



2017 – 2018 HANDBOOK
The Montessori School of Pullman

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The Montessori School of Pullman

*Recognized by the Department of Early Learning, Washington State, as a Center of Excellence.
Approved by the State Board of Education, Washington State*

Our Values

Child centered

Love of learning

Community

Diversity

Dignity

Our Mission

The Montessori School of Pullman, a non-profit, parent-run corporation, provides a carefully prepared, child centered educational environment where Montessori certified teachers and early childhood specialists plan an individual learning experience, based upon the Montessori educational philosophy. Within this environment, children are able to actively participate to realize their full potential.

Our Vision

The Montessori School of Pullman will be a driving force for Montessori education in the region, in order for Montessori to be self-sustaining, more recognized, affordable and accessible to all.



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Montessori Calendar 2017-2018

(Please note that dates in parentheses and italics refer to Extra Care – child care during school holidays. See Extra Care calendar that follows regular calendar for more information.)

August

- 1 Tuition Payment Due: Please send check to the school at the address above
- 2-15 Teacher preparation days
- 9 -15 Assistant Teacher preparation days
- 16 Wednesday Visitation Day – 15 minutes visits for **NEW** students only
- 17 & 18 Thurs. & Fri. Small groups of children meet for 2 hours. Each child attends one day only. (Oak students attend both days with parent)
Parent information meetings follow small group sessions.
- 21 Monday All programs begin in full including Lunch Bunch, Before School Care, and After School Care.
- 24 Thursday Welcome Picnic – 5:30 PM in Kruegel Park

September

- 4 Monday NO SCHOOL – Labor Day
- 28 Thursday AM Families – Back to School Night for parents & children 3:45 to 5:30

October

- 3 Tuesday PM Families – Back to School Night for parents & children 3:45 to 5:30
- 5 Thursday Group and Individual photos by Archer Photography

November

- 11 Saturday International Feast in the Gladish Gym for all families 5:00 – 7:00
- 16 Thursday Conference Day with School taught by Assistant Teachers
- 17 Friday NO SCHOOL – Conference Day (*Extra Care offered*)
- 20 –24 Mon.-Fri. NO SCHOOL – Thanksgiving Vacation
(20 – 22 Mon. – *Extra Care Offered*
Wed.)

December 2016

- Dec 18 – Jan 3 NO SCHOOL – WINTER VACATION
(Dec 18 Mon – *Extra Care Offered*
Thurs 21)
(Dec 27 – 29 Wed. – *Extra Care Offered*
Fri.)

January 2017

- 2 Tuesday Teacher Inservice Day
- 3 Wednesday School Resumes after Winter Vacation.

15 Monday NO SCHOOL – Martin Luther King Jr., Day

February

19 Monday NO SCHOOL – President’s Day

21 Wednesday Open House for parents and children 3:45 – 5:30

March

1 Thursday Re-enrollment begins for already enrolled families

24 Saturday Benefit Dinner ~View room, Gladish 5:30 – 8:30

29 Thursday Parent/Teacher Conference - School held with Assistant teachers

30 Friday NO SCHOOL Parent/Teacher Conference *Extra Care offered*

30 Friday Application forms due for returning families

April

2 Monday Enrollment opens for families on the wait list

2 – 6 Monday - Friday Montessori and Public School Spring Break. *Extra care offered.*

May

28 Monday NO SCHOOL Memorial Day

June

8 Friday Last Day of Montessori School

June 11 – August 3 Summer School sessions

Montessori Extra Care Calendar 2017-2018

Dear parents,

Please note that our EXTRA CARE is not included in the regular school year contract and tuition payments, except for families that pay the monthly full day, 7:30 – 5:30, rate. Your regular tuition payments cover the cost of tuition for your child in the Montessori classrooms during the regular school calendar dates.

However, by the request of working parents, we do provide extra care during days when the Montessori classrooms and Public Schools are closed for vacations and conference days, etc. In order that parents can plan their work and vacation schedules, we have prepared an Extra Care calendar, and included costs of these programs. The payment you make for Extra Care services pays for staffing. Please notify the office at least two weeks prior to requiring this service to guarantee a place for your child.

We will also offer a drop in service, space allowing.

We will also offer summer school during the summer of 2018.

EXTRA CARE We will be open between 7:30 a.m. and 5:30 p.m. **DAILY AND DROP-IN RATES**

| | |
|--|------|
| 3-hour session (e.g. 8:30 – 11:30 or 12:30 – 3:30) | \$30 |
| Add lunch bunch or before care | \$10 |
| Add after care | \$15 |
| All day (8:30 – 3:30) | \$60 |
| Full day (7:30 – 5:30) | \$70 |

WEEKLY RATES

| | |
|--|-------|
| 3-hour session (e.g. 8:30 – 11:30 or 12:30 – 3:30) | \$125 |
| With lunch bunch or before care | \$140 |
| 5-hour program | \$150 |
| All day (8:30 – 3:30) | \$180 |
| Full day (7:30 – 5:30) | \$225 |

For drop-in prices for children not regularly enrolled in school, please contact the office

EXTRA CARE WILL BE OFFERED ON THE FOLLOWING DATES

September

20 Wednesday

No Public School afternoon – Collaboration Days. Public School collaboration days also happen Oct. 18, Dec 6, Jan 17, Feb 28, April 18, May 16 Extra care offered on all of these days for afternoon public school students.

October

13 Friday

Montessori classes open. Public School closed. Extra Care offered.

Oct. 23 – Oct 27

Montessori classes open. Noon dismissal public school grades 1 – 8, Mon. – Fri. Extra Care offered.

November

10 Friday

Public School closed, Montessori on regular schedule

17 Friday

NO SCHOOL Conference Day (Extra Care offered)

20 – 22 Mon. –Wed.

NO SCHOOL Extra Care offered.

December

18 – 21 Mon- Thurs

NO SCHOOL Extra Care offered.

27 – 29 Wed - Fri

NO SCHOOL Extra Care offered.

January

26 Friday

Public School closed, Montessori on regular schedule

March

5 - 9

Public school on half days for conferences Montessori on regular schedule

16 Friday

Public School closed, Montessori on regular schedule

26 Friday

Montessori classes open. Public School closed. Extra Care offered.

30 Friday

NO SCHOOL – CONFERENCE DAY Extra Care Offered

April

2 – 6 Mon. - Fri

NO SCHOOL - Montessori and Public School Spring Break. Extra care offered.

Montessori School of Pullman - Handbook

WELCOME TO THE MONTESSORI SCHOOL!

The Montessori School accepts children from age two through the early elementary years. Because our program builds from one learning experience to the next, children benefit most by attending Montessori for at least two and preferably three years. Since fall 2014, children may also attend Montessori all day for kindergarten, spending half day in the 3 – 6 year old classroom, and half day in the K/ lower elementary classroom. Children may also attend Montessori for the elementary years. We currently serve children through the first three grades, and our goal is to grow the elementary school by a grade per year until we offer Montessori elementary through fifth grade.

The Montessori School of Pullman was established as a non-profit corporation in 1968. It is conveniently located in Gladish Community and Cultural Center and is open from 7:30 AM to 5:30 PM daily. Please look at the annual calendar for actual days in session during the academic year and during summer school. Please note that although we offer extra care on many dates when the Montessori classes are not in session - our attempt to bridge the gap between a school and a childcare center – our primary role is as a Montessori School. We can not be open 365 days a year, as preparation of the environment is so essential to a well run Montessori School.

Children attend school 5 days a week for three-, four-, five, six, seven- or up to 10 hours per day. We do reserve up to four spaces in Montessori Beginnings to provide a few two and three day options for our youngest students. The morning 3-hour classes meet from 8:30-11:30. The 3-hour afternoon classes meet from 12:30-3:30. The elementary class meets from 8:30 – 3:30, with Before-Care and After-Care available, as needed.

Children may attend All-Day Montessori from 8:30 AM to 3:30 PM. Full-day Montessori from 7:30 AM to 5:30 PM, or combinations of programs can be arranged to meet your family's needs. Lunch Bunch from 11:30-12:30, Before-Care from 7:30 to 8:30 AM and After-Care from 3:30 to 5:30 PM are available.

Our teachers are experienced, certified Montessori instructors. Basic foreign language skills such as counting, colors, greetings will be integrated into circle times and classroom work. Music and rhythm activities are taught every week by an experienced, certified teacher. The elementary program also has a Physical education program.

Non-Discrimination Policy

The Montessori School of Pullman is an equal opportunity program and no student shall be excluded on account of race, color, religion, creed, national origin, family structure or disability. The Montessori School is an excellent place for children learning English. The program is appropriate for all children, including those with learning disabilities or special needs. Families with limited financial circumstances are encouraged to apply for reduced tuition offered by the school. Parents may also apply for paid jobs at the school, such as cleaning, and helping to supervise lunch bunch. Our children come with varied backgrounds and abilities. Our goal is to ensure a diverse Montessori school community.

Child Care License

Washington State Child Care licensing requires that parents may view the Montessori School's Child Care License, posted in the office. Parents may also request to see the most recent child care center checklist for licensing renewal or monitoring checklist and compliance agreement for any deficiencies noted. The administrator has these documents in the office. As of our most recent licensing visit, spring 2016, we are 100% in compliance.

Administration

The Montessori School of Pullman is parent-operated, and your participation and interest are vital to the welfare and future of the school. The Montessori School Board (the elected, parent officers, and administrator) is responsible for routine decisions and administrative policy-making. The Board meets monthly and as needed, and any parent may attend these meetings. Lead teachers also report monthly to the board, and offer advise to the board during board meetings. The Board keeps parents informed of its actions in several ways: through the monthly school newsletter, and through the school bulletin boards.

Day-to-day operation of the school is the responsibility of a salaried director who also acts as a liaison among parents, officers and teachers. The director will answer your questions except those concerning your child's classroom experience, which should be directed to your child's teacher. Please feel free to call or email the director at 509-334-4114 or montessori@pullman.com. For sensitive issues, parents may also use the Director's private school email address montessori_dir@pullman.com. Names and telephone numbers of officers and the director will be published in the directory. To contact your child's teacher, please use the school email address, and add **For _____ (Add teacher's name)** in the subject line. The administrator will make sure the teacher receives the message.

Budget

The Montessori School of Pullman is a nonprofit organization and receives no regular subsidy from any source. Our only source of income is tuition & fees which cover all our expenses including teachers' salaries, supplies, insurance and rental expenses. Your prompt, regular payment of tuition, your support of the school's fundraising efforts, and your participation in the school's parent involvement program, will ensure that the school will be able to continue its services now and in the future years.

Tuition and Fees

A \$50 non-refundable application fee is required to place a child on the waiting list. When notified that a spot is available, a non-refundable deposit of \$80 for half-day or \$130 for all day Montessori is required to secure the place. This deposit is applied to the first tuition payment. A licensing fee of \$15 for half-day and \$30 for all-day Montessori will be paid with the first tuition payment. Tuition payments are due on the first of each month, and are late after the tenth of each month. Please deliver tuition payments to the office or mail checks directly to the school. Make the checks payable to the Montessori School of Pullman.

All payments, including those for tuition, fees, lunch bunch, and before-and after-school child care, are made one month in advance on the first day of the month. For convenience, the cost of tuition for the academic year is divided into ten equal payments, regardless of length of month or holidays. Payment options include: (1) all up front by August 1st (2) one-half by August 1 and one-half by January 1 (3) ten installments due the first of each month, August to May.

Late Payment Penalties

A \$10.00 late fee will be assessed if payment is received after the 10th but before the 20th of the month. A \$30 late fee will be assessed if payment is received on or after the 20th of the month. If a payment is not received on or before the last day of the month, the child will be dis-enrolled and the school will pursue all legally available remedies to collect unpaid amounts. In the event that a financial emergency happens, contact the administrator PRIOR TO THE TUITION DUE DATE. Non-sufficient funds (NSF) checks are considered non-payment and will be assessed a \$20 fee in addition to any applicable late fees.

Withdrawal from Montessori Before The End of the School Year

Once a child is enrolled, parents are responsible for tuition for the full school year, August through May, except as set forth in the Fee Policy. Withdrawal of a child requires one month's (30 days) written and verbal notice. A child may continue enrollment in the school but withdraw from lunch, before- or after-care with a month's advance notice. No credit is given for holidays, vacations, illness, or other absences. No credit is given for closures due to weather and other circumstances beyond the school's control. There is no cancellation of tuition for children whose withdrawal is effective on or after April 1. The Board may consider exceptions to this Fee Policy as it deems appropriate.

A summary of these policies and details of fees for the current school year will be found on the school **FEE POLICY**, a copy of which is bound at the back of this handbook. Your cooperation in timely payment of monthly tuition, lunch bunch, and child care fees will help the school to run in a smooth and efficient manner.

Parent Involvement

Because the Montessori School of Pullman is a nonprofit organization, because we wish to keep tuition fees low while providing quality education for the children, and because active parent participation is essential to the health of a parent-run school, the school operates a Parent Involvement program to coordinate volunteer efforts. Each family is asked to donate at least 10 work hours throughout the school year to any of a wide variety of tasks essential to the smooth functioning of the school. A Parent Involvement survey will be sent to each family to indicate areas of interests and skills that they are willing to offer to the School. For parents unable to donate their time, an annual cash donation of at least \$110 (tax-deductible) is requested as an alternative. Please help us continue a quality program for our children.

Behavior Management

The school has a specific behavior management policy and a set of guidelines for teachers to follow in case of discipline problems. Parents are required to sign this form

before the start of school. Please read it thoroughly. There will be **no physical discipline** (spanking, slapping, etc.) administered to any child at any time under any circumstance. The school adheres to the Washington State regulation forbidding corporal punishment. We will be happy to answer any questions.

Religion

Religion is not a part of the curriculum at the Montessori School of Pullman. Families' religious needs will be accommodated on an individual basis. Religious views will be respected but will not be taught by staff members. The Montessori School of Pullman is part of an international community, and the Montessori method of education is practiced world-wide. In the course of learning about the world and its people, students are exposed to customs and habits of many different cultures, often through discussions by parents of their own ethnic traditions. While some of these presentations or activities may be associated with religious holidays, no religious instruction of any sort is given at the Montessori School of Pullman, nor are any religious doctrines or precepts taught or advocated.

Class Session Calendar

Montessori classes meet Monday through Friday, mid August through early June, except as specified in the school calendar. A copy of the calendar is bound at the front of this handbook. Please keep it handy so that you know the dates of holidays and vacations.

Because our school is not a child care center, the calendar regrettably but inevitably creates scheduling conflicts for some parents. The present calendar, which closely approximates that of Pullman public schools, is a compromise among the various preferences of parents, WSU students and the needs of the teaching staff. Preparing the classroom for the start of school and reorganizing it at the end of the term require a great deal of teacher time. We appreciate your understanding in this matter.

We do offer Extra Care on dates when the Montessori class is not in session due to scheduled holidays or conferences, and/or when the Pullman School District is closed for scheduled holidays or conferences. There is a separate charge for Extra Care. A copy of dates and fees for Extra Care is also bound into the front of this handbook. To guarantee space for your child in Extra Care programs, **two weeks advance notice is required.**

Drop ins are accepted if space is available.

Snow and Weather Closure Policy

All Montessori classes will close if the Pullman public schools close because of snow/weather conditions. Please listen to KWSU (1250 AM) or KQQQ (1150 AM) from 6:30 to 9:30 AM for an announcement if the weather warrants closure of school. Snow days will be made up at the discretion of the Board. **The Montessori School will NOT start late if Pullman public schools start late due to weather conditions.** If Pullman schools start late, Montessori will operate on the regular schedule of 8:30 AM and 12:30 PM starting times. If Moscow public schools are closed, but Pullman public schools are open, the Montessori school will hold classes at the regular times. If the Pullman School District is closing early because of snow/weather conditions, we will begin notifying parents, and encouraging families to pick up their children early, so children and staff can get home as safely as possible. A message regarding Montessori School closure will also be left on the school's answering service from 7:00 onwards, so

if in doubt call the school at 509-334-4114. A message will also be displayed on the school's FaceBook page.

Arrival and Departure

Children should be brought to class ON TIME and picked up PROMPTLY following the session. When parents are too early or too late, it creates serious problems for the staff. (Five minutes before class starts and exactly at the end of class are preferred.) **Please park in the upper parking lot, come down the stairs, and use the center building entrance door closest to the Montessori Office or use the Bridge entrance.** Child care regulations require parents to come into the building to bring and pick up children and sign them in and out. Please leave the handicapable places for those who need them.

There is a sign-in and sign-out sheet by your child's classroom door. WA State child care licensing requires a full adult signature. Please don't let your child sign in. If you carpool, please sign in and out all the children you transport. These records are kept and checked by the child care licensing agent. Regulations require that the person bringing the child and picking up the child be older than 18 years of age, including siblings and young child care providers.

Authorization For Picking Up Your Child

With this handbook is a form to list who is authorized to pick up your child. A person picking up a child must be over 18 years of age. Parents, grandparents, neighbors, child care providers or carpool parents must be listed on this form before we will release your child to them. If your child is going to ride home with or be picked up by someone not listed on the form, please send a written confirmation of this to your child's teacher. We will not release your child to anyone who is not authorized by you.

Schedule of the Day

We follow a schedule on most days so children know what to expect and to lend order to their Montessori experience. It is very important that your child be in the classroom right on time. Your children miss activities and demonstrations that are fun, exciting and essential when they arrive late. The schedule is flexible and may vary a little from class to class, and day to day. Sometimes something different is tried for a few days. But our basic daily schedule is as follows for the three-hour session:

Preschool Schedule

First hour: Play time (large motor activities outdoors or in the gym, free play time) **and Circle** (roll-taking, calendar, singing, fingerplays, sharing, new activities demonstrated, foreign language activities, music, conversations, sharing books)

1-3/4 Hours: Classroom Activities (working on individual and group lessons and projects, cooking, snack preparation and eating snack, working individually with teachers, music and french circles, classroom clean-up jobs)

15 Minutes: Story Time (children's literature read to children, puppet shows, flannel board stories, cultural activities, sharing)

Montessori Beginnings Schedule

8:30 – 9:15: Classroom Activities (working on individual and group lessons and projects)

- 9:15 – 10:00:** **Play Time** (large motor activities outdoors or in the gym, free play time)
10:00 – 10:15: **Circle Time** (group lessons, demonstrations and projects)
10:15 – 10:30: **Snack Preparation and eating snack,**
10:30 – 11:15 **Classroom Activities** (working individually with teachers, working with materials, projects, classroom clean-up jobs)
11:15 – 11:30: **Closing Circle** (children’s literature read to children, puppet shows, flannel board stories, cultural activities, sharing, songs and rhymes, group games)

For Montessori Beginnings students remaining at school for an extended day, the morning Montessori class is followed by a supervised group lunch, a nap period, afternoon snack, and then a return to working with the Montessori materials. Children wake from nap on individual schedules.

Schedule of the Day in the Kindergarten/ Lower Elementary ~Montessori Maple

8:30 - Greeting and Welcoming.

8:30- 9:00 -Circle time/ Presentation of work/ introducing theme.

9:00 -11:00– Work time/Completing the planned tasks/ snack.

11-11:30- Closing circle, Work and snack day sharing.

11:30- 1:00- Lunch Bunch and Play time.

1:00 - 1:15 – Reading time and book reviewing.

1:15 -3:00– Work time/ group projects/snack.

3- 3:15- Classroom cleaning.

3:15- 3:30 – Closing circle/ Day review/ reading/ singing/ Saying Good bye.

The kg and elementary program is enriched with weekly French and music classes, and recorder instruction and PE is also offered for elementary students.

Policy for Late Pick Up of Children

Children who are not picked up promptly at the end of the class session or at the end of after-school child care are a problem for the teachers. After class sessions, time for teachers is spent eating a quick lunch, weekly staff meetings, and/or getting the classroom ready for the next class session. **If a parent is late due to an emergency or unforeseen circumstance, please phone the school.**

A late pick up fee of \$1.00 per minute will be levied for families that are late picking up their child from class or from after-school child care. The term "late" applies five minutes after the end of classes and child care. Picking up your child after 11:35 for the morning session, and 3:35 for the afternoon session, and 5:35 for after-school child care constitutes a late pick up. If late pick up happens more than once or twice, the teacher will talk with a parent, give them a written reminder message of the policy, and keep track of the dates and time. If the teacher has an after-school appointment and must leave, the child will be taken to the after-school program, or the lunch program, with the understanding that the family will pay for the service and will pay the late-pick up fee. If it continues, the Board will write a letter reminding the family of the late pick up charge, and will bill them for the time they have been late, or bill them for a month of after-school care.

Policy For Childrens' Bathroom Habits

We require that children in the Preschool, Kindergarten and elementary classes be potty trained, both bowel movements and urination. We realize that every child will have accidents occasionally and this is why we ask that children have an extra set of clothes at school. Please dress your children in clothes that can be quickly and easily removed to go to the bathroom. Overalls and tight pants that snap and zip are very difficult, and tights are also difficult to manage.

If a child has a consistent problem with toilet training in the classroom and at home, the following procedure will be followed:

---1: A staff member, usually the child's teacher, will communicate with the parents each time an accident occurs at school and the parent and teacher will discuss the situation.

---2: The child will be taken to the bathroom often during class time. This will be done for a period of time agreeable to both parents and staff.

---3: When a toilet accident occurs at school, a staff member will take the child to the bathroom and the child will be encouraged to take care of clean up. We want to help the child develop independence and to understand natural consequences. With a staff member ready to assist, the child will: a) put wet clothes in a plastic bag for taking home, b) wash with a clean, damp cloth, c) put on clean clothes and place shoes to dry.

---4: If the behavior persists, the staff member and parents will have a conference.

Family and staff will develop a plan of action and a reasonable time will be given to try ideas. A parent or caregiver might be called to pick up the child when an accident occurs.

---5: If there are no positive results in the time agreed upon by parents and teacher, and if it has been determined there is no illness involved, the staff will recommend a day away from school. An explanation will be given to the child that children at Montessori must go to the bathroom in the toilet. A parent or caregiver will be called to pick up the child when an accident occurs.

---6: The procedure will be repeated from Step 4 until such time as the problem is resolved or a decision is made by parents and staff that it is necessary to discontinue the child's attendance at the school.

Please note that this policy does not apply to children with special needs who are unable to control bodily functions. No such child will be excluded from our program. Please remember, also, that this policy does not apply to children who have occasional accidents which are normal and expected.

The Montessori Beginnings staff will work with the families to potty train the children as they show signs of readiness.

Please note that a staff person of either sex may assist a child of either sex in the case of #3 above, a child needing help. This is because we want to model for the children that both males and females can be caregivers and take care of children's bodily needs. Please let the school know a.s.a.p. if you have any concerns regarding this matter. Thanks.

Family Access to the School, Classroom Visitations, Observations, and Conferences

Parent participation is an important part of our program and parents are actively involved in many aspects of the program. We encourage family members to visit whenever they can, and often we ask for parent assistance in the classroom with special projects and field trips, fundraising efforts and social events.

Families of currently enrolled students are welcome in the classroom any time. However, during the first weeks, while the children are learning to feel comfortable in the classroom setting, parent visitors may be distracting. It is preferred that parent observations be arranged after the classroom environment has become comfortable for the children. The teacher is the best judge of this. Once the children are comfortable in the classroom, families of currently enrolled children are welcome to come at any time. Families of prospective students may schedule a classroom observation by arrangement with the administrator or teacher. You may schedule a conference with your child's teacher at any time during the year. To schedule an appointment, speak to your child's teacher. All conferences are highly confidential between you, the teacher, and the school. Please note on your school calendar that two conferences are scheduled during the academic year. A formal written report will be sent home before each conference. An informal list of your child's current three favorite things and a quick update on development will be sent home via email in either December or January. Families are welcome to call the administrator or teachers at school during regular hours. Please note that the teachers may not be able to return your call immediately, because of classroom responsibilities. Teachers will return calls as soon as possible.

Families are actively encouraged to observe in the Montessori program for the next age of the child, to help in the transition from one program to the next e.g. from Montessori Beginnings to the Preschool/Kg classes, or from Preschool/Kg to elementary.

Information From Home

If a significant change occurs in your home, please inform your child's teacher as soon as possible. The information will be strictly confidential. We accept your judgment about the kinds of changes that may affect your child's behavior, security and sense of well being. Common causes of distress include either or both parents being away from home for any reason for an extended time, a new house member, illness of either parent, any hospitalization, a new sibling, an accident in the family, a death in the family, a new caretaker, the death of a pet, and parental separation. Your child's teacher will keep you informed of any significant changes in the school environment which may affect your child as well.

Illnesses and Accidents

Colds, flu and other contagious diseases are a serious problem for school-age children in that they spread rapidly through all the children in the class. There are a limited number of things we can do at the school to prevent illness from spreading. Parents must bear the responsibility by not bringing children to school when they are ill. Any child who appears ill on arrival or who becomes ill during the class period will be sent home promptly. If neither parent can be reached, the alternative person designated on your Emergency Authorization form (see copy bound at the back of this handbook) will be called to pick up your child. Alternative persons should be well-known to your child and able to care for the child in such a situation, should be easily reached during class hours, and should have reliable transportation. Please be familiar with the attached Illness At Montessori policy.

If a child is absent from school for more than three days, please inform the school about the cause. When you have verification of a communicable disease, please call the school at once, so that other parents can be informed to look for symptoms.

In case of an accident or severe illness at school, the staff will follow the procedure specified on the Emergency Authorization form (see copy bound at the back of the handbook). It is essential that parents keep the information on this form current.

Because a child's health is an important determinant of school progress, the School and child care licensing requires an annual health history summary and physical examination form signed by either your child's doctor or a parent for each year that your child attends the Montessori School of Pullman.

Food Allergies

If your child has a food intolerance or a food allergy, the School will ask you to fill out a Food Allergy/Intolerance statement signed by the child's doctor that will be kept in the food preparation area of the classroom and in your child's file. In the case of severe food allergic reactions, the School will ask parents to fill out a Child Care Emergency Plan for Food Allergic Reactions that is signed by the child's doctor.

Please provide a few alternative snacks for your child with food allergies that can be easily stored, without refrigeration, and served on days when the classroom snack is not appropriate for your child. Your child's teacher will inform you when you need to replenish the store of appropriate snacks.

Field Trips and Leaving the School

Notices about field trips will be given to parents at least 24 hours in advance and will include the destination, method of transportation, planned activities and approximate duration. Notices about these events will be placed in each child's cubbie and/or sent home electronically. On the day of the event, announcements will be posted outside the classroom on the white boards or by the sign-in sheets and cubbies. The School will not transport children by automobiles. The children will walk to parks, library and nearby locations and may use local bus transportation for trips to the WSU campus or other locations. If the teacher and children decide to go on a spontaneous nature walk or other outing, this will be posted on the white boards at the start of the class session and will inform parents where they are going and the expected leaving and returning times.

Insurance

The school's liability and accident insurance is carried by Bell-Anderson Insurance in Bellevue, WA. The school policy addresses the problem of accidents occurring during school. The cost for your child is included in your licensing/insurance fee.

Pesticide Policy

Gladish Community and Cultural Center Pesticide Policy states that Shull Brothers Lawn Service, a licensed commercial pesticide applicator, is used for any pesticide applications. When necessary, Shull Brothers spray early Saturday morning to allow 48 hours before children are allowed on the lawn. Gladish Center maintains a record of all pesticide applications to all school facilities. The Montessori School does not use pesticides and

will call on Gladish Community Center and Shull Brothers if the need arises. The Gladish Pesticide Policy is on file in the administrator's office.

School Forms

The following forms must be completed and on file in the school's office within the first few days of school:

1. Fee Policy
2. Permission Forms for Pick-Up Authorization and Field Trips
3. Emergency Authorization
4. Behavior Management
5. Ill Children
6. Health History and Physical Examination
7. WA State Certificate of Immunization Status
8. Medications at School form, if needed
9. Children's Bathroom habits
10. Crisis/Disaster Response Plan
11. Whistle Blower Policy

These forms are stapled together with a signature form for your convenience. Copies of these forms are bound into this handbook. We recommend that you fill in these copies for your own records before returning the signed forms to the school. Please keep all forms current by updating your child's file when changes occur.

The State of Washington requires that a child must have proof of full immunization before the first day of school (i.e., Certificate of Immunization status filled in with exact dates, and immunizations complete for the child's age group). If your child turns four while enrolled in school, see that the appropriate vaccinations are received and that this information is recorded on the Montessori School's immunization form in your child's file. Please note that should you choose not to give all immunizations or opt for a slower schedule, your child can be in full compliance with immunization requirements with a Certificate of Exemption signed by you and your child's doctor.

To Bring the First Day

Each child will need to bring the following items to school on the first day:

--**A change of clothing** which will be kept at school. The extra clothes will be used if clothing gets soiled or wet during school. Each item of clothing should be clearly labeled with the child's name. Please remember to replace the clothing in the bag when ever it is used. It is helpful when the clothing is replaced to be weather-appropriate as the seasons change and replaced to fit the growing child. Please provide clothes that the child can easily and quickly manage when using the toilet.

--**We strongly request that children wear athletic gym shoes and socks at all times during the Montessori session for safety sake, and for development of large motor skills.** Sandals, flip flops and boots can restrict healthy foot movement and active, physical play.

-- **A pair of indoor shoes to wear in the classroom** Montessori children spend a lot of time working on rugs on the floor. For this reason, we try to keep our carpets as

clean as possible. Please provide a pair of indoor shoes (preferably with a white or non-marking sole) to be kept at school to change in to, and help your child put these on before entering the classroom. Indoor shoes should **not** be slippers. Indoor shoes need not be expensive shoes – a simple style of shoe that your child can manage independently will work best. Please put your child's name in both shoes. Please also help your child change out of these shoes at hometime. Thanks, in advance for your cooperation. This will help us get the maximum amount of outdoor time, while still maintaining a clean environment for the children.

--**A refillable water bottle, clearly labeled with your child's name** should be brought to school **each day** during warm weather. This is for the playground. Please take water bottles home each day for washing and refilling with clean water.

--**A waterproof backpack, school bag or plastic bag with drawstring**, labeled with your child's name should be brought to school **each day**. This bag will be used for transporting school messages, show and tell items, and work done at school by your child. Please check your child's bag daily for information from school.

What Not to Bring / Personal Belongings

Toys should remain at home. Please assure your child that toys are for home use and that at school a child has "special work" to do.

Children should be discouraged from bringing money, jewelry such as necklaces or rings, or other miscellaneous treasures to school. The hallways where toys and other treasures are kept during Montessori time are used by many children and are not secure. Broken-hearted children sometimes find their toys missing from the cubbies or the coat shelf in the hallway. Also, these items from home sometimes cause disagreements among the children and often get broken or lost. Candy and gum may not be brought to school unless special arrangements are made with the teacher.

Please check your child's pockets before and after school. Small "home" items should remain at home, and unfamiliar items discovered might be parts of the school's equipment. Occasionally, special items from home which relate to school work may be brought to school. "Sharing Time" is an important part of growing up. Check with your child's teacher about the kinds of things which are appropriate for sharing. Your child's teacher will notify you when "sharing" days have been specified. Preschool and kindergarten students' sharing day is on their snack day.

What to Wear

In addition to being neat, comfortable and appropriate for the weather, school clothing should be easy for your child to manage alone and should be completely washable. Paints and polish often stain clothing and children play in the sand, pea gravel and bark in the outdoor area. Wash the paint-stained clothing in cold water. On field trip days, and outdoor play/park days, please dress your child in clothing appropriate for the activity.

We strongly request that your child wear athletic shoes at all times. Physical activity and gross motor development are important learning skills for children, and when they wear athletic shoes, they can run, jump, and play to the best of their ability. Label all outdoor or 'extra' clothing (such as sweaters, jackets, hats, mittens, and snowboots) with

your child's name. The children do play and take walks in the snow, so bring boots and snowpants to school on cold-weather days. **On days your child wears snow boots, please bring gym shoes and help your child put these on before entering the classroom.**

Lost and Found

Lost clothing is a big and bulky problem each year. Please make sure all your child's clothing is clearly marked with his or her name. The Lost and Found Box is situated outside the office door.

Snack

Each day a snack is provided by you, the parents. Each family will be responsible for bringing a snack for their child's class, usually about once a month. Child care licensing requires the school to post a snack menu for each month, with foods from the four basic food groups. Your family will be assigned a snack to bring. You may make substitutions for the suggested snack. A monthly calendar of snack assignments will be handed out at the end of the previous month. Snack day for your child is a special day with special privileges. Child Care licensing requires that fruits and vegetables must be cut up at the school or be purchased at a commercial facility. Baked goods must be prepackaged or purchased at a commercial facility or baked at the school. The classrooms are meat and nut-free environments. Please do not send any snack to the school that contains peanuts, peanutbutter, or any other kind of nuts. Thank you.

Several exercises in the practical life area involve food preparation (e.g., cutting and serving bananas, squeezing oranges for juice, paring carrots, cutting bread). Teachers will indicate on the snack calendars or in the newsletter when a donation of these food items would be especially helpful.

So, how much is enough for snack? Quantities listed are for preschool/kg classes. For Montessori Beginnings bring half of the suggested quantities.

- Fruit: choose from ten bananas, ten oranges, ten apples, twenty satsumas or tangerines, two pound punnets of strawberries, one melon . . .
- yoghurt – two large containers of fruit, vanilla or plain yoghurt
- cereal – one family sized box and a half gallon of milk (Please choose low sugar cereal such as chex, cheerios, kix)
- popcorn – two bags of microwave popcorn (Choose plain, please)
- hummus or other dips – 1 ten oz container of hummus or 1 pint of ranch dressing
- cheese sticks – half a cheese stick per child, so ten cheese sticks per class
- cream cheese – 8 ounce container per class
- bagels/bread – one mini croissant, or half a regular croissant per child, one twenty slice plus loaf, ten bagels (regular size) or twenty mini-bagels, one tortilla per child
- rice – 8 ounces of rice, 8 ounces of frozen vegetables
- vegetable sticks – for one class, choose from five peppers, ten carrots, four cucumbers, four zucchini, one heart of celery, one large bag of snap peas – or choose a combo
- crackers – one pound of any crackers, including graham crackers, is more than enough for one class

- raisins – one small box per child is enough, or 12 – 16 oz container of dried fruit
- frozen or canned fruit – 12 – 16 oz.
- Nutri grain bar – half a bar per child, or one pound pack of equivalent
- juice – one frozen container or quart of 100% fruit juice

Birthdays

We enjoy celebrating your child's birthday with a very simple party and ceremony. During our birthday ceremony, a parent is invited to tell the life story of the child, focusing on a few key events for each year of the child's life. Your child's teacher will give you a written guide to prepare to tell your child's life story. (E.g. "Devin was born in Pullman on December 16, 2010. His first visitors were his grandparents and his big brother, Ben. When he was a baby he slept a lot during the day, but loved to play during the evening, and we would rock him back to sleep. This is his special blanket he loved to cuddle with." At this point, the child circles around the sun (our birthday mat and birthday candle) to signify the passing of a year, and the other children sing a special song. We all say, "Now he is one." The parent continues telling the life story. "When Devin was one, he learned how to walk and talk. He loved to eat bananas and cheerios. He went to the beach for the first time," etc.) A parent may also bring a few photos to share with the class, and/or a special item from when the child was a baby, such as a first blanket or teddy bear or baby shoes. Large wall size photos work well for sharing. Alternatively, you can leave a small book of photos for the children to look at over the following few days. The children really do love looking at photos. Suggestions for birthday treats – mini-muffins, 100% fruit juice popsicles, individual ice-cream, apple-sauce, or yogurt cups, unfrosted cookies. Please remember that we can only serve store-bought snacks due to licensing regulations. Speak to your child's teacher a week or so before your child's birthday.

Child Care and Carpooling

A class list of students and parents' names and addresses will be prepared at the beginning of school. From this list you can tell who lives near you and who might be a carpool or child care partner. Please use this list to call other Montessori families and form a carpool. If you have a special child care or transportation problem, you can place a notice on our school bulletin board or in the monthly newsletter. We consider our school a community---let us help. If you do not want your address, phone number, or email address listed, please let the administrator know. During visitation days in August, please call in the office to check your information is accurate for the school directory.

School Notices

Look for snack calendars (at the end of the month for the next month's assignments) and monthly newsletters. The school and staff will put all messages and information in your child's cubbie, which your child will then put in his or her backpack when it is time to go home. Parents may also put notices in the newsletters and on the bulletin boards with permission. We realize school information can get lost with so many children not going directly home from Montessori and with carpooling. Please encourage your child to keep all messages from school in the backpack until he/she gets home. Many notices will also be sent home via email, especially if you have opted to go paper free as much as possible.

Reporting of Suspected Abuse

The Montessori School of Pullman as a licensed child care facility is required to report to Child Protective Services any time a teacher or staff member suspects child abuse, neglect, or exploitation.

Feedback From Parents

The teaching staff, administrator and board members of the Montessori School of Pullman encourage both positive feedback and constructive comments from parents throughout your child's participation in the School. Teachers will make every effort possible to communicate continually with parents about the progress and accomplishments of their children in the classroom.

Conflict Resolution Procedure

When problems arise, resolution should follow these steps:

Step 1: If you are concerned about anything that is going on, or has happened in the classrooms, please speak to the teachers as soon as possible to answer any questions regarding your child or the classroom. The teachers are your first resource to answer your questions and resolve any difficulties. Teachers will keep a diary of these interactions so they can review any recurring issues with the administrator, and take corrective action as soon as they see a pattern. If the teacher is unable to resolve the question, please address your question to the administrator of the Montessori School.

Step 2: If you have a concern that is not easily reconciled between yourself, the teacher and the administrator, please write out a brief statement about the problem on a Situation Resolution Form. A difficult situation may require an ongoing dialog, in which case a clear statement of the issue and resolution may be required. The school administrator will determine if the situation requires outside assistance to resolve the issue. If this is the case, then it is critical that the parent, teacher and administrator all be involved during the consultation.

Step 3: If you are not completely satisfied with the outcome after speaking to the administrator, please make every effort to bring the issue within two working days to the president of the board, or any other board member. We desire to do the very best for your child. When we handle areas of concern quickly, we achieve our goals for your child without disruption.

Pet Policy

At this time we don't have animals in the classrooms, other than a few fish. If this changes, you will be notified in writing that animals are on the premises and informed of any potential health risks for children with allergies. Children will be required to wash their hands immediately after touching an animal.

When we have pets in the classroom, we will follow the Washington State Child Care licensing requirements and the Montessori School's Pet Policy.

When Animals (excluding aquatic animals) are housed or are visiting in a Montessori classroom, these are the steps we will follow.

1. Parents will be notified in writing that an animal is in the classroom. Any potential health or allergy risks will be addressed, and parents will sign the statement.

2. Hand washing signs will be posted where the pet is housed. Children will be required to wash their hands with warm, soapy water if they handle a pet or feed or water it.
3. Pet containers will not be located over or near where children eat, sleep and play, or in corridors or entryways.
4. Containers or cages will prevent debris from spilling out. Cages will be cleaned and disinfected at least once a week, more often if needed, by the teacher or the adult the teacher designates. Children will not participate in cleaning cages.
5. Animals will be kept out of food preparation areas and the cages will be cleaned in a sink not used for food preparation and not used for cleaning of kitchen utensils.
6. Dogs or cats visiting the School must have proof of current rabies vaccinations and meet the Whitman County and City of Pullman requirements for animal licensing.
7. When pets visit the classroom, the teacher will organize children into small groups for supervised handling of the pets and will follow up with hand washing. Children with allergies will be kept at a distance or taken to a different room, depending on the severity of the allergy and the recommendations of the parents. Animals with a history of biting or other aggressive behaviors will not be allowed on the School premises.
8. Pets in the classroom will be fed, watered and cages cleaned on a schedule prepared by the teacher. The teacher will teach the children about safety and hygiene when handling pets.
9. Pets (excluding aquatic animals) showing signs of illness must be removed from the School until they have been seen, treated and given approval to return to the School by a veterinarian. Written proof of veterinary visits must be kept on file.
10. Reptiles and amphibians must be in an aquarium or other totally self-contained area except during educational activities involving the reptile. Children five years of age and or less must not physically handle reptiles and amphibians.

Communication via email

The Montessori School of Pullman, teachers and the administrator, will frequently communicate with parents via email. This will allow us to cut down on paper and copying expenses. Please let the office know a.s.a.p. if you are not receiving communications via email so we can address the problem.

Please do not reply to group email communications via 'reply to all'. Replies should be sent to montessori@pullman.com. Please notify the office of email address changes as soon as possible. For sensitive or confidential matters, please use the Director's personal work email montessori_dir@pullman.com

If you would like to use the group email to communicate with parents of your child's classmates, please ask permission from your child's teacher or the Director a week in advance. An example of a legitimate use of the group email communication would be to invite all of a child's class to a birthday party.

Nap Time at Montessori

For all day and full day students, we provide space and a staff person to supervise naptime. The mats for children's naps will be cleaned weekly. Each child who regularly naps will be provided with a container for a small blanket and pillow. These personal items should be taken home on Friday for laundering, and should be returned to school on Monday. Children who nap will be allowed to return to their classroom when they wake

up and are ready to return to their afternoon activities. This might mean that some children take a short nap or rest, while others nap much longer. There may also be children who only nap occasionally, or once or twice a week, as they transition out of the need for a daily nap. A child returning to school after an illness or extended travel might also need an occasional nap. Let your child's teacher know if you would like your child to nap on a specific day, or to let the teacher use his or her discretion as to when your child needs a nap. (We are experienced in determining when a child needs extra rest!) There is space on the student information form for you to give us information about your child's naptime needs and routines.

LUNCH BUNCH At Montessori

The School provides, for a fee, a supervised lunch time for children attending all-day Montessori and others who need it. Lunches are provided by parents, and the School provides the lunch room, milk, orange juice, table settings, supervising staff and clean up. We are unable to microwave individual lunches. If your child needs a hot lunch, please heat your child's lunch at home and keep hot in a thermos. No peanut butter or nuts, please, because of allergies. Parents are welcome to join us for lunch with their children. Our goal is to have your child's lunch experience be an enjoyable part of the Montessori day. We strive to create a pleasant, calm, attractive atmosphere that provides a smooth transition from one place to another. It is our hope that good manners, grace and courtesy will carry over from the classroom to lunch time. We emphasize excellent nutrition at Montessori at lunch time and in the classroom.

Please provide your child with a backpack big enough to accommodate your child's lunch box, and label both with your child's name in big, permanent, easy-to-read letters. Pack a very simple, small lunch for your child of 1/2 sandwich and a slice of fruit, or something comparable. We are unable to microwave individual lunches, so please use a thermos for hot food. We will prepare 100% fruit juice and milk and filtered water daily. Because the children enjoy healthy snacks and food preparation projects in the Montessori classroom, they don't need a big lunch. **PLEASE DO NOT SEND drinks, dessert, candy, chips, fruit snacks, jello, or other non-nutritious foods.** If non-nutritious food is in a lunch box, we will explain that it is not something we eat at Lunch Bunch and we will put it in the lunch box to take home.

Send as much of your child's lunch as possible in reusable containers that your child can open and close without help. When you arrive at School, have your child take the lunch box out of the backpack and place it on the shelf in the lunchroom (Aspen and Oak Rooms) or in the baskets outside of the Willow classroom. Maple room students keep their lunch boxes in their cubby area until needed.

At lunch time the children will find their lunch boxes at a place prepared for them with a name card. Silverware, napkins and glasses will be conveniently placed for children's use. 100% fruit juice, milk and water will be available and the children will serve themselves. Preschool and above aged children will put their own dishes in the dishwasher and help with clean up. Montessori Beginnings students will help with clean up as much as possible, and will sort and place their own dishes in baskets, ready for loading into the dishwasher.

On the first school day of each month, please send one can of frozen 100% fruit juice to school with your child. Please label the can with your child's name. In addition to juice, the School will provide milk and ice water. Please notify the lunch staff if your child has allergies or diet restrictions.

Parents are encouraged to visit Lunch Bunch and eat lunch with the children on occasion. We need parents who can supervise Lunch Bunch as substitutes when staff members are unavailable. Please let us know the days you could help.

Fire Drill Policy

At least once a month the Montessori School of Pullman has a fire drill in conjunction with the Gladish Community Center. Our children are extremely well drilled on how to respond when they hear the alarm:

1. Children immediately line up, not waiting to put on shoes or coat.
2. Adults turn off lights, close windows, account for each child, and close the doors to the classroom as they leave.
3. Children know that they **do not** change their shoes or put on their coats. We must have the children out of the building in less than one minute. (State requirement)
4. Children wait quietly in a line at the designated outside location. We do not re-enter the building for any reason until the all-clear sign is given from the Gladish director or the fire staff.
5. Children re-enter the classroom, sit down in circle, and each child is accounted for.
6. These procedures are followed every time the fire alarm goes off for any reason.
7. These procedures are required by the Department of Social and Health Services as part of the school's licensing requirements and by the State Fire Department. We document each fire drill for State Records.

Note to Parents: If the Gladish Community Center fire alarm goes off for any reason when parents are bringing or picking up their children, the same policies must be followed, and the adults in the building must evacuate. If the alarm is sounding as parents approach, please do not go inside. No-one, including adults, may go back in to the Community Center until the all-clear signal is given. Children will not be released to parents until the children are back in the classroom after the all-clear signal, unless the teachers decide otherwise. If we cannot re-enter the building due to fire, the teachers will walk with the children to Sunnyside School and follow the Montessori Emergency Plan as stated in the Handbook.

We are extremely proud of how well our children respond when the alarm sounds and how practiced our teachers are at dealing with the unexpected. The children's safety is our top priority.

We encourage you to develop and practice your own fire drill policy for home!

Beverley Wolff,
Director

Montessori Crisis/Disaster Response Plan

The Montessori School has developed a comprehensive Crisis/Disaster Response plan that is available in the office and each classroom. Our teaching staff is prepared to handle events such as a missing child, kidnapping, earthquake or flood, building evacuation, intruder lockdown and other crises. These procedures will be practiced with the children each quarter and records of the drills will be maintained in the office and classrooms. Parents are encouraged to read our Disaster Plan in the office in the Parent Resource binder. Please read the following synopsis of our Crisis/Disaster Response Plan and sign that you have done so. Thank you.

In the event that a Gladish Community Center or citywide disaster should occur, please call:

Pullman Police Department 334-0802

The Pullman police will instruct you on how and where to pick up your child if you can not reach the Montessori School of Pullman by telephone.

Designated Safe Facilities:

Gladish Community Center, all public school buildings and WSU buildings are designated safe facilities for the City of Pullman. These buildings are equipped with gymnasiums, cooking facilities, water, restrooms, and large parking lots.

In the event that Gladish Community Center needed to be vacated, the Montessori School of Pullman would:

- Contact the Pullman Police and the City of Pullman about our evacuation and**
--Relocate to:
- 1. Sunnyside Elementary School**
 - 2. Neill Public Library**

--Call Families to let them know where and how to pick up children.

Parents who can't reach the Montessori School by telephone would call the Pullman Police number above for information about the safety of their children and the procedure for picking them up.

A helpful number to have on hand:

Gladish Community Center Office Phone: 332-8081

The Montessori Staff will make every effort to handle a crisis in an efficient, calm, professional manner and will keep your children safe and comfortable.

Parent Signature: _____ Date: _____

MONTESSORI SCHOOL OF PULLMAN

Whistleblower and Non-Retaliation Policy

I. General

The Montessori School of Pullman policies and procedures requires directors, officers, employees, parents and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As directors and employees of the Montessori School of Pullman, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all directors, officers, employees, parents and volunteers to comply with and to report violations or suspected violations of the Montessori School of Pullman policies, practices or laws in accordance with this policy.

III. No Retaliation

No director, officer, employee, parent or volunteer who in good faith reports a violation of Montessori School of Pullman policies, practices or law shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

IV. Reporting Violations

Directors, officers, employees, parents and volunteers should share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, employees, parents and volunteers should report such matters to the Montessori School of Pullman Director. If an employee, parent or volunteer is not comfortable speaking with the Director or is not satisfied with the response, that employee, parent or volunteer is encouraged to report to the Montessori School of Pullman Board President and/or member representatives to the board.

V. Acting in Good Faith

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Montessori School of Pullman policy, practice, or law. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

VI. Confidentiality

Upon the request of the complainant, Montessori School of Pullman will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Director or Board President has received the complaint or report. The full board shall be informed of all such complaints or reports.

MONTESSORI SCHOOL OF PULLMAN FEE POLICY 2017-2018

I have read, understood, and agree to the following statements regarding the Montessori School fee policy:

- A \$50 non-refundable application fee is required to place your child on the waiting list. When notified that a spot is available, a non-refundable deposit of \$80 for half-day Montessori or \$130 for all-day Montessori is required to secure the place. This deposit will be applied to your first tuition payment. A licensing fee of \$15 for half-day and \$30 for all-day Montessori will be paid with the first tuition payment.
- **All payments, including those for tuition, fees, lunch bunch, and before- and after-school care, are made one month in advance on the first of the month.**
- Once your child is enrolled, you are responsible for tuition for the full school year, September through June, except as set forth elsewhere in this Fee Policy. Your child may withdraw from class, lunch, before- or after- care with one month advance written notice.
- No credit is given for holidays, vacations, illness, or other absences.
- No credit is given for closures due to weather and other circumstances beyond the School's control.
- Withdrawal of a child requires 30-days advance written and verbal notice. There is no cancellation of tuition for children whose withdrawal is effective on or after April 1.
- The Board may consider exceptions to this Fee Policy, as it deems appropriate.

CHARGES FOR THE SCHOOL YEAR

THREE-HOUR CLASS

- \$80 deposit (already received and on file)
- Aug. 1: First tuition payment \$392 + \$15 license fee minus \$80 deposit= \$327
- Sept.1-May 1: Regular monthly tuition \$392 (No payment is due in June)

ALL-DAY MONTESSORI

(includes 1 hour lunch bunch; does not include before- or after-school care)

- \$130 deposit (already received and on file)
- Aug.1:First tuition payment \$821 + license fee \$30 minus \$130 deposit= \$721
- (Montessori Beginnings is \$832 per month, so \$732 in August)
- Sept.1-May 1: Regular monthly tuition due \$821 (\$832 for Montessori Beginnings) (No payment is due in June)

FULL-DAY MONTESSORI

(7:30 – 5:30; includes all extra care days, such as conference days, Thanksgiving extra care. Does not include summer school)

- \$130 deposit (already received and on file)
- Aug.1: First tuition payment \$1000 + licence fee \$30 minus \$130 deposit = \$900
- Sept. 1 – May 1: Regular monthly tuition due \$1000 (No payment in June)

ALL-DAY KINDERGARTEN

- \$130 deposit (already received and on file)
- Aug.1: First tuition payment \$600 + licence fee \$30 minus \$130 deposit = \$500
- Sept. 1 – May 1: Regular monthly tuition due \$600 (No payment in June)
- Full day kg (7:30 – 5:30) is \$750

ALL-DAY ELEMENTARY

- \$130 deposit (already received and on file)
- Aug.1: First tuition payment \$550 + licence fee \$30 minus \$130 deposit = \$450
- Sept. 1 – May 1: Regular monthly tuition due \$550 (No payment in June)

- Full day elementary (7:30 – 5:30) is \$650

Please note: MONTESSORI BEGINNINGS Tuition for 2 and 3 day options is pro-rated

| | | |
|----------------------------------|---------------------|-----------------|
| LUNCH BUNCH: | 11:30-12:30 (1 hr.) | \$106 per month |
| BEFORE-SCHOOL CHILD CARE: | 7:30 to 8:30 a.m. | \$106 per month |
| AFTER-SCHOOL CHILD CARE: | 3:30 to 5:30 p.m. | \$248 per month |
| 5 HOUR OPTION | | \$583 per month |

(Choose from: 7:30 – 12:30, 11:30 – 4:30, 12:30 – 5:30)

- **Payment Options:** (1) all up front by August 1st; (2) one-half by August 1st and one-half by January 1st; or (3) ten installments due the first of each month, from August to May.
- Please deliver your tuition payments to the office, or mail them to the school.
- The Fee Policy may apply differently to children enrolling after August 1.

POLICY ON LATE PAYMENTS

- All payments, including those for tuition, fees, lunch bunch, and before- and after-school care, are made one month in advance on the first of the month.
- Payments are considered late if not received on or before the 10th of each month.
- A \$10 late fee will be assessed if a payment is received after the 10th but before the 20th of the month.
- A \$30 late fee will be assessed if a payment is received on or after the 20th of the month.
- If a payment is not received on or before the last day of the month, your child will be dis-enrolled, and the School will pursue all legally available remedies to collect unpaid amounts.
- N.S.F. (non-sufficient fund) checks are considered non-payment and will be assessed a \$20 fee in addition to any applicable late fees.
- Payments for less than the full amount due are considered non-payment and will be assessed a \$20 fee in addition to any applicable late fees.
- Financial Emergencies: We understand that financial emergencies happen, and we are willing to work with you to set up a payment schedule. In the event that you experience a financial emergency, please contact Beverley Wolff, Administrator, at 334-4114 prior to the payment due date.

EARLY DROP-OFF/LATE PICK-UP POLICY

A late pick-up fee of \$1 per minute will be levied for families that are often late picking up their child. The term “late” applies five minutes after the end of classes and child care. Picking up your child after 11:35 AM for the morning session, or 3:35 PM for the afternoon session, or 5:35 PM for after-school child care constitutes a late pick up.

If a child is dropped off early or picked up late, the child care provider will discuss the situation with the parent or guardian and will record an early or late fee on the sign-in sheet and give it to the administrator who will then bill the family.

Parent Signature: _____ Date: _____



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PERMISSION FORM

Child's Name: _____ Home Phone: _____

PUBLICITY PHOTOS

I give permission for photos of my child to be used for the school web and facebook pages and educational and for publicity purposes as seen proper by the teaching and administrative staff of the Montessori School of Pullman.

Yes No

CHILDREN'S ART

I give permission for my child's art to be presented on the school's web and facebook pages as seen proper by the school. The art can be presented with first name only. Yes No

FIELD TRIPS

I give permission for my child to go on Montessori School field trips. I expect to be informed via the newsletter, classroom bulletin board, or take-home notes prior to the trip as to the destination, planned activities and approximate duration of the field trip. I expect the staff to take precautions for my child's safety. I give permission for my child to use local bus transportation for field trips, and to walk to the parks, library, and near-by locations. The School will not transport children in automobiles. In the event of an accident I release the Board of the Montessori School of Pullman from any and all liability.

Yes No

SUNSCREEN: We recommend that parents provide hats and apply sunscreen each day to their children before arriving at School. We will make every effort to have sunscreen available to parents at the door. Should the need arise, I give permission for staff to apply sunscreen to my child.

Yes No

PEOPLE AUTHORIZED TO PICK UP YOUR CHLD

Please provide names and phone numbers of people permitted to pick up your child: (must be over 18 years old)

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Parent Signature: _____ Date: _____



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Emergency Authorization Sheet

Child's Name: _____ Date of Birth: _____

Address: _____ Phone: _____

Parent: _____ **Parent :** _____

Name: _____ Name: _____

Business Address: _____ Business Address: _____

Business Phone(s): _____ Business Phone(s): _____

Cell Phone: _____ Cell Phone: _____

E-mail Address: _____ E-mail Address: _____

Alternative people to contact if parents cannot be reached:

Name: _____ Phone: _____

Name: _____ Phone: _____

Physician: _____ Phone: _____

Address: _____ Hospital Phone: _____

Dentist: _____ Phone: _____

Please list medical information about your child that would be important to know in an emergency
(e.g., chronic illness, asthma, allergies to medication, hypersensitivity to insect stings, etc.)

(read and sign other side)

In case of an accident or severe illness at school, you will be called immediately after first aid is administered. If neither parent can be reached, and a physician's care is required, your child's doctor or his/her designated alternate will be called and a message will be left for you at one of the above telephone numbers. For this reason, we require you to sign this emergency authorization form before your child enters school.

In case of sudden onset of non-emergency illness, or other situation that requires your child to be taken home from school, you will be called. If neither parent can be reached, your alternative person(s) will be called to pick up your child.

I authorize the staff of the Montessori School of Pullman to arrange for medical care and emergency surgery for the above child in the event of an accident or sudden illness, when I cannot be reached. This permission includes authorization to call an ambulance, if necessary. Every attempt will be made to send a familiar adult in the ambulance with the child if a parent or the alternative person listed above is unavailable.

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____



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Montessori School Behavior Management

It is important to establish a consistent behavior management program in order to help our children learn techniques for solving their disagreements and problems. Our goal is to teach skills through effective communication, modeling ‘I’ messages and reflective listening. This will allow the children to become less dependent on adults when encountering problems or conflicts. There will be **no physical discipline** (spanking, slapping, etc.) administered to any child at any time under any circumstance. The school adheres to the Washington State regulation forbidding corporal punishment. “Good discipline combines caring and fairness with control - Children imitate adult examples and tend to be cooperative with adults who combine caring with fair and steady rules.”¹

Step 1: When we begin our school year, performance guidelines will be stated to the children in a positive manner, and used consistently through the year, to communicate a respect for others and to encourage cooperation.

“We use a soft voice in our classroom.”

“We return materials to their place on the shelf so they are ready to be used again.”

“We all care for our room and the materials in it.”

“We walk carefully around mats. Only our work is placed on the mats.”

“We respect each other by not disturbing others when they are working.” This may occur when a child chooses to work alone or with others and when children wait patiently, not interrupting, when a teacher is giving a presentation or another child is talking.

“We do not touch the work of others without asking first.”

“We walk in the hallways or the classroom.”

When a child chooses to disregard our guidance and/or our school rules, behavior management measures will be taken in the form of repeating the rules and restating the boundaries to individual children when necessary. Choices are given to the children whenever possible. We actively listen if a child is upset.² To assist the child in communicating their feelings, we try to interpret these feelings and help the child develop vocabulary for effective communication.

Step 2: If Step 1 has failed, we will have the child remain by a teacher’s side until the child is ready to make appropriate choices. We will have the child watch others for a good example. The teacher will continue to reflectively listen to the child’s concerns.

Step 3: If the problem continues, we will contact parents and express our concerns. A conference may be scheduled to exchange ideas for helping the child become aware of appropriate choices.

Step 4: If the behavior persists and the child continues to disrupt the classroom, destroys classroom property and/or hurts another child, we will contact parents immediately and request a day away from School so the child becomes empowered to make appropriate behavioral choices. If the disruptive behavior continues, a second day may be requested. Parents may be asked to be on call to come pick up the child whenever the disruptive behavior occurs.

If there is a serious question of whether the child can function happily in this school, the school may set a limited 'probationary' period of one to four weeks to try to work out problems. At the end of the probationary period, the parents and teacher will hold another conference to make a decision as to what further action should be taken to best meet the needs of the child. At that time, it may be necessary to discontinue attendance at the school.

In extreme cases, for example instances where the safety, health and security of the school community is threatened, the school may disenroll the child immediately. The parents/guardians of the child will be informed of the immediate disenrollment and the reason why in writing.

The administrator will offer suggestions and alternative options to facilitate the disenrolled child's transition into another program, and/or for evaluation to see what services might be of help to the family.

I understand and accept the conditions of the above discipline policy.

Parent or Guardian Signature _____ Date _____

¹Stone, Jeannette G., A Guide to Discipline, National Association for the Education of Young Children, 1985

²Gordon, Dr. Thomas, Parent Effectiveness Training – P.E.T., Wyden, 1970



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Sick Children At Montessori

Please read the following letter, sign your name at the bottom, and bring it to school for your child's file. Thanks.

When a child is at school and becomes sick, it affects not only the child but also parents, co-workers, siblings, other students, and the teachers.

Entirely preventing the spread of many common illnesses is nearly impossible. However, we are obligated to our teachers and other students to not expose them to illnesses. Please be aware of the guidelines for keeping a child home during and while recovering from an illness. These are accepted standards set forth by and followed by health departments across the state and country.

If you notice a change in your child's behavior, such as feeling tired or out-of-sorts, consider this a sign of the onset of illness, which is the most contagious time. Keep your child home for some extra rest if he or she is overly tired or irritable.

Children with communicable diseases (including serious colds, sore throats, persistent cough, rash, conjunctivitis and the like) or who have vomited or had diarrhea or had a fever over 100 degrees in the 24 hour preceding the school day **must be kept at home**. If your child has had a throat culture, please keep him or her at home until the results have been reported to you—even if your doctor says it is all right to send the child to school. A child who is prescribed an antibiotic must be on the medication for 24 hours before returning to school. Please inform the Montessori School of any illness or contagious disease immediately.

A good rule of thumb is to keep the child home at least one more day after the illness symptoms subside so your child can regain strength and vigor. Children have relapses when they return to school too soon, and pick up other infections on top of what they already have.

We understand the difficulties of making arrangements for an ill child. However, it is our hope that by keeping children at home when appropriate, we will all benefit by having our children exposed to fewer illnesses.

Signature _____ **Date** _____



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HEALTH HISTORY AND EXAMINATION

Child's Name: _____ Date of Birth: _____

Parent's Name: _____

Address: _____ Phone: _____

E-Mail: _____

Physician: _____ Phone: _____

Address: _____

This form may be signed by you, with the date of the child's last medical exam, and returned to school.

The health of a child is a very important factor in learning. Because of this fact, we request a simple, well-child physical examination each year. A physical exam within the last six months need not be repeated. When you go for your child's next physical, please take a copy of this form and ask your child's doctor to sign the form.

Please list **diseases, illnesses, physical conditions, allergies or surgical procedures** the child currently has or has had that school personnel should be aware of. Indicate what precautions or restrictions are required.

Please list medications regularly used.

Date of last medical exam _____

This information is as up to date and true to the best of my knowledge

Parents' signature _____

This child has been examined and is ready for preschool and kindergarten experiences at the Montessori School.

Physician's Signature _____

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MEETING INDIVIDUAL NEEDS

Montessori education provides individually paced programs and multi-aged classrooms that support a wide range of ability and learning styles. At the Montessori School of Pullman we value this diversity. Our teachers aim to identify and build on each child's strengths, and use these strengths to overcome any personal challenges.

If teachers suspect developmental or learning challenges, they will begin a period of observation and documentation, followed by a meeting with parents to discuss challenges and recommendations. Recommendations may include: accommodations in the classroom, support at home, and/or changes in the student's schedule. Outside testing and evaluation may be requested to determine additional accommodations and support that may be valuable. The school's goals are early diagnosis and intervention, and effective and consistent support for child, family and teacher.

Some students may require significant one-to-one or small group support for their success. In cases such as this, the school reserves the right to require that students receive the assistance they need and to charge fees for added expenses incurred by the school in the form of personal aides.

Parents' signature _____