

Parent Handbook

Vision Statement

Our vision is to consistently challenge, nurture, inspire and support each child's individual growth and development within an effective, safe, enriched, beautiful and welcoming learning community that embodies the Montessori principles of respect for self, respect for others and respect for the environment.

Mission Statement

A+ Montessori educates children using the authentic Montessori approach, a multi-sensory curriculum that allows for individualized teaching and for students to learn and be challenged at their own pace as they develop academically. As a community that fosters self-confidence, leadership, and respect for self and others, A+ Montessori encourages students to grow as self-motivated, intellectually engaged learners who will serve their larger communities as both accomplished students and ambassadors of peace.

Anti-discrimination Policy

Multicultural education is an integral part of Montessori philosophy. Our curriculum respects the individuality of each child, creates a community of cooperation and nurtures a sense of wonder and curiosity about our differences. We honor and actively explore the varied backgrounds and cultures in the world. Students are encouraged to appreciate different perspectives, identify and reject stereotypes and prejudices, and work for equality and justice within the school and the world.

A+ Montessori enjoys a diverse community of students, families and staff, and supports differences of gender, race, religion, family structure, socio-economic level, age, sexual orientation, and learning style. We strive to maintain a collaborative environment rooted from the sharing of experiences, ideas and unique qualities that each of our members brings to the school. Our goal is that through these efforts, each member of our community will feel valued and understood. For families with special needs children, we will work closely with you to develop a plan to support the learning and social needs of your child at our facility and provide additional resources to help decide what's best for the child.

While we uphold the rights of the students to freely express their religious beliefs and right to speech, the role of the education is not to solicit student responses that force students to reveal, analyze, or critique their or others religious beliefs. If

parents have a specific religious request / need they should submit a written letter to the school and make us aware. We respect all peoples and their religions. We celebrate Christmas, Easter, Hanukkah, Diwali. Other celebrations may be observed.

A+ Montessori Principles

- Teacher's role as guide
- Positive reinforcement
- Child lead by interest
- Encourage left and right brain integration
- Order, beauty and cleanliness
- Consideration for others
- Independence
- Freedom of choice
- Child's right to dignity

Discipline

Our discipline policy is based on respect. We have three ground rules that we strictly enforce. Your child will be asked to:

- Treat others respectfully;
- Treat school property with care;
- Engage in behavior that promotes safety to self and others.

If a child chooses to ignore these rules, a teacher will remind him/her of the appropriate action. This is handled in a quiet and respectful manner. No corporal punishment. Children are offered acceptable choices and alternatives so they learn appropriate behavior. If necessary, the child may be asked to sit and observe classmates to gather composure. The child will be seated in a chair and invited to rejoin the other children when self-control is re-established. Some incidents of unacceptable behavior, such as biting, scratching, pushing, hitting or extreme verbal misconduct even after warning require a child to be taken home for the day. If behavioral concerns continue, we ask parents to work with the classroom teacher to address these concerns. The administration will work with parents and teachers if needed. A child may be dismissed from school because of severe behavioral difficulties and tuition will not be refunded.

General Information for your Student

Items to bring on the First Day

- An extra pair of clothing (full-set) along with 5 extra masks securely packed in a Ziplock. Please print your child's name clearly on the Ziplock bag.
- Anti-slippery socks
- Water bottle. Please ensure it is leak proof and the child can open/close it easily.
- Weather appropriate jacket
- An extra set of pull-ups if the child still uses one
- Snacks in an easy to open lunch box or container.
- Favorite toy (safe for kids) or book to help the child with transition (only for the first week)
- One box of Kleenex or any soft facial tissue and a small bottle of sanitizer with the child's name on it.
- Shoes which are easy to fit and can be put on/taken off by the child.
- All items must be clearly labeled with your student's name.
- Please avoid sending your child with expensive items or jewelry to school. The school is not liable for any damage or loss of private property.

First Days

The first day is a great change in your child's life. His/her adjustment to the new environment depends, in large part, upon your attitude and good communication with the teacher. Our goal is to make it a calm orderly process for everyone. That is challenging with many new parents and students all converging on a new place. Please make sure you get answers to all of your questions before the first day, so there are no delays in getting children into their classrooms and settled with their new teachers and classmates.

Children quickly learn that going to school is a normal and natural part of their growth and an extension of home life. If you are calm and positive in your approach, your child will sense this.

Just a few days before school begins, teach your child the name of the teacher. All staff is addressed by last name, i.e. "Mrs, Ms, Mr.____"

Upon arrival on the first day, park the car in a designated area and walk the child to the front door. Say a friendly good-bye, only one time, and leave. A parent's brief good-bye allows the child to attend to the teacher, classmates and classroom activities. Any tears that may occur are then quickly dried.

Children do not bring toys to school. This includes stuffed animals. Most young children live in the moment and are uncomfortable answering a lot of questions about their day. Rather than asking direct questions of your child the minute s/he is in the car, you may learn more about his/her experiences by observing play and being open to discussions at various times. Often young children will want to talk about school at bedtime, while riding in the car, or even days later!

Clothing

Students bring many identical items each day. To avoid last minute delays and tears at dismissal clearly label all removable clothing, belongings and lunch boxes. Your child will need an extra set of clothing. Pack a set to keep in the classroom in a zip-lock bag and label it clearly with your child's name.

All belongings left at school in our lost and found box will be set out at conference days and unclaimed clothing will be donated to charity. You may look through the lost and found at any time.

Toileting

All students at A+ Montessori School must be completely toileting on their own because teachers will be busy with classroom responsibilities, children must be independent in the bathroom. This includes unfastening and fastening garments, wiping themselves, flushing and washing hands. Parents or guardians will be contacted to assist with diaper changing. At this time we are only enrolling kids 2 ½ years and up to 6 years old.

Hand Washing

Children are required to wash hands when

- They arrive at school and at the time of drop off
- Before and after eating
- After outdoor activities
- After using restroom

It is not mandatory for parents.

Immunizations

https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs//348-013_CertificateImmunizationStatusForm20-21.pdf?uid=62732d060cf76

A+ Montessori will require all parents to submit their child's latest immunization status. All records will be secured in a secure place and will follow CDC guidelines to track immunization of each child. We'll use CIS forms to track all immunization. We may accept the child without immunization if the parent provide a DOH

Medical exemption form [Certificate of Exemption Personal/Religious](#) or a statement signed by the parent expressing a religious, personal, or philosophical objection to immunization.

Parent Teacher Conference

Parent teacher conference is scheduled only on a need basis and can be initiated by both Parent and the teacher. You can send us a written notice at oplusmont@gmail.com requesting for a time.

Termination of services

The following are the conditions that will cause a child to be withdrawn or expelled from the school

1. If a child is determined to need professional care related to behavioral problems
2. Non-adherence to school policies

Parents agree to release, indemnify, hold harmless and defend (including the payment of reasonable costs and attorney fees) A+ Montessori from any suit, claim, action, liability, award, judgment, settlement, loss, damage, expense or injury arising from acts or omission committed by the parent or child, or their employees, agents or representatives, including but not limited to violations of any and all applicable criminal or civil, federal, state or local laws, or regulations.

Parents agree to promptly and diligently defend, at the parent's sole expense, any suit, claim, action, liability, award, settlement judgment, loss damage, expense or injury arising acts or omissions committed by the parent or child, or their employees, agents or representatives. This article shall survive the termination of this agreement or enrollment.

Confidentiality

Personal, financial, medical, family and child information will be held in confidence and not shared outside or in the center beyond those you have entrusted with the information as responsible for administrative and child caring functions.

Staff is, however, professionally and legally obligated to report suspected child abuse and neglect, including identifying information and specifics of their concern.

Recess

"There's no such thing as bad weather, just bad clothing." – Unknown

Physical activity also plays an important role in a child's growth. On most days our children go outside for recess. We encourage students to wear layered clothing,

including waterproof jackets and hoods, when the weather is cool or rainy. Layered clothing generally is advisable from late October to April.

School policy maintains that a child who is well enough to go to school is well enough to go outside for playtime. If outdoor play is not advisable, please send a written notice from your physician explaining the situation. During this time kids will be actively supervised by the teacher.

Food Sanitation

Eating surfaces are cleaned by the staff before and after use.

Lunch

A + Montessori does not provide lunch. Please send your child's lunch in a labeled lunch box. Choose a plastic thermos with a pop-up spout for safety and cleanliness. This kind is easiest for your child to handle. In order for your child to be eating his/her lunch at a safe and proper temperature, we must address how it is packed. If the lunch contains meat or dairy (i.e. yogurt, cheese, milk) and is to be eaten cold, you must include a 'blue ice' or similar refrigerant. Food which you have heated and which is to be eaten warm needs to be placed in a stainless steel thermos. The reasons for these requirements are that bacteria grow on foods which are kept at improper temperatures.

Always include two napkins, required spoons or forks, or a straw in the lunch box. We encourage you to provide nutritious lunches. Pop, sugary drinks and candy are not acceptable at school. Water is the ideal beverage for lunch and is always available at school. It is imperative that we receive written notification from your child's pediatrician of any food allergies or dietary restrictions your child may have. Candy of any kind may not be eaten at school. Please help us teach your child good eating habits by reinforcing these guidelines.

What is a good lunch? Definitely one that is eaten. Sometimes children are finicky eaters and some experimentation is necessary. Children go through periods where they don't want a lot to eat. Do not get upset; it will pass. If the child is hungry, s/he will eat. Pack small portions, cut in pieces. Preschool children do better with small portions several times a day rather than three large meals. Sometimes it is hard to tackle a whole carrot or sandwich. Cut them into interesting shapes.

We do not permit children to throw food away, except half eaten containers of yogurt or certain fruits such as bananas. If your child keeps bringing food home try something else. If your child is used to a specific type of ethnic food please send it.

Children are more likely to eat what they choose and help to prepare. Let children help you prepare the lunch. They can assemble, pack and wrap. Start the night before to avoid a morning rush. Above all, using permanent ink, label the lunch box and all containers in it. Place an identifying mark on the lunch box, such as a ribbon, a shape, or a color mark because many lunch boxes look the same.

Birthdays

Your child's birthday circle at school is his/her special time to share with friends. Please observe these simple guidelines to help birthday observance go smoothly: Send a note to the teacher in advance so that class time can be allotted.

You may provide a fruit treat or a special birthday cookie that comes prepackaged from a store. We have several children with severe life-threatening allergies and the staff must be able to read the ingredients on the package. Cupcakes and cakes will not be served. If this rule is forgotten, the school will provide a substitute snack. Napkins and cups for water should be included.

Field trips

At this time A+ Montessori doesn't plan to take kids for field trips.

Overnight Services

We do not provide overnight services at this point.

Sharing and Toys

You will receive information from your child's teacher about your child's sharing schedule and the nature of sharing activity which could include suggestions to bring pictures, postcards, books, and items from nature or cultural artifacts. It is very important that you follow the instructions as the teacher has planned sharing activities to cover broad topics that need to be discussed in the class. Please remember to leave all toys at home because they cause great disruption in the classroom and sometimes disputes between children. Absolutely no items of a violent nature are allowed at school. Please support your child's teacher in this policy.

Health and Safety Medical Information

In case of an emergency, school personnel will call 911 and follow the recommendations of the responding emergency medical personnel.

Illness and Medical Treatment

If a child becomes ill or injured while in our care, every possible effort will be made to contact parents or other designated emergency contacts. With your signed consent on a form provided with this handbook as an attachment, we will administer first aid, including CPR by trained staff, and involve qualified medical personnel when considered necessary. Also with your consent, we will also administer an acetaminophen such as Tylenol, if a child's temperature is over 101 degrees Fahrenheit and someone is on the way to pick them up. This consent is only for 30 days and it must have specific dosage and child's name on the package with doctor's prescription.

- Our programs will not keep actively sick children, and it is the parent's responsibility to make alternative arrangements in the event of illness. A sick child must be picked up within an hour from the time a parent is called.
- A written statement of good health from your child's pediatrician will be required in order to return when the child was diagnosed with communicable disease (strep, head lice, pink eye, and impetigo) or a child has undergone surgery or has been hospitalized.

Please do not bring a contagious child into the program when picking up a sibling. If your child becomes sick over the weekend or in the evening, please call and let your child's teacher know that his/her absence is due to illness.

FEVER OF 101+ DEGREES (not related to immunizations)

Child cannot return until he or she has been free of fever for 24 hours. We do not give fever suppressants without a written note from the doctor.

FEVER DUE TO IMMUNIZATIONS:

A note from the doctor will serve as verification of an immunization, and we will give Tylenol for a 24-hour period.

DIARRHEA & VOMITING

We will call parents after two episodes of diarrhea or vomiting. The child cannot return until 24 hours after the last episode of diarrhea or vomiting. If diarrhea is a result of medication, teething, or allergies, the pediatrician must specify this to us either in writing or through a phone call before the child can return to school.

EAR INFECTION

Child can return to school the next day if fever is below 101 degrees, but needs to bring medication and verification of doctor visit.

COLDS

If a child has a constantly runny nose, persistent cough, or green mucus from nose, we will request medication.

RASHES

If a child develops a rash and the cause is not known, we will ask that the doctor check out the rash and verify in writing or through a phone call that it is not contagious. We will request lotion or salve to treat poison ivy, poison oak, or bad chigger, flea.

STREP THROAT

From the day your child is diagnosed and 24 hours following the administration of antibiotics.

FATIGUE

Fatigue prevents children from participating in regular activities.

HEAD LICE

Head lice may be found in any school. A+ policy states that any student with head lice may not stay in school. Students with head lice will be isolated until taken home. Nits and lice must be removed at home before returning to school.

Weapon Free Facility

Guns and other weapons are not allowed on the premises of A+ Montessori.

Emergencies

While emergencies at school are rare, in the event something of concern comes up while your child is at school, we need to be able to reach you promptly. It is the school's expectation that parents be available immediately at any time in case of illness or emergencies involving their child while at school.

Please check your emergency numbers that we keep on file for accuracy. We want to be able to talk to a parent within fifteen minutes. Numbers connected to voice mail are not an acceptable form of contact for emergencies. If you use a pager or cell phone number, please be diligent about keeping it turned on. If you have questions about this, please speak to us. If a parent will be unreachable immediately, parents must arrange for someone else to be on call. A note with a parent's signature is required if someone other than an authorized person will be picking up your child. It must include the authorized person's name, address, and telephone number. In the event of a medical emergency, or if we are unable to reach a parent, local 911 personnel will be called, and will make decisions regarding appropriate intervention and care. Every effort is made to keep your child comfortable and calm.

Emergency Drills

Fire drills are conducted regularly.. Fire and evacuation safety is also part of our curriculum. Students and staff conduct quarterly “duck and cover” drills for potential earthquake threats.

DISASTER PLAN

In case of fire, classroom staff will assist children in evacuation of the building via the established route practiced during monthly drills. Administration will search the building including the restroom. In case of an earthquake, children will be instructed to “drop and cover” until shaking stops as practiced during quarterly drills. If there is damage to the building, all will evacuate using the practiced route if accessible or an alternative route if not accessible. Administration will search the building.

As per fire department recommendations, parents are not notified prior to disaster drills.

For any disaster requiring evacuation, head teachers and classroom assistants will guide the children to safety where the head teacher will take roll using her daily roll sheet. She will also have a first aid kit that she will take from the classroom prior to evacuation. She will administer first aid as necessary while the assistants care for the other children. Administrators will search the building and once evacuated, start calling parents or emergency contacts, using cell phones if necessary. Emergency food and water, located throughout the building will be accessed as needed. Emergency services will be contacted if available.

Lockdown

An announcement will be made by the teacher at the beginning of any lockdown. If class is in the play area it will be led by a teacher back to the classroom. Teachers will take attendance to make sure each child is present, Teacher will make sure that all exterior, and non-classroom doors are locked. Children should be kept away from windows to the extent possible and the teacher will lead activities for the children. The teacher will keep children in the classroom until the Lockdown is lifted. No one will be allowed to enter the School except Police Officers, Firefighters, and other emergency personnel. The teacher will contact parents as soon as safely possible.

When announced by the Administrator in Charge that children may safely be released, teachers will follow the Release of Children Procedures.

Release of Children Procedures

After an emergency, the following procedures apply:

Children may be safely released, staff will call a parent or emergency contact for each child. Each child will be released only to a parent (or delegate appointed for

this purpose in writing) upon the parent's and the teacher's signature that the child has been released to a parent or authorized delegate.

Emergency Supplies

Below is a list of items that should be included in an emergency kit to ensure that each child will be comfortable and safe in an emergency overnight situation.

Supplied by the families:

- Medication if needed.

Supplied by the school:

- Water, one gallon per adult per day for at least 3 days and ½ gallon per child per day for at least 3 days, for drinking and sanitation.
- 1. Food, at least a three-day supply of non-perishable food for each person on campus;
- Mylar "rescue blankets" for extra warmth;
- Battery powered radio and a NOAA Weather Radio with tone alert and extra batteries for both;
- A flashlight for each classroom and for the kitchen, center court and Treehouse staircase and extra batteries
- First Aid Kit fully supplied in each building
- Whistle in each classroom to signal for help
- Dust masks and plastic sheeting and duct tape to shelter-in-place;
- Moist toilettes, garbage bags and plastic ties for personal sanitations;
- Water meter key to turn off water; and
- Can opener and other kitchen supplies for food preparation.

Drills

- Fire Drills will be conducted monthly throughout the year when children are on campus.
- Earthquake Drills will be conducted quarterly.
- Lockdown Drills will be conducted one time a year.
- Police Packs
- Teacher will prepare a Police Pack for class. The packs are readily available in case needed.

Each Pack will contain the following:

- A detailed plan of the school buildings;
- A flashlight;
- Facility keys;
- Facility phone number.
- Grab & Go Packs
- Every time a teacher takes the children out of the building (including recess, drills and evacuation), she or he will have a Grab & Go Pack.

- The Pack will contain the following:
- Class attendance list;
- Emergency contact forms for each child and classroom staff members
- Epi-pens or other child specific rescue medication;
- First Aid Kit;
- Towels or wipes; and
- Disposable gloves.

Insurance

A+ Montessori carries an insurance policy that complies with the requirements of the State of WA.

Child Abuse Reporting

Teacher or staff is required by state law to report any suspected child abuse or neglect or exploitation to the department of social and health services, child protective services and local law enforcement without consulting the parent or guardian.

Substance use

Persons under the influence of alcohol, illegal drugs and misused prescription drugs are not allowed on A+ Montessori premises. Smoking is also not allowed.

Safety Issues

Our first priority is the safety and well-being of children in our care. We are a fully licensed facility, and we put a great deal of effort into seeing that we keep to the highest standards. If at any time a parent has concerns, please contact an administrator immediately.

All entrances to the school are locked. To pick up a child please use the main entrance. No unauthorized person may pick up a child from school. Unfamiliar persons will be asked for picture id.

If at any time an authorized person picking up a child from school appears intoxicated, unstable or otherwise unsafe to care for a child, staff are required to call 911 to allow law enforcement to make decisions about safe transport. During arrival and dismissal times, for the safety of our students and staff, please keep cell phones off while in our driveway. During dismissal times, we ask that the adult picking up the child buckle the child in his/her car seat. If this involves the driver, please turn off the car and set the parking brake. This will provide a safer and more efficient dismissal process. Many thanks for your cooperation in this important safety issue.

School Closure

WEATHER POLICY

Our school follows the Northshore School District with regards to school closures due to snow or other weather related closures. While your child is at school, please be aware of the weather. If conditions cause Northshore School District Schools to close early, our schools will also close. When Northshore School District Schools are 1 or 2 hours late in starting, our school will open on time. When we experience a power outage, we will contact parents by phone or email that the school is closing. Please be sure that we have your updated phone numbers and email addresses so that we can reach you within 5 minutes, and that your child can be picked up in 30 minutes. School closure days due to weather or power outages will not be made up and tuition refunds will not be made.

Food Allergies

Parents must notify us of any food allergies. If your child has food allergies, you are required to provide appropriate snacks for your child only. Please notify the office so that your name can be removed from the snack calendar.

ALLERGIES & DIETARY RESTRICTIONS

Child's Name _____

This form must be completed and returned to the A+ Montessori before your child's first day of school.

ALLERGIES

- My Child has NO Known Allergies
- My Child had the following Allergies or Food Restrictions

ALLERGEN REACTION & TREATMENT

DIETARY NEEDS

- My Child has NO Specific Food Restrictions
- My Child has the following Food Restrictions

FOODS DETAILS

Parents Signature _____ Date _____

PARENT MEDICATION AUTHORIZATION FORM

A+ Montessori must have parent's authorization to administer medications. Prescription medications must be in their original bottle. Staff may not give medications past the days prescribed on the medication bottle, even if there is medication left. Non-prescription medication must be in the manufacturer's original container with the manufacturer's label stating the amount of medication to give based on the child's age and weight. This form can only be used for short-term prescription medications and the following nonprescription medications: Antihistamines; Non-aspirin fever reducers/pain relievers; decongestants; ointments and non-talc powders intended only for use in the diaper area; and sunscreen.

Child's Name _____

Name of Medication _____

Reason for Medication _____

Method of Administration Oral Topical Other:

Time(s) to be given _____

Amount to be given _____

Requires Refrigeration Yes No

Special Instructions _____

Possible side effects _____

Start Date: _____ Stop Date: _____

I authorize the day care staff to administer the above medication to my child per the above instructions.

Parents Signature _____ Date _____

Consent for taking/utilizing photographs and/or videos

Parents authorize the school to take and utilize photographs and/or video and audio of the parent and children enrolled in the school, without any compensation to the parents and/or the children. The parents understand and agree that these photographs and tapes may be used in preparing promotional material for the school and its affiliates in any medium. The parents/guardians waive their rights and child's right of publicity in connection with said material.

Early Childhood Program Financial Agreement

This agreement is entered into by and between A+ Montessori and the parents/guardian whose name and signatures appear below. The parties here agree to accept the following conditions and terms governing the child's enrollment at the school.

1. The parent/guardian agrees to enroll their child _____ as a student for the period of _____ to _____
2. The monthly tuition fee for your child is \$*will be decided at the time of registration as per current fee for the enrollment period*
3. The registration fee and tuition fee are non-refundable. Parents agree to pay a security deposit, equal to a month's tuition fee at the time of enrollment. The deposit will be applied as a credit towards the June month tuition fee. In addition, the parent agrees that the school will use the security deposit towards late fees and other charges.
4. Tuition payments are to be made out to **A+ Montessori**. No refund will be given for days not attended. Tuition payments are due on the **1st day** of the month and will be considered late after the **3rd day** of the month. Unpaid tuition may result in the termination of services until payments have been received in full. Tuition payments received after the **3rd day** of the month will be subject to a \$25.00 penalty. A \$34.00 fee will be assessed for any returned checks.
5. If you are late to pick up your child a \$10 fee will be charged for every portion of a quarter hour (15 minutes). Unplanned A+ Montessori closures may occur due to public health emergencies, or for any other circumstance deemed necessary, that affect the ability to create a safe and healthy learning environment for students. Families will be notified of the cancellations as soon as possible by the director. No refunds will be given

A+ Montessori

19021 51ST AVE SE, Bothell WA 98012

for these unplanned cancellations (10 or fewer days) and tuition is required to be paid on schedule.

6. Parents/Guardian are responsible for the tuition fee for the enrollment period listed above unless this contract is terminated pursuant to the following provisions only
 - a. By the parent/guardian, upon giving a 30 days notice, in writing. Any withdrawal of enrollment before Feb 1st, will result in the refund of remaining security deposit. Termination of the contract after Feb 1st, will result in forfeit of the security deposit.
 - b. By the school, immediately, upon notifying the parent/guardian if in the school's sole discretion and judgment any condition arises which interferes, or threatens to interfere with the successful performance of the school's services. In such an event, the school will refund the remaining security deposit irrespective of when the contract is terminated.

A+ Montessori reserves the right to recover legal fees necessary to enforce this enrollment contract from the undersigned. By signing below, the parent/guardian agrees to follow all that is written above and in the Parent Handbook.