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Preparation for the Day

Tending to the emotional and physical needs of your child prepares your child for positive experiences. Every day, please make sure your child has:

- ❖ The proper amount of sleep. Busy days spent learning and growing lend themselves to early bedtimes.
- ❖ A healthy breakfast.
- ❖ Limited screen exposure.
- ❖ Layers, to prepare for all weather. Please apply sunscreen before school.
- ❖ A complete change of clothes on hand at OMS. Please check daily for soiled clothes in the outside cubbies and bring replacement clean clothes as needed.
- ❖ Protective, structured, and stable shoes with covered toes that, as much as possible, the child can take off and put on by herself. Crocs are too loose by design, and are inappropriate for the yard.
- ❖ All belongings, including masks, must clearly labeled.



Security

- ❖ For security, the front door to the Fruitvale House is locked to outside entry.
- ❖ You **MUST** sign your child in and out on the Curacubby webpage on the OMS device. **Please use your personal cell phone for contactless attendance.** This is required to maintain our license, and therefore must be done every time. Missing signatures will result in a fee. Please ensure that you have your cell phone with you so that we may contact you in an emergency.
- ❖ You may use either gate for entry to OMS. Please do not let children play with or touch either gate; this is a security measure.
- ❖ Please be sure the gate is locked after you enter OMS, and again after you leave. (Do not leave by the Fruitvale front door; it will stay open and unlocked!)
- ❖ Please check with the teachers for the current gate lock combination. (You will be notified if the combination changes, which it does periodically.)
- ❖ Please do not share the combination with anyone, including your child.
- ❖ If you are adding an extra day or extra hours, please submit the online form two weeks in advance.
- ❖ If you need to have your child picked up by an additional person, please let the teachers know in person **AND** make a note on the notepad. Make sure this person **brings ID when picking up and has a Curacubby login.**

Please respect our neighbors! Please park properly and do not double park, park in driveways, or block other cars.

Arrivals

- ❖ During the COVID-19 pandemic, adults must always observe social distancing rules and wear a mask when at OMS.
- ❖ Children not participating in early morning care arrive between 8:30 AM-9:00 AM. Please avoid arriving early or late in the morning.
- ❖ Please help your child put their belongings in their outside cubby, sign in on Curacubby, and check in with the teacher, if necessary. If the teachers are inside, you may wait until your child puts their coat on their hook and shoes below before saying goodbye. Please stay by the door while your child takes care of their personal belongings.
- ❖ We prefer parents not linger. Please respect the teacher's need to stay focused, and try not to interrupt them unnecessarily, or for any extended amount of time.
- ❖ If you need to communicate with the teachers, please wait for a good time, ask them to contact you in a quiet moment, or request contact via text. You may also call or email Natasha or Mandy to inform them of, or discuss, something important, or leave a note. Please schedule a conference if you need to speak with a teacher at length.

Late Arrivals when class is in session (after 9:00 AM):

Tardiness is disruptive to the entire class and your child will feel uncertain. Please avoid regular tardiness. If your child will arrive later than 9:00 AM because of special circumstances, please let us know ahead of time so that we can help with the transition.

Departures

- ❖ Sign your child out on Curacubby prior to leaving and pick up any belongings that were left in or around the cubby. Note: water bottles are usually on the low table in the play yard. Coats and hats are sometimes on hooks in the play yard.
- ❖ Please leave the premises on time.
- ❖ Please let us know in advance if you will pick up your child early, and who will pick up. Please also let us know in advance, as much as possible, if you need to pick up your child late, to ensure we have sufficient staffing.
- ❖ We must have written, dated, and signed permission to release your child to anyone other than a parent. You will be asked to complete an emergency form with a list of people over 18 who will be allowed to pick up your child. Phone permission may be given for those listed on the emergency form. An unfamiliar pick-up person will be asked to show identification.

Late fines:

We are sympathetic to emergencies and will assist in any way that we can.

We also expect realistic planning, timely communication, and foresight from families. If you have a situation where you are stuck in traffic, have a flat tire or other unforeseen event, please contact us via text to the classroom phones.

There will be a \$1.00 per minute fine if you are late without notice. This serves not as a payment but as a reminder that when you are late without notice it causes anxiety in the child and disrupts of the flow of the routine.

5:00 PM

Keep the OMS daycare phone number (510-631-5422) on speed dial so you can inform us as soon as you know you will be delayed, even if for only a few minutes. Arrange with another family in advance to supervise your child. Give us a signed release form to keep on file.

If no one from your emergency pickup list is available, you may phone in permission for your child to go home with another OMS family followed by an email with a digital signature.

If we do not hear from you and no one can stay at OMS after 5:00 PM we will leave a note on the front door to let you know where to find your child.

Excessive lateness may result in the dismissal of your child from OMS.

Food and Clothing

Lunches and snacks

- ❖ Good nutrition directly affects a child's health, concentration, and behavior. Natural meats, fruits, and vegetables are preferable. Ask around if you'd like help with creative, cold lunch ideas.
- ❖ No sugary, salty, or fatty, or overly processed food (for example, potato chips, candy, cookies, concentrated fruit products, or juices). Avoid prepackaged foods.
- ❖ **NO PEANUTS PLEASE!** We may have students with severe allergies.
- ❖ Have children bring their lunches in a sectioned (bento-type) lunchbox. This helps the children and the teachers maintain a structure and process for lunch.
- ❖ We are not able to microwave food. However, if you would like to send a thermos with hot food, we will pour it into an open section in the lunchbox.
- ❖ Unbreakable thermoses or reusable containers are required for beverages.
- ❖ Please bring water only.
- ❖ **During the COVID-19 pandemic, we will use personal water bottles only.**
- ❖ Please prepare snacks and lunch so that your child can eat without assistance as much as possible.
- ❖ Please avoid yogurt, unless you are confident that your child can eat it without making a mess. It is often too messy for young independent eaters.

Note: the children do not share and will bring home all uneaten food.



Snacks

Parents sign up to bring one week of snack for their child's class, at least twice per year. This provides variety in the food and pride for the child who brings the snack. Please bring enough for 8-12 toddlers and 30 preschoolers for the full 5-day week.

Food should not be processed, must be nutritious, easy to handle and eat. We suggest fruit and various breads. Please avoid trans fats, processed sugar, and salt. **No peanuts or peanut butter!**

We suggest you choose organic for the following produce because they carry more pesticides:

Apples

Sweet peppers

Bell peppers

Carrots

Celery

Cherries

Grapes

Kale

Lettuce

Nectarines

Peaches

Pears

Potatoes

Strawberries

The children generally have at least one carb and one fruit for snack every day. Some standard snack options have included mini bagels and cream cheese, cheese sticks, apples, oranges, bananas, rice cakes, breads, hummus and pita, and cucumbers.

Clothing

- ❖ Every week, please bring in at least two masks per day the child attends school. Children will need to switch masks during the day as masks become sodden from exhalation or dirty from touching.
- ❖ Please dress your children comfortably, as they will be moving around a lot. During the COVID-19 Pandemic, children should also wear warm clothes inside during the winter, as we will be keeping windows and doors open for ventilation.
- ❖ Please label all clothes. We do our best, but we cannot be responsible for unlabeled clothing.
- ❖ Please keep at least one set of extra clothing at OMS. Please include sweatpants, socks, or sweatshirts in case the weather changes unexpectedly.
- ❖ Bring appropriate outdoor wear for play even on cold or wet days.
- ❖ If your child is in the process of toilet training, it is especially advisable to provide additional changes of clothes, including socks, shoes, pants, and underwear.
- ❖ Please make sure soiled clothes and masks are replaced.
- ❖ At all times, please provide clothing your child can manage on their own. They are extremely proud of their independence and skill even when their shoes are on backwards and their jacket upside down.

Shoes

Shoes need to protect feet and toes and not hinder movement. Bark easily gets into sandals, crocs, and other open shoes and hinders play and movement.

Children need shoes or boots they can put on and take off by themselves, as much as is possible. Please do not send shoes with laces.

Children will take their shoes off inside school and place them on the shoe shelf in the classroom. If you would like, your child can bring a pair of slippers to wear inside the classroom.

Personal Belongings and Toilet Training

Personal Belongings

- ❖ Please avoid bringing toys to school, but we welcome books and family pictures.
- ❖ Please approve items of interest with a teacher upon arrival at OMS.
- ❖ When a child brings something to OMS that the teacher determines is inappropriate (usually a toy), the item will be set aside to take home at the end of the day.
- ❖ If you find any school materials at home, please return them as soon as possible. Classroom materials are expensive and can be difficult to replace.
- ❖ Please clean out your child's outdoor cubby daily.

Toilet Training

We expect children to be potty trained or well into the process upon entry into the Dimond class. We will assist in the process by bringing children to the toilet at frequent intervals. Please see the toileting lists for more information.

In the Fruitvale class:

- ❖ When your child is ready you and the teacher will coordinate a plan.
- ❖ Please bring a dozen pairs of cotton underwear so that accidents are easily overcome.

Nappers and Resters

Nap Gear and Nap Time

We wish to make nap times as comfortable as possible and will work with you to ensure that your child is getting what she needs. If your child takes naps, please bring:

- ❖ An optional “nap-time-only” small cuddly. Small pillows are also optional. You must check with the teacher to make sure that the size is acceptable and will fit into the storage space.
- ❖ Items, including the blanket, must fit into their nap sack.
- ❖ “Nap gear” goes home at the end of each week to be laundered. Please provide a reusable bag especially for this purpose.
- ❖ The mat covers are uniquely made for each child. Please make sure they are returned. If it is lost you may buy a new one from us.
- ❖ While we would prefer that children do not bring pacifiers, we recognize that toddlers are still quite young, and may still be using them. We will ask that the toddler stop using the pacifier by the time they join the preschool at age 3, however. Please let us know how we can help in this weaning process.

Resters

Children who no longer nap will have a 30 minute rest period in the afternoon. They do not need a cuddly or a blanket but will have a mat cover which goes home weekly to be laundered and returned.

Field Trips

Excursions away from OMS are a fun part of the curriculum.

- ❖ Occasionally, we take short neighborhood walks to Dimond Park or to the Dimond Library. For all longer trips, we provide prior notice to all families.
- ❖ Twice a year in the fall and spring, we take a large trip which requires driving. Families are needed to drive to these events. You can earn volunteer hours. In October, we visit the Smith Family Farm in Brentwood for their Harvest Festival and Pumpkin Patch. In February or March, we visit the San Francisco Symphony at Davies Hall for their Concert for Kids. (Note: the Concert for Kids has not been held since 2020; we plan to attend the next time it is held.)
- ❖ Children are expected to wear OMS t-shirts on field trips, both large and small. We will distribute OMS t-shirts at least one week before the field trip.
- ❖ For excursions away from our neighborhood, children should bring car seats & bag lunches.
- ❖ Children under three **MUST** bring a parent on trips to the Pumpkin Patch or Davies Hall.
- ❖ We welcome and encourage parents to take part in our field trips. You help make them happen. If you can help by driving other children, that's even better.



Special Events at School



Families are invited to join with the teachers to organize celebrations for holidays and special family events.

Holidays

At OMS, as a school we celebrate Halloween, Thanksgiving, Winter, and Valentine's Day. These events are discussed in detail beforehand, and a volunteer list is posted.

Family Celebrations

If your family celebrates a special holiday, we would love to have you come in to share what your family does. We welcome circles on religious holidays or cultural events special to your family.

Birthdays

Birthdays are celebrated with a ritual symbolizing the child's journey around the sun. Families can help the child prepare a timeline of pictures signifying the important events of each year of his or her life, which we add to our classroom timeline. The timeline is shared as the child reenacts their journey around the sun. The child may bring a book to share with the classroom.

Birthday invitations to parties at home are NOT to be distributed through the school unless the entire class is invited.

As part of the birthday circle, the child adds pictures of their life to our classroom timeline. The child's time line is the first history lesson representing their life in a

time line format. We add a section each year, and the children will be able to compare time lines.

Communication

Because of the nature of pre-school and children, communication between OMS, teachers, and parents is very important. We make every effort to provide all the information you need and to respond to any questions you might have. We encourage you to contact us through the regularly scheduled meetings, written messages, email, or phone. We also provide information in a number of ways – through email, bulletin boards, and various meetings. Successful dialogue and communication contributes to an environment where you, your children, and the teachers are happy and the school runs smoothly.

Teachers may not have time to speak to parents during the course of their regular duties when school is open. Parents may always schedule a conference with their child's teacher at any time to speak further.

Teachers and administrators do not respond to email or voice mail when the school is closed.

Bimonthly Zoom Meeting and Email Updates

Please look for emails every two weeks regarding upcoming announcements, changes in policy, and updates concerning health and safety as they become available.

Every other week on Wednesday, at 5:30 pm, OMS will host a Zoom meeting to discuss the contents of the bimonthly emails and share up-to-date information.

Parent Advisory Board

Grievances:

The Parent Advisory Board, in addition to publishing a newsletter, arranging play dates, and organizing volunteers, can also assist in school-parent communication. Should you feel uncomfortable bringing a matter to an OMS staff member, they are there to assist you.

Group Parent Meetings

We encourage parents to have informal group meetings to connect with each other.

Written Messages

There is a mailbox at the Dimond House and one on the Fruitvale porch where you can leave payments. There are notebooks at both locations as well for other messages you might have. Some communications, such as medicine delivery, require that you provide written instructions and a signature, and those you can leave with the teachers.

Parent/Teacher Conferences

We schedule parent/teacher conferences for both classrooms three times a year. We schedule class observations for the Dimond classroom twice a year. We also welcome you to arrange appointments with the teachers for conferences and observations whenever needed.

Calendar

OMS uses a Google Calendar for school-wide events, located at

<https://calendar.google.com/calendar/u/0/embed?src=oaklandmontessori@gmail.com>

Calendars are also posted in the window of the classroom.

Health and Safety

We need to be informed of any health issues that arise for your child during the year, as they may affect your child's behavior and progress at school. General guidelines for promoting good health and safety in the classroom are listed ahead.

Environmental Protection, Sunscreen, Rain, and Cold Weather

We spend a lot of time outdoors and we live in a high-risk area for skin cancer. We expect you to apply sunscreen to children before school, use sun-protective clothing, and encourage your child to wear a hat when it is sunny outside.

We apply sunscreen to all children twice a day, at 10:30 and at 3:00.

We provide Rocky Mountain Sunscreen Kids SPF 50 at school. If your child requires a different sunscreen, please fill out a "Permission to Administer Medication" form and provide the sunscreen for us.

We require children to wear long-sleeves outside from November 1 to March 1. Please provide long-sleeved shirts and jackets during that time.

During wet weather, we require children wear a raincoat and boots to play outside, even if it is not actively raining. We change the children out of wet clothes as needed, and may need replacement clothes more often during wet weather.

Illness

By law your child may not attend school if they display symptoms of illness, including fever, diarrhea, vomiting, and other infectious conditions. Please note that an unusual level of irritability or lethargy can also indicate illness and should be closely monitored. See Appendix A for further information.

Children need to remain at home until they have been symptom free for 24 hours.

If they become ill at school they must be isolated from the other children, we will then call, and someone must come to pick up the ill child within an hour.

We will work with children to learn to cough into their elbow, blow their own nose and dispose of tissues properly, and wash their hands before coming inside, before meals, and after using the bathroom. Please help by reinforcing these basic hygiene lessons at home.

Be sure you have a back-up pick up person who can come for your child within an hour and that the emergency information we have for your child is up to date.

Lice

In case of a lice infestation we will ask for your cooperation in following all steps of eradication at the assigned time, so that children do not re-infect each other.

Other Communicable Diseases

Please inform us if your child has a known communicable disease. We are required to post notices to warn other parents about the possible exposure of their child to a communicable disease.

Medical or Dental Emergencies

All the teachers at OMS are certified with CPR and First Aid training. For minor mishaps we leave an "ouch report" describing the event and actions taken in your file. If a child is injured at school and we feel that more than a hug and a band-aid is required, we may take the following actions depending on the urgency:

- Call 911 for ambulance service

- Call Poison Control if necessary
- Call Kaiser advice nurse
- Call parents
- Call the child's physicians

Allergies

Note on your child's health form if there are any allergies. Please bring food allergies to the attention of the teachers so that we can monitor snacks. If we suspect a severe allergic reaction, we may call 911.

Incidental Medical Services Provided:

We administer some forms of medical services, such as inhalers or epi-pens. If your child requires any kind of on-going medical services, please confer with the director before enrollment.

In order to provide medical services, we require that the child be under the current care of a physician, and that the physician recommends the services requested. Additionally, we require:

- Parental permission to provide medical services, including contact information in case of emergency
- Current written instructions from the child's physician describing in detail how to administer the services requested
- Current training by a parent or other authorized representative on administration and storage of the services requested
- At least two sets of current (non-expired) medication or necessary supplies for the provision of the service needed, including any disposal containers required

As we provide these services, we will note on the parental permission form each time the service is provided. We will also convey verbally to the parent daily as services are provided for non-emergency medical services, or immediately by phone for emergency services.

All medical services will be provided in accordance with our First Aid/CPR training to protect the health and well-being of the staff involved. In an emergency during provision of medical services, we will call 911 and immediately inform parents of events. All teachers on staff will be trained by the parent or other authorized representative in the administration of the medical services to be provided. Teachers will bring necessary supplies on all fieldtrips.

We store incidental medical supplies along with other medications in secure cabinets in each classroom. We store additional medical supplies with our earthquake and emergency supplies, so they are available in case of emergency.

We do not have the capacity to store refrigerated medication.

Request to Administer Medicine (as needed)

Teachers may not administer ANY medications, including sunscreen and lotions, without express, written permission from the parent. A form is available in the binder by the clipboard. You will need to give us the medicine in a container with the pharmacy label showing your child's name and the dosage. We also need the name and phone number of the prescribing physician.

Fire Season Preparedness

Our children spend a lot of time outdoors and our program is not designed to keep them inside all day. With the increasing prevalence of smokey air and low air quality during fire season, this requires some flexibility. Our air filters run 24 hours a day, but we also rely on the EPA's Air Now (<https://www.airnow.gov>) and the crowd-sourced Purple Air (<https://map.purpleair.com>, US EPA PM2.5 AQI, averaging period ten minutes, outside sensors only) to make immediate decisions about air quality.

- ❖ If the AQI on Purple Air is above 100 using US EPA PM2.5 AQI, averaging period ten minutes, and outside sensors only, we require children to stay inside. We close the doors and windows and will not return outside until the Purple Air AQI goes below 100.
- ❖ If the AQI on Air Now as recorded in the last hour is above 150, we close the school as of the nearest available pick-up time. We text and email all parents of this decision.
- ❖ After a school closure due to poor air quality, we will remain closed as long as the Air Now AQI forecast is over 150.

Earthquake Preparedness

We are prepared to care for the children for 3 days. Our earthquake cache is reviewed and replenished yearly at a parent workday. It is best that you make family emergency plans, including persons who live or work within walking distance of the school and are available to pick up your child. OMS has a number of strategies depending on the situation and time of day.

COVID-19

During the COVID-19 pandemic, several additional health and safety requirements have been instituted by Community Care Licensing (CCL) and the Alameda County Public Health Department (ACPHD). These requirements and guidance are changing rapidly, and this document will be updated as necessary as more information becomes available.

As a reminder, symptoms of COVID-19 include:

- Tiredness
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell
- Headache
- Rash, or discoloration of fingers or toes
- Conjunctivitis
- Diarrhea

Classrooms

The classrooms will use ventilation to the best extent possible, including leaving windows and doors open all winter long, regardless of outside temperature or weather conditions.

Health Precautions

As a precautionary measure, we are asking all individuals (staff, families, and children) to share with us any COVID-19 symptoms that they, or someone in their homes, might have. We also ask that you share if you have had any exposure to another individual with suspected or confirmed COVID-19 cases. As a daily best practice, we will document and track all known incidents of possible exposure to COVID-19.

COVID Testing

All staff and children must test for COVID when ill. Staff and children may not return to OMS without a negative COVID test.

Daily Policies

- ❖ All individuals at OMS must have their daily temperature recorded before entering the classroom. A temperature over 100.4 degrees F is cause for exclusion.
- ❖ We will be closely monitoring children's health at drop-off, and will exclude any children with any symptoms of illness for at least 24 hours, including non-COVID (e.g. runny nose) or behavioral symptoms ("acting ill").
- ❖ We will send children home for any illness, including non-COVID (e.g. runny nose) or behavioral symptoms ("acting ill"). Please be prepared to pickup within 30 minutes of notification.
- ❖ Parents must notify us if children have taken any fever reducing medications in the prior 24 hours
- ❖ All adults must use face-coverings at OMS at all times and should continue to use face-coverings outside the home. Children older than 2 are strongly recommended to wear cloth face coverings outside the home. We

require all children to wear face coverings in the classroom. are required to wear masks at all times at OMS.

- ❖ Parents and children should wash their hands when entering and exiting the facility
- ❖ We strongly recommend that parents continue to work from home if possible.

Increased Precautions for Illness During COVID-19 Pandemic

- ❖ If a child or a staff member has a new cough or other illness symptoms, they should not come to school even if they have no fever. It is not uncommon for people, including children, with COVID-19 to have cough without fever, especially early in the course of illness.
- ❖ Vaccinated persons may not return to OMS until
 - They have a negative COVID-19 test,OR
 - They have had no fever for 24 hours without the use of fever-reducing medicines AND
 - At least five days have passed since illness onset.
- ❖ Unvaccinated persons may not return to OMS until:
 - They have a negative COVID-19 test,OR
 - They have had no fever for 72 hours without the use of fever-reducing medicines AND
 - At least five days have passed since illness onset.

❖ Children or staff with family members who have a positive COVID-19 test should not return to OMS until

- They have a negative COVID-19 test.

OR

- At least five days have passed since their last exposure to their ill family member (either because the family member is healthy, or because they have been isolated).

Confirmed Cases of COVID-19

If we are made aware of a more than 3 confirmed COVID-19 cases at OMS, we are required to immediately report them to the ACPHD Acute Communicable Disease Control program and the California School and Shared Portal for Outbreak Tracking. They may provide further guidance.

❖ A confirmed case at OMS means the person was at school within 48 hours of a positive COVID test.

❖ Each confirmed case of COVID must remain home

- for at least five days,

AND

- until they have a negative COVID-19 test.

❖ For the five days immediately following 1-2 reported cases of COVID OMS will operate an all-outdoor program, if possible. If weather and other circumstances do not permit an outdoor program, we will assess how to proceed.

❖ If we have an outbreak of more than 3 cases, OMS will close for one week.

Administrative Policies

Tax ID number

For your tax records, Oakland Montessori School's Taxpayer ID # is 942842365.

Tuition and Payments

- ❖ The yearly tuition is payable in **eight** installments. The first installment is due upon enrolling and is a **nonrefundable** deposit.
- ❖ You will receive a statement for each of the remaining eight installments by email, and payment is due by the first of each month from August to March.
- ❖ **Additional charges for field trips, extra day care hours and other unusual charges will be included in these statements.**
- ❖ Late payments and overdue balances are subject to a \$25 charge. An overdue balance for two consecutive months is cause for dismissal.
- ❖ If you believe there is an error on your statement you must notify us within 30 days.
- ❖ **You may make payments by a bank draw or credit card through Curacubby.** Please deliver your checks in an envelope to one of the two mailboxes, either on the Fruitvale front porch or by the Dimond House entry.
- ❖ **We recognize that there may be times when we will need to close in response to hurricane, tornado, earthquake, pandemic, etc. We will offer distance learning to replace our regular program and that will not constitute a refund for tuition owed or paid in advance.**

Additional hours, days, changes

Occasional Extra Hours

Occasional day care is \$15.00 per hour when space is available. Please make your request on our website <http://www.oaklandmontessori.com/forms/>

Be sure to give us a form with your request well in advance so you can make other plans if there is no space available.

Extra Days

Our capacity is limited by Community Care Licensing and Fire Department Occupancy Permit. We may not accept extra children beyond this number.

Extra days may be permitted only if space is available. You must submit an "extra day request" form two weeks in advance. If space is available your request will be confirmed by the director. Unless canceled a week before, you will be charged for extra days whether you use them or not.

Make up days

We do not offer makeup days for illness, travel, holidays, or appointments.

During a COVID-19 or any other closure, we offer at-home learning and will not offer make-up days or refunds.

Program Change

A program change may be permitted only if space is available. You must submit a 'Change of Program' request on our website at <http://www.oaklandmontessori.com/forms/> and will be charged a \$50 fee. The change of program will begin on the first day of the month after a contract addendum is signed.

Parent Volunteer Hours

All families are asked to contribute 20 volunteer hours each year. This is a great way to get to know the teachers and the children that your child spends his day with, and to keep our school looking great. You can meet this requirement in a number of ways:

- chaperoning field trips
- helping out at parties or special events at school
- performing repairs in the classroom
- sharing your expertise or hobby with the kids
- washing classroom towels (dirty towels are left in labeled blue bags by the cubbies when washing is needed).
- personal expertise as offered

There are Parent Work Days to tackle larger projects, like replenishing playground bark and sand.

Please track your Parent Volunteer Hours during the year. You will be billed \$20.00 for each hour not contributed.



Contact Information

Administrative Office:

3625 Fruitvale Avenue

Oakland, CA 94602

Office (voicemail only): (510) 482-3111

Email: info@oaklandmontessori.com

Dimond Classroom (mobile): (510) 631-5422

Fruitvale Classroom (mobile): (510) 604-4524

Preschool class emails:

Natasha: natasha@oaklandmontessori.com

Toddler class email:

Mandy: fruitvale@oaklandmontessori.com

Website: www.oaklandmontessori.com

Appendix A

Oakland Montessori School

Guidelines for Excluding Children & Staff with Illness

Revised 8/3/2022

*****OMS reserves the right to exclude/include children/staff as they see deemed necessary.*****

Symptom/Diagnosis	When Child will be sent home/excluded	When Child may return
Child/Staff Has any COVID-19 Symptoms, including Fever 100* Dry Cough Shortness of Breath	Immediately	When child has a negative COVID-19 test AND been symptom free without fever reducing medication for 24 hours.
Child/Staff Has Been in Contact with someone with a confirmed case of COVID-19	Immediately	Cannot attend until 5 days after contact, OR has a negative COVID test.
Family/child has traveled internationally or by plane in the last 14 days	Immediately	When child has a negative COVID test, OR 5 days after travel.

Chicken Pox	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days
Cold Symptoms Runny Nose Stuff Nose Sneezing Watery eyes Cough	Immediately	When child has been symptom free without medication for 24 hours AND has a negative COVID-19 test.
Diarrhea	After 2 occurrences within a 24 hour period	When child has been symptom free without diarrhea reducing medication for 24 hours AND has a negative COVID-19 test.
Diaper Rash	If sores are oozing and leak body fluid outside the diaper	When exclusion criteria is resolved
Hand, Foot & Mouth Syndrome	When lesions are noticed or present	When exclusion criteria is resolved, OR with a doctor's note stating the child is not contagious

Head Lice	When nits/eggs are noticed or present	When exclusion criteria is resolved
Irritability	If irritability cannot be redirected and/or prevents child from being able to participate	When child is able to be redirected (symptom has resolved)
Itching	If itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria is resolved, OR with a doctor's note stating the child is not contagious
Lethargy (see COVID-19 symptoms)	If lethargy prevents participation	When exclusion criteria is resolved
Mouth Sores	When sores cause drooling	When exclusion criteria is resolved, OR with a doctor's note stating the child is not contagious
Pink Eye (Conjunctivitis)	<ul style="list-style-type: none"> When discharge is noticed; pinkish/red swollen or irritated eyes 	When exclusion criteria is resolved, OR with a doctor's note stating the child is not contagious

Rash	<p>When unidentified rash is noticed and is accompanied by:</p> <ul style="list-style-type: none"> • Behavior change • Fever • Has oozing/open wound • Child is unable to participate 	When exclusion criteria is resolved, OR with a doctor's note stating the child is not contagious
Strep Throat	<ul style="list-style-type: none"> • If child has a positive strep culture • 	After at least 24 hours of antibiotic medicine
Vomiting	After 2 occurrences within a 24 hour period	When vomiting subsides for 24 hours

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