CLC

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## Learning objectives

Each program will encourage, not push, your child's understanding and abilities in:

- **Independence** - learning to do things without the help of an adult
- **Confidence** - to trust and believe in their own power and capabilities.
- **Motor skills** - learn sequences of movements to produce smooth efficient actions.
- **Self-discipline** - learning when and how to make the right choices in behavior.
- **Manners** - excuse me, please, and thank you are typical manners, but manners include how to close a door quietly, push in one's chair or wait patiently for the items one wants.
- **Social graces** - learning to clean up their activity for the next persons use, greeting a new comer, setting one's place at the table, and the proper interaction with peers.
- **Potty-training** – Assistance in parental efforts in the use of facilities.
- **Relative program curricula**

## Teacher to Child Ratios

The teacher to child ratio is 1:5, 2:10

## Child Assessments

Children are assessed through the use of classroom tools and formative assessments via observational notes and work samples. Assessment areas are: cognitive, social and emotional, language, practical life skills, and movement. This information will be collected by the Director in order to develop goals and learning objectives for each child.

## Child Screening/Referral

Within 45 days of enrollment children will be screened with age appropriate developmental checklist to ensure children are reaching appropriate developmental milestones. If RED FLAGS are raised during the screening, parents will be informed and parents and Director will develop a plan of action for either working on development areas, or contacting medical provider.

## Sanitation/Cleaning procedures

Sanitation is important. Classrooms are cleaned after every class. The toys/tools are cleaned with a multi-surface disinfectant cleaner.

## Discipline procedures

Learning discipline is an integral part of learning and growing. The discipline procedures we use are preventative. We redirect your child in their actions rather than punish them. We teach your children how to interact with others to avert a need for disciplinary action prior to an incident. A teacher's job is to be aware of

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what all the children under their care are doing at all times. If there is need for discipline, isolation from the group (time out) or attachment to the teacher is used.

## **Parent Benefits**

Parents will get online benefits to help you keep connected with your child.

With your parent login you will be able to get the calendar with events, and facility closure dates as well as update on how things are going in the classroom with your child.

## **Schedule/accessibility**

Before care opens at 7:00am

The school day starts at 8:00am.

Nap/rest time is from 12:45-2:45

The school day ends at 3:00pm

Pick up is between 2:45pm and 3:15pm

After school care is from 3:00pm to 5:00pm

Meal / snack times:

Breakfast 7:00am – 8:30pm

AM Snack 9:30am – 10am

Lunch 11:30am – 12:30pm

PM Snack 2:45pm – 3:15pm

Parents have access to the facility areas during open operating hours 7:00am-5:00pm. The front door is typically kept locked to prevent unauthorized guests or children from leaving without permission. If the doors are locked when you come and no one answers the door it is possible that the children and teachers are in another area of the facility or outside. Please call on the phone.

## **Arrival and Departure**

Children are not allowed to walk by themselves from the vehicle to the door. Parents must walk with their child into the school and wait to be greeted by a teacher before leaving. We ask that parents do not linger in the classroom. We understand some children may experience separation anxiety at drop off but a parent lingering will only cause the child to be more anxious; it is also disruptive to the other students and may cause unnecessary stress. The teachers are understanding of your child's needs and will gently redirect and/or sit with them for a time to help ease their angst.

We encourage parents to have their child walk into the school under his/her own power (not carried in).

Additionally, the children should be allowed the opportunity to hang up his/her own coat and put their personal belongings in their own cubby.

We ask that children arrive no later than 9:30am unless prior arrangements are made and are not picked up during nap time (from 12:45pm to 2:45pm). If a child must be picked up during nap time (for a doctor appointment, etc), please text the teacher so they may get your child ready and quietly walk them to the door.

By law, we may not release your child to someone who is not a parent or legal guardian unless you have given prior written authorization to do so. In the event no authorized person is available to pick your child up and there has been no communication with the teachers, we may be required to contact the police or child protective services to take custody of your child. To prevent this from ever happening, please make sure a friend or family member is listed on the emergency contact form. A teacher is required to verify the person's identity by viewing a photo ID upon the emergency contact's first visit. A photo copy will be made and kept in the child's file. It is important you document the accurate drop off/pick up time when you sign your child(ren) in/out. We are required by DHS and the Federal Food Program to keep an accurate account of all in/out times.

## **Late Pick-ups**

As outlined in our operating hours, the preschool's doors close promptly at 5:00 PM. Please pick up BEFORE closing time. All late pick ups will incur a \$20 fee for the first five (5) minutes and a \$1 per minute fee thereafter until time of pick up. Late fees must be paid prior to the end of the week in which they occur or before your next scheduled day of the following week. I understand unforeseen circumstances may arise, and I encourage you to communicate with us in advance if you anticipate any delays in picking up your child(ren). Calling/texting does not waive the late fees but does allow me to make arrangements for supervision of the child(ren) until the parent arrives. We also ask that you reach out to your alternate authorized contacts to arrange to pick up your child(ren) on time to avoid late fees. You can call or text us at:

Ms. Kim: (520) 339-9003

Ms. Luz (520) 867-3969

## **Days Off**

A calendar indicating all days off/holidays is posted in the classroom and sign-in book; a copy may be emailed or printed for you upon request. Upon any changes to the calendar there will be written notice given at least 2 weeks in advance when possible.

## **Tuition**

Tuition is due at the beginning of each month for that month unless payment arrangements have been made in advance. Payments can be made in person by cash or check or electronically through Zelle or Venmo. The tuition rate is \$60 per day and must be paid for all days scheduled whether the child attends class or not. We base our budget on the monthly tuition from each child and need a guaranteed amount to meet our expenses.

## **Deposit**

A deposit of two weeks tuition is due upon enrollment. The deposit will go towards the child's last two weeks of attendance when proper written notice of 30 days or more is given. Any notice less than 30 days and/or care is terminated by the facility, the deposit will be forfeited. Deposits are not returned; they are to be used towards the child's final two weeks only.

## **Absences**

Please notify us by 8am if your child will not be at school. We do not have make-up days or refunds for illnesses or absences.

## **Vacation**

Each family will be allotted a total of 5 vacation days per child, per school year where tuition will be excused. All vacation must be submitted in writing no less than 2 weeks prior to the vacation date. Additionally, the school may be closed up to a total of 10 non-holiday dates for the teachers to take a vacation however tuition is to be paid for those days. Vacation days DO NOT roll over to the next school year.

## **Illness policy**

If your child contracts a contagious illness please inform us immediately so that other parents may be advised. Children who have a fever (100.4 or above), sneezing, coughing, pink eye, earaches, vomiting, diarrhea or showing clear signs of not feeling well at school will be sent home. A child who has had any of these symptoms

the previous day or night should not be brought to school. The child must be free of these symptoms for no less than 24 hours without the use of fever reducers or anti-emetics before returning to school. Please do not bring a sick child to school. Please consider that the entirety of the class can easily contract illness if this policy is not strictly adhered to.

## **Medication**

Only prescription medication will be administered at school. All prescription medications brought to school must be in a container appropriately labeled by the pharmacist or the physician. Prescription medications will be kept out of reach where only the teacher has access to. No over the counter medication will be administered to children at any time by the Little Saplings Staff.

## **Potty-training**

We will assist in your efforts to potty-train your child though we ask you to keep in mind we have multiple children we care for each day so we must establish guidelines in how we do this. We do not force train a child because of their age, but rather watch for signs they are ready. A child is considered fully potty-trained when they are accident free during the day for no less than 2 weeks consecutively.

During the potty-training period we require your child to be in a pullup; not a diaper. We will prompt your child to use the restroom frequently throughout the day and encourage them to undress/dress themselves while aiding when needed. If you choose to use a reward system at home, we will inform you how they did during the day by noting each attempt on ClassDojo however we will not give rewards during school. We do celebrate each successful attempt verbally.

If a child is not fully potty-trained per the guidelines listed above and comes to school in underwear versus a pullup and wets/soils themselves, there will be a sanitation fee of \$10 per occurrence added to your account.

## **Communication**

We believe in open communication and will address any issues or concerns as they happen. Parents can either contact the teacher via the parents comment tab under their log in or they can speak to the teacher after class. After class, the teachers are usually available for questions. All special daily communications should be written down and given to the greeting teacher. Verbal communications are easily misunderstood or forgotten. You may also schedule a one-on-one meeting with the Director after school hours.

In order to maintain confidentiality, each family will choose one passcode which will be requested by the teacher at the beginning of any phone call to confirm identity. No information will be given over the phone regarding a child if the teacher is not certain they are speaking with the parent, legal guardian or authorized party.

## **Meals and Snacks**

All meals and snacks are provided by Little Saplings. We are willing to accommodate dietary restrictions/preferences and ask any special dietary needs be discussed upon enrollment and noted in the enrollment forms. We do allow outside food to be brought in for special occasions such as birthdays and holidays. We participate in the Child and Adult Care Food Program (CACFP) and are reimbursed for the meals and snacks served on site. Several times each year, a representative from the program stops by unannounced to inspect the quality and accuracy of not only the food served but also the records kept. If any child is not signed in/out properly they will be disallowed for reimbursement on the day(s) the records are incorrect. In that event, we will charge a meal reimbursement fee totaling the amount for each occurrence to that child's account. The fee must be paid within one week. If the issue continues, we risk being removed from the program which will

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have a significant and negative affect on our monthly budget resulting in an increase of our tuition rates. If errors continue and fees are assessed on three separate occasions, we reserve the right to terminate the childcare contract.

## **Missing Objects**

Please check your child's pockets daily (and subtly) for unusual (hard-to-replace) items. Sometimes things disappear (i.e., puzzle pieces, beads, rocks, sound-bucket objects, number tiles, labels...). Never feel embarrassed about returning one of our odds and ends. The children are very honest. Sometimes they simply desire to take part of their school home with them.

## **Items from Home**

Children may bring their own “lovie” or blanket to be used during naptime. All personal items must be able to entirely fit inside the child’s cubby. Personal items are to remain in the cubby with the exception of naptime use but can be used for play after PM snack.

Your child will need to have their own sippy cup or water bottle brought from home with their name labeled clearly. If the cup/bottle is to remain at school, it will be washed daily; otherwise you may take it home and return it each day.

## **Parent Night Out**

During the year we will schedule an evening where the children will be invited to come to the school for a fun activity and pizza party. Siblings are welcome to attend. There is a nominal cost per child to assist in covering expenses for the evening.

## **Outings**

No offsite outings will occur during school hours. Other outings may be planned offsite for weekends with parent present and are optional to attend.

## **Screen Time**

Because we care about the health and wellbeing of the children in our care, we follow best practice recommendations on screen time. Screen time includes the use of television, videos, computers, and video games during care. Therefore, we will restrict screen time by adhering to the following guidelines:

- We allow a maximum of 1 hour per week of educational, age appropriate screen time.
- We allow zero screen time for children under the age of two.
- We do not allow television or movies to be left on as background noise.
- We do not have television or movies playing during mealtimes
- We do not offer screen time as a reward

## **Transportation**

No transportation will be provided by Little Saplings staff at any time.

## **Inspections**

Little Saplings is a DHS Certified Child Care Group Home and subject to mandatory inspections. These inspections may be viewed online at the Department of Health Services website. A copy of the inspections is also kept on site and may be viewed upon request.

## **Concerns and Complaints**

At Little Saplings we have an open-door communication policy and encourage parents to let us know what we can do to better your child's development. If you feel you have exhausted all direct communication avenues you may lodge a complaint with DHS at the following address.

Department of Health Services  
400 W Congress, #100  
Tucson AZ 85701  
520-628-6541

## Parent Handbook Acknowledgement

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook for the Little Saplings Montessori Inspired Preschool. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, and/or best practices for child care service providers.

I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook. I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook, which will be posted on the Class Dojo app or provided by email or in person.

In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request.

I recognize that it is my responsibility to contact the Director for any questions I might have about the contents of the Parent Handbook now and in the future.

This page is to be signed and returned with the enrollment forms.

\_\_\_\_\_  
Guardian Name 1 (Print)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Name 2 (Print)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director- Name

\_\_\_\_\_  
Director- Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child Registered in Program (1)

\_\_\_\_\_  
Child Registered in Program (2)

\_\_\_\_\_  
Child Registered in Program (3)

\_\_\_\_\_  
Child Registered in Program (4)