



2019-2020 HANDBOOK



The Montessori School of Pullman

115 NW State St, Suite 109
Pullman, WA 99163



pullmanmontessori.org
509.334.4114



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***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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Handbook

Welcome to the Montessori School of Pullman! We are so pleased to welcome your child to what is sure to be an exciting year of learning, growing and friendship building.

This handbook outlines policies and procedures of our school as well as important day-to-day information to help you and your children have a successful school year.

Who We Are

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. Today, the school serves around 80 families of diverse backgrounds.

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. We currently serve children through grade three, and our goal is to grow the elementary school by a grade per year until we offer Montessori elementary through fifth grade.

What We Offer

We offer a well-rounded education rooted in the Montessori philosophy. Our school year runs from August through June and aligns closely with the Pullman public school calendar. School is offered five days per week with multiple scheduling options to accommodate family needs.

Extended Day (7:30-5:30)

School Day (8:30-3:30)

3-hour Program (8:30-11:30 or 12:30-3:30) with options to add:

Before Care (7:30-8:30)

Lunch Bunch (11:30-12:30)

After Care (3:30-5:30)

Our teachers are experienced, certified Montessori instructors with diverse educational and experiential backgrounds. Together, our staff, administrators and families work together to provide individualized schooling for every child.

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Montessori Calendar 2019 - 2020

(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
- 1-13 Teacher preparation days
- 7 -13 Assistant Teacher preparation days
- 12 & 13 Parent Information Meetings for all parents 6:00 – 7:30. Choose the evening that works best for you. You will receive necessary paperwork at these meetings
- 14 Wednesday Visitation Day – 15 minutes visits for parents
-drop-in childcare offered during scheduled visit time
- 15 & 16 Thurs & Fri Small groups of children meet in classrooms for 1.5 hours. Each child attends one day only. (Oak students attend both mornings with a parent)
- 19 Monday **First Day of School!** All programs begin in full including Lunch Bunch, Before School Care, and After School Care
- 29 Thursday Welcome Picnic – 5:30 pm in Kruegel Park

September

- 2 Monday NO SCHOOL – Labor Day
- 24 Tuesday Picture Day- Individual, Sibling and Class Portraits
- 26 Thursday Parent Education Night – Introduction to Montessori (choose evening that works for you. Repeated on Tues., Oct. 1) –5:30-7:00

October

- 1 Tuesday Parent Education Night – Introduction to Montessori (choose evening that works for you. Repeated from Thurs., Sept 26th) –5:30-7:00
- 24 Thursday Fall Parent/Teacher Conferences (4:00 – 6:00, contd. on Fri., Nov 1)
-drop-in child care offered during scheduled conference time

November

- 1 Friday NO SCHOOL – Fall Parent/Teacher Conferences *(Extra Care offered)*
-drop-in child care offered during scheduled conference time
- 11 Monday NO SCHOOL – Veterans Day Observed
- 25-29 Mon-Fri NO SCHOOL – Thanksgiving Vacation
(25 – 27 Mon-Wed) *(Extra Care Offered)*

December

- Dec 23 – Jan 3 NO SCHOOL – Winter Vacation
(30-31 Mon-Tues) *(Extra Care Offered)*

January 2020

1 Wednesday NO SCHOOL – Happy New Year!
 (2 -3 Thurs- Fri) (Extra Care Offered)
 6 Monday NO SCHOOL – Teacher Inservice Day
 7 Tuesday School Resumes
 20 Monday NO SCHOOL – Martin Luther King Jr., Day

February

17 Monday NO SCHOOL – President's Day
 18 Tuesday Re-enrollment opens for already enrolled families
 20 Thursday Back to School Night for parents and children 3:45 – 5:30
 25 Tuesday Back to School Night for parents and children 3:45 – 5:30
 27 Thursday Spring Parent/Teacher Conferences 4:00-6:00 (Cont. on Fri, March 6)
 -drop-in childcare offered during scheduled conference time

March

6 Friday NO SCHOOL – Spring Parent/ Teacher Conference (Extra Care offered)
 -drop-in childcare offered during scheduled conference time
 13 Friday Re-enrollment forms due for returning families
 16 Monday Enrollment opens for families on the waitlist
 28 Saturday Benefit Dinner ~View room, Gladish 5:30 – 8:30
 Join us for our biggest fundraiser of the year!

April

6 – 10 Mon - Fri Montessori and Public School Spring Break (Extra care offered)

May

25 Monday NO SCHOOL - Memorial Day

June

4 Thursday Graduation Day at Montessori
 5 Friday Last Day of Montessori School – Annual family fun day and picnic at
 Sunnyside Park
 June 8 – Aug 7 Summer School sessions

We offer Extra Care (childcare) on the following dates:

November 1 – Fall Parent-Teacher conference day
 November 25 – 27 Beginning of Thanksgiving Break
 Dec 30 & 31, Jan. 2 & 3 During winter Break
 March 6 – Parent-Teacher conference day
 April 6 – 10 Spring Break

Cost of these additional days is rolled into tuition for families paying the Extra Care amount of \$30 per month. Otherwise, per day rate is \$60 per extended-day (7:30 – 5:30) or \$30 per half day (up to 5 hours)



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Montessori Extra Care Calendar 2019-2020

Dear Parents,

By the request of working parents, we 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. **Families that pay the \$30/month rolled into tuition do not need to pay extra for Extra Care days.**

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 2020.

Extra Care will be offered on the following dates:

November

1 Friday Fall Parent/Teacher Conferences
25-27 Mon-Wed Thanksgiving Vacation

December

30-31 Mon-Tues Winter Vacation

January

2-3 Thurs-Fri Winter Vacation

March

6 Friday Spring Parent/Teacher Conferences

April

6-10 Mon-Fri Spring Break

Daily and Drop-in Rates

Up to 5 hours	\$30
Over 5 hours	\$60

On Extra Care days we are open between 7:30 a.m. and 5:30 p.m.

Licensing, Logistics and Contact Information

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 scholarships 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 2019, we are 100% in compliance.

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 traditions of many different cultures, often through discussions by parents of their own ethnic heritage. 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.

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.

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.

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 and Head of School) is responsible for routine decisions and administrative policy-making. The Board meets monthly and additionally as needed, and any parent may attend these meetings. Each teacher also reports annually to the Board, and offers advice to the Board during board meetings. Board minutes are available to the community, Board information is shared through school newsletters and emails, and families are welcome to reach out to the board with questions or concerns at any time.

Day-to-day operation of the school are the responsibility of a Leadership Team, comprised of the Head of School and Administrator. The Leadership Team works together to assure smooth operation of the school while acting as liasons between families, the Board and the teachers. The Leadership Team will answer your questions except those concerning your child's classroom experience, which should be directed to your child's teacher.

Contacting Leadership Team and Teachers

To contact the Leadership Team, please call the main office at 509-334-4114 or email montessori@pullman.com.

To contact your child's teacher, please use the school email address, and add For _____ (Teacher's name) in the subject line.

Please allow 24 hours (working days) for teachers to respond.

Contacting the Board

To contact the Board, please email the main office at montessori@pullman.com or complete a Board survey by visiting our website- montessori@pullman.com.

Communication via email and Parent Cubbies

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.

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 Leadership Team at least a week in advance.

Snack calendars, monthly newsletters and other information will be sent home electronically and occasionally, will be printed and placed in the parent cubbies located outside of your child's classroom. Reminders for upcoming events will also be shared on whiteboards and through social media and apps.



Daily Schedules, School Closures and Special Events

Class Session Calendar

Montessori classes meet Monday through Friday, mid August through early June, except as specified in the school calendar. 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.**

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. Please see our *Fee Policy* for important information on early drop-offs and late pick-ups. **Please park in the upper parking lot and use the Bridge entrance.** Child care regulations require parents to come into the building to drop off 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 at least 18 years of age, including siblings and young child care providers.

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 Leadership Team know.

Authorization For Picking Up Your Child

With this handbook is a *Permission 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 and that person will be required to provide an ID.

Daily Schedules

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 arrive to class 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. But our basic daily schedule is as follows for the three-hour session:

Montessori Beginnings Schedule

- 8:30- 9:15:** **Classroom Activities** (individual and group lessons and projects)
9:15- 10:00: **Play Time** (large motor activities outdoors/ in the gym, free play)
10:00- 10:15: **Circle Time** (group lessons, demonstrations and projects)
10:15- 10:30: **Snack Time**
10:30- 11:15 **Classroom Activities** (working individually with teachers, working with materials, projects, classroom clean-up jobs)
11:15-11:30: **Closing Circle** (community time, read alouds, puppet shows, flannel board stories, cultural activities, sharing, songs and rhymes, group games)

For Montessori Beginnings students remaining for School/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.

Preschool and Kindergarten (3-6) Schedule

- First Hour:** **Play Time** (large motor activities outdoors/in the gym, free play)
Circle Time (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, specials classes, classroom clean-up)
15 Minutes: **Closing Circle** (community time, read alouds, puppet shows, flannel board stories, cultural activities, sharing, songs and rhymes, group games)

For preschool students remaining for School/Extended Day, the morning Montessori class is followed by a supervised group lunch, play time, an optional nap period, afternoon snack, and then a return to working with the Montessori materials.

Kindergarten/ Lower Elementary Schedule ~Montessori Maple

- 8:30** Greeting and Welcome
8:30- 9:00 Circle time/ Presentation of work/ introducing theme
9:00 -11:00 Work time/completing the planned tasks/ snack/ Kindergarten play time
11:00-11:30 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
3:00- 3:15 Classroom cleaning
3:15- 3:30 Closing circle/ day review/ reading/ singing/ saying goodbye

The Kindergarten/Elementary program is enriched with weekly specials classes, including Music and Physical Education

Lunch Bunch

Children who attend School/Extended Day eat lunch at Montessori. Parents must pack a healthy, peanut-free lunch each day. 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. Children who attend half-day Montessori may sign up for Lunch Bunch on their application or by contacting the office.

Please provide your child with a reusable lunch box labeled 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. Water is provided by the school. **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 in its designated space.

Parents are encouraged to visit Lunch Bunch and eat lunch with the children on occasion. Please plan these visits with your child's teacher.

Nap Time at Montessori

For School/Extended 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 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.

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 cubby 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.

Snow and Weather Closure Policy

The Montessori School **will close if the Pullman public schools close** due to snow/weather conditions. As of a policy change in March, 2019, the Montessori School **will have a late start if Pullman public schools start late** due to weather conditions. **In the instance of a late start, Before Care will be cancelled and all morning classes will begin at 9:30am.** Families are advised to take into account road conditions relative to where they live to determine the safety of bringing children to school. In the event of a closure or late start due to weather, families will be notified via email, email-to-text and social media (Facebook, Apps).

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- listen for closure of Pullman public schools. Snow days will be made up at the discretion of the Board. 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.

Birthdays

We enjoy celebrating your child's birthday with a very simple 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. 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. 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.

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.



Family Involvement

Parent Involvement

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- please arrange the visit with your child's teacher.

Two parent/teacher conferences are scheduled during the academic year. A formal written report will be sent home before each conference. You may schedule additional meetings with your child's teacher at any time during the year. To schedule an appointment or to voice questions or concerns, speak to your child's teacher or send an email. Teachers will do their best to respond within 24 hours. All conferences are highly confidential between you, the teacher, and the school.

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.

Volunteering

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 \$100 (tax-deductible) is requested as an alternative. Please help us continue a quality program for our children.

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.

Feedback From Parents

The teaching staff, Leadership Team 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. Should you have concerns, please reach out to teachers and/or Leadership

Team. You can also reach out directly to the Board- visit our website for contact information.

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 documentation of these interactions so they can review any recurring issues with the Leadership Team, 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 Leadership Team.

Step 2: If you have a concern that is not easily reconciled between yourself, the teacher and the Leadership Team, 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 Leadership Team 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 Leadership Team, 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.



Health and Wellness

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.

Snack

Each family will be responsible for bringing a snack for their child's class a few times each year. 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, but please bring something of a similar type of food e.g. a carb for a carb, a fruit for a fruit. 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. Boxes of food, cartons of milk, etc. must be brought to the school unopened. The classrooms are meat and peanut-free environments. Please do not send any snack to the school that contains peanuts or peanut butter.

Please bring your snack the day before your child's snack day. If you forget to bring snack on your day, please bring a snack that can be easily stored at school to be used on the next occasion when a snack is forgotten. Easily stored snacks include fruit canned in 100% juice, crackers, dried fruit, cereal, Fig Newtons, cheese sticks and Gogurt. Thank you.

How much is enough for snack?

Fruit

- **Whole Fruit:** 7 bananas or 6 oranges or 6 apples or 20 satsumas, tangerines or cuties or two pounds of strawberries or one melon/cantaloupe
- **Frozen or canned fruit:** 12-16 ounces
- **Raisins:** 1 small box per child or 12-16 ounce container of dried fruit

Vegetable

- **Whole Vegetables:** 4 peppers or 2 cucumbers or 1 pound bag of baby carrots or 2 zucchini or one celery heart or 1 large bag of snap peas or choose a combo

Grain

- **Croissants:** 7 (one-third per child)
- **Mini croissants:** 10 (one half per child)
- **Bread:** 1 loaf

- **Cereal:** one family-sized box and a gallon of milk (please choose low sugar cereal such as Chex, Cheerios or Kix)
- **Popcorn:** 1 small box of plain popcorn
- **Nutri-grain bars:** 1 pound or 10 bars (one half per child)
- **Tortillas:** 5 (one quarter per child)
- **Rice:** 8 ounces rice + 8 ounces of frozen vegetable
- **Crackers:** 1 pound of crackers/ graham crackers

Dairy

- **Yogurt:** 2 large containers of fruit, vanilla or plain yogurt
- **Cheese sticks:** 10 sticks (half a stick per child)
- **Cream cheese:** 8 ounce container
- **Hummus or other dips:** 1 ten ounce container of hummus or 1 pint of ranch dressing

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 *Sick Children* 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 and Examination summary to be signed each year that your child attends the Montessori School of Pullman.



Additional Policies

Policy for 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.

Pet Policy

At this time we don't have animals in the classrooms. 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.

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 practiced 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. Teachers will count and take roll to account for each child. We do not re-enter the building for any reason until the all-clear sign is given from the Gladish staff, Leadership Team or the fire staff.
5. Children re-enter the classroom, sit down in circle, and each child is accounted for. Teachers then discuss the drill with the children to assure understanding.
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!

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 Gladish Pesticide Policy is on file in the administrator's office.



Starting School – Basic Information

To Bring 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 and able to be managed quickly and easily when the child uses the toilet. Please remember to replace the clothing in the bag when ever it is used and replace extra clothing to reflect changes in weather and growth of your child.
- **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 and practice putting on and taking off the shoes before bringing them to school. 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 for playground time. Please take water bottles home each day to wash and refill.
- **A lunchbox and healthy lunch**, clearly labeled with your child's name, for children who stay through Lunch Bunch.

What Not to Bring / Personal Belongings

- **Toys.** Please assure your child that toys are for home use and that at school a child has "special work" to do.
- **Money, jewelry such as necklaces or rings, or other miscellaneous treasures.** 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.

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** to promote physical activity, gross motor development and healthy foot growth. During cold weather months, it is helpful to leave a set of **winter gear items** (sweaters, jackets, hats, mittens, snowpants and snowboots) at school, labeled with your child's name. On days your child wears snow boots, please bring gym shoes and help your child put these on before entering the classroom.



Starting School – Forms and Policies

The following pages include all forms due to the office on or before the first day of school. Many of these forms outline important policies of the Montessori School of Pullman, so please be sure to read them carefully.

Every child must also have an updated Washington Immunization Sheet or Exemption on file before starting school.



The Montessori School of Pullman

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2019-2020 Signature Sheet

This collection of forms are required by the Montessori School of Pullman and Washington State Department of Early Learning to be signed by a parent or guardian and placed in each child's file at the time your child enters our school.

Please read and fill out all of the documents, **sign each one**, and verify that you have done so by **signing this page**. Copies of all of these forms are also available online on our website. They are part of the Handbook, which is also available on our website. Return this signed set to the office or your child's teacher as soon as possible along with the Immunization Form, Student Information Sheet, and Emergency Authorization Sheet.

By signing below, I verify that I have read the Handbook (available on our website: www.pullmanmontessori.org) and agree to the following policies:

1. Fee Policy
2. Parent-Teacher Communication
3. Health History and Examination
4. Sick Children
5. Meeting Individual Needs

6. Bathroom Policy
7. Crisis/Disaster Response Plan
8. Behavior Management and Anti-Bullying Policy
9. Workplace Bullying involving a Parent and Teacher Policy
10. Whistleblower Policy
11. Email-to-Text Emergency Notification
12. Medications at School (if needed)

I have also completed: (Required to be in your child's file by the first day of school)

13. Washington Immunization Sheet
14. Student Information Sheet
15. Permission Form
16. Emergency Authorization

Name of Child: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____



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Fee Policy

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

- A \$100 non-refundable application fee is required to place your child on the waiting list. When notified that a space is available, a non-refundable deposit of \$80 for half-day and \$130 for school/extended-day Montessori is required to secure the place. The deposit will be applied to your first tuition payment. A licensing fee of \$15 for half-day and \$30 for school/extended-day Montessori will be paid with the first tuition payment.
- For convenience, tuition for the academic year is divided into ten equal payments, due on the first of the month, August through May. You may also choose to pay (1) all up front by August first or (2) one-half by August first and one-half by January first.

- Withdrawal of a child requires 30-days advanced written and verbal notice. There is no cancellation of tuition for children whose withdrawal is effective on or after April 1.
- Withdrawal from Lunchbunch, Before Care and/or After Care requires 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.
- Please put tuition payments in the lockbox by the office door or mail them to the school.
- The Fee Policy may apply differently to children enrolling after August 1.
- The Board may consider exceptions to this Fee Policy as it deems appropriate.

Continued on next page

Policy on Late Payments

- All payments, including those for tuition, fees, Lunchbunch, and Before-and After Care are due 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 disenrolled 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 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, Head of School, at 509.334.4114 prior to the payment due date.

Early Drop-off/ Late Pick-up Policy

Children dropped off more than 5 minutes before school (8:30am) or picked up more than 5 minutes after the end of the school day (3:30) who are not enrolled in Before Care or After Care will be charged a drop-in fee of \$10 for Before Care or \$15 for After Care. Half-day children who are picked up more than 5 minutes after the end of the school day (11:30) will be charged a drop-in fee of \$10 for Lunchbunch. The charge will be added to the following month's invoice.

A late pick-up fee of \$1 per minute per child will be levied for families that are late picking up their child(ren) from After Care (5:30).

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

Parent/Guardian Signature: _____ Date: _____



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Parent-Teacher Communication

It is important to establish positive parent-teacher communication. Please note that at pick-up and drop-off times, the teachers' primary focus must be on the children. This is not the best time for parent-teacher communication and answering parents' questions, and the hallway is not a private place to discuss a child's progress and/or behavior. Therefore we have four main ways to communicate:

- A written note handed to the teacher
- A phone call/message
- Email to montessori@pullman.com. You may add "For [teacher's name]" in memo line.
- Call/email the office to arrange a meeting with the teacher at a time that is convenient for teachers and parents
- A Class Dojo message

Teachers will do their best to respond to your question or concern within one work day.

Parent-teacher conferences are scheduled twice a year, in November and March. A few days prior to the conference, written progress reports will be sent home. Parents are encouraged and welcomed to sign up to observe their children in class before conferences. Observations will be scheduled in October and February, and a sign-up sheet will be available ahead of time. Similarly sign-up sheets for conferences will be available prior to conference days.

Back to school night is scheduled in the spring for you to visit your child's classroom, and watch your child work with the Montessori materials.

We have an **open-door policy**, and you are invited into your child's classroom to observe. We ask you to arrange a visit ahead of time as we do try to limit the number of adults observing in a room at any one time. For the month of September, we ask that parents do not visit the classroom while the new children are settling into their classrooms. You may also join a child for lunch, or join your child enrolled in after-care for after-care activities.

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

Parent/Guardian Signature: _____ Date: _____



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Health History and Examination

Child's Name: _____ Date of Birth: _____

Address: _____ Phone: _____

Parent's Name: _____ Parent's Name: _____

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.

Date of last medical exam: _____

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.

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

Parent's signature: _____ **Date:** _____



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Sick Children at Montessori

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.

Parent/Guardian Signature: _____ Date: _____



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Meeting Individual Needs

Montessori education provides individually paced programs and multi-age classrooms that support a wide range of abilities 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.

Parent/Guardian Signature: _____ Date: _____



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Bathroom Policy

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.

Parent/Guardian Signature: _____ Date: _____



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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.

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 Sunnyside Elementary School
- Contact Families to let them know where and how to pick up children

The Montessori School of Pullman will contact families through the email-to-text system and follow up with a more detailed email. Parents may also call the Pullman Police number below for information about the safety of their children and the procedure for picking them up.

In the event that a Gladish Community Center or citywide disaster should occur, please call the Pullman Police Department 509.334.0802.

A helpful number to have on hand:

Gladish Community Center Office Phone: 509.332.8081

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/Guardian Signature: _____ Date: _____



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Behavior Management and Anti-Bullying Policy

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."

Step 2: 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. The teacher will begin to document the behaviors, and share that they are doing this with parents.

Step 3: If Step 1 and 2 have 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.

Continued on next page

Step 4: 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. Behavior documentation will be discussed with parents at this conference.

Step 5: If the behavior persists and the child continues to disrupt the classroom, destroys classroom property and/or harms, either physically or mentally 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 up 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.

The above steps are also used in our anti-bullying policy. Specific lessons will be introduced to KG and Elementary children to help them recognize the difference between rude, mean and bullying behavior. Bullying behavior is persistent, continues even after a child has expressed through words or actions that he or she wants the behavior to stop, is intentional and involves a power difference. Bullying can be verbal, (e.g. name-calling), physical (e.g. hitting), and/or relational (e.g. excluding/isolating a child). We will use the above 4 steps to manage bullying, including the final step of immediately disenrolling a child for behavior that threatens the safety, health and security of the school, children and staff.

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

Parent/ Guardian Signature: _____ Date: _____

1 Stone, Jeannette G., A Guide to Discipline, National Association for the Education of Young Children, 1985
2 Gordon, Dr. Thomas, Parent Effectiveness Training – P.E.T., Wyden, 1970



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Workplace Bullying Involving a Parent and Teacher Policy

The Montessori School of Pullman considers workplace bullying unacceptable and will not tolerate it under any circumstances. Workplace bullying is behavior that harms, intimidates, offends, degrades or humiliates an employee, possibly in

front of other employees, students, or parents. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks. The Montessori School of Pullman believes all employees should be able to work in an environment free of bullying. The board of directors and the school director must ensure employees are not bullied.

Reports of workplace bullying that involve a teacher and a parent will be treated seriously and investigated promptly, confidentially, and impartially. The Montessori School of Pullman encourages all employees to report workplace bullying that involves a parent and a teacher. The board of directors and the school's director must ensure employees who make complaints or witnesses to bullying incidents are not victimized.

Teachers may report an incident of workplace bullying that involves a parent using the situation resolution form (found in MSP Policies & Procedures Manual). The completed situation resolution form will be submitted to the school's leadership team and the President of the Board of Directors. The matter will then be discussed with the teacher, the parent, and the director to resolve concerns. If the matter cannot be resolved through this discussion, the leadership team and/or the Board of Directors can determine additional consequences for the parent's behavior that may include a warning, modification or reduction of teacher interaction, or dismissal from the school, depending on the circumstances.

I understand and accept the conditions of the above workplace anti-bullying policy.

Parent/Guardian Signature: _____ Date: _____

Adapted from: Bradshaw, C.P. & Figiel, K. (2012). Prevention and Intervention of Workplace Bullying in Schools: A Report Prepared for the National Education Association. Retrieved May, 8, 2017 from: <https://www.nea.org/assets/docs/Workplace-Bullying-Report.pdf>



The Montessori School of Pullman

115 NW State St, Suite 109
Pullman, WA 99163



pullmanmontessori.org
509.334.4114

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.

Parent/Guardian Signature: _____ Date: _____



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Email-to-Text Emergency Notification

In the case of an emergency, we will be able to send out a group email that you will receive as an immediate text message on your phone. To participate, provide your 10-digit cell phone number, formatted as below, according to your provider.

My child's name/class: _____

Parent name: _____

Email-to-text address: _____

Parent name: _____

Email-to-text address: _____

Alltel

[10-digit phone number]@alltel.com

AT&T (formerly Cingular)

[10-digit phone number]@txt.att.net
[10-digit phone number]@mms.att.net (MMS)
[10-digit phone number]@cingularme.com

Boost Mobile

[10-digit phone number]@myboostmobile.com

Nextel (now Sprint Nextel)

[10-digit phone number]@messaging.nextel.com

Sprint PCS (now Sprint Nextel)

[10-digit phone number]@messaging.sprintpcs.com
[10-digit phone number]@pm.sprint.com (MMS)

Qwest

[10-digit phone number]@qwestmp.com

T-Mobile

[10-digit phone number]@tmomail.net

US Cellular

[10-digit phone number]@email.uscc.net (SMS)
[10-digit phone number]@mms.uscc.net (MMS)

Verizon

[10-digit phone number]@vtext.com
[10-digit phone number]@vzwpx.com (MMS)

Virgin Mobile USA

[10-digit phone number]@vmobl.com

Additional carriers are shown on the following websites:

<http://www.makeuseof.com/tag.email-t-sms/>

<http://www.emailtextmessages.com/>



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Medications at School

When students need medications* at school, child care licensing requires that:

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All medications must be in their original containers with the child's name on the container

A



educations will be dispensed by the teachers or other authorized personnel  
according to the directions on this form

this form must be on file in your child's folder before any medication will be given

educations given longer than three weeks require a letter and signature from  
your child's doctor

**\*The term "medications" applies to all topical and ingested/administered materials including but not limited to Tylenol, inhalers and prescriptions**

**Parental Request**

Student Name: \_\_\_\_\_

Health Problem: \_\_\_\_\_

Medicine: \_\_\_\_\_

Time of Day to be Taken: \_\_\_\_\_

Amount to be Taken: \_\_\_\_\_

Frequency: \_\_\_\_\_

Method of Administration at Montessori: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

I certify that I am the parent/legal guardian of the child named above and request and authorize the Montessori school to administer the above identified medication in accordance with the prescription or doctor's instructions.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Record of Administration (to be filled out by the person who gives the medication):

| Date | Time | Initials | Date | Time | Initials | Date | Time | Initials |
|------|------|----------|------|------|----------|------|------|----------|
|      |      |          |      |      |          |      |      |          |

Signature(s) that correspond to initials of person(s) giving medication:

\_\_\_\_\_



**Additional Forms Required On the First Day of School**



## The Montessori School of Pullman

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### Washington Immunization Sheet

To download a blank copy of the Washington Immunization Sheet, please visit the Washington Department of Health Website:

[https://www.doh.wa.gov/Portals/1/Documents/Pubs/348-013\\_CertificateImmunizationStatusForm.pdf](https://www.doh.wa.gov/Portals/1/Documents/Pubs/348-013_CertificateImmunizationStatusForm.pdf)



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### Student Information Sheet

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Gender: \_\_\_\_\_ Name to be used at school: \_\_\_\_\_

With whom does your child live? \_\_\_\_\_

Siblings names and ages: \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

*We pride ourselves on celebrating cultural diversity and love to know the culture of our families. Please share your information below.*

Cultural Heritage\* (optional): \_\_\_\_\_

Cultures/Holidays you might be interested in sharing with our school:

**Help me know your child better:**

Has your child attended childcare or preschool? Tell me about it:

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What would you like me to know about your child?

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Are there any medical concerns that I should know about? (allergies, etc.)

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Are there any behavior concerns that I should know about?

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Are there any learning concerns that I should know about?

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For all day students, does your child need a nap? **Yes** **No**

Please give details – normal duration, time, routine, etc.

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Describe your child in a few words: \_\_\_\_\_



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## Permission Form

Child's Name: \_\_\_\_\_

### **Publicity Photos**

I give permission for photos of my child to be used for the school website, FaceBook pages and for educational and for publicity purposes as seen proper by the teaching and administrative staff of the Montessori School of Pullman. No names will be used.

**Yes No**

### **Children's Art**

I give permission for my child's art to be presented on the school's website 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 nearby 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, Inc. from any and all liability.

**Yes No**

### **Sunscreen, Lip Balm and Lotion**

I give permission for staff to apply sunscreen, vaseline lip balm and/or hand lotion to my child. 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. During cold weather months when lips and hands tend to become chapped, we will provide unscented hand lotion and vaseline lip balm as needed.

**Yes No**

### **People Authorized to Pick Up Your Child**

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/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## Emergency Authorization

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Parent Name:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work 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.)

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**(read and sign other side)**

### Emergency Authorization

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, Inc. 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

