



The Montessori School of Pullman

115 NW State St, Suite 112
Pullman, WA 99163



pullmanmontessori.org
509.334.4114

Returning Families

Summer Form Packet

- 2020 -

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Welcome!

May 20, 2020

Below is information about the programs as well as schedules, forms and other important information.

Where: Summer school will be taught in rooms 113 (Oak), 111 (Aspen) and 107 (Willow).

Who: Each classroom has a single teacher and up to nine students. This year's summer school teachers are Ms. Sudha (Maple Lead teacher), Ms. Najnin (Aspen Assistant) and Ms. Natalie (Maple Assistant).

Daily Schedule

AM Schedule:

- 8:30 "School Day*" and "AM" children arrive
*Please put your child's lunch in the tub by the classroom door. No peanut products, please, because of severe allergies.
- 8:30 – 10:00 Playground time - free play, group games, and gardening
Morning Circle time – greetings, calendar, stories, songs, group lessons and theme exploration, work time
- 10:00-11:15 Work time, individual lessons, projects, and snack
- 11:15-11:30 Clean up time, Closing Circle activities (story, songs, sharing etc.)
- 11:30 Dismissal for "AM" students
- 11:30 – 1:00 Lunch time for children enrolled in the School Day or Lunch Bunch programs and playground time
- 12:30 Dismissal for children enrolled in AM and Lunch Bunch program

PM and After Care Schedule:

- 12:30 "PM" students arrive
- 1:00-3:15 Afternoon Circle time, Work time, individual lessons, projects, and snack
Nap begins for children who need an afternoon nap
- 3:15 – 3:30 Clean up time, Closing Circle activities (story, songs, sharing etc.)
- 3:30 Dismissal for "School Day"/ "PM" children
- 3:30 – 5:30 After Care (gross motor play [playground or gym], fun with toys and games, and a light late afternoon snack)

Children must be signed out by 5:30

Additional Information

Parent Handbook:

Please read our [handbook](#) online found on our website (www.pullmanmontessori.org) under the tab "Parent Resources."

Sign-in/ Sign-out: ****Please bring your own pen****

Your child must be signed in by an adult (18 years or older) and signed out by an authorized pick-up person (parent, guardian and people listed on the Student Information Sheet) each day. Licensing requires signers to use full signatures.

Required Forms:

Please see "Signature Sheet" for a list of required forms for new and returning students.

Communication:

We encourage open communication between our families and staff. Please let the teachers know if your child will be late or absent, if there are any events or changes at home that might affect your child, or if you have any questions or concerns.

- Email the office: office@pullmanmontessori.org
- Call the office: 509.334.4114
- Leave a note for the teachers
- ClassDojo. This app is a great way to send messages straight to the teachers. Teachers will also share photos, videos, messages and reminders. You will receive more information on or before the first day of summer school.

Snack: ****this is a change from previous years****

Children are asked to bring two personal snacks each day. Each snack should include a fruit or vegetable, grain and/or dairy product ready for your child to eat.

Example: Snack 1- four carrot sticks and string cheese. Snack 2- three apple slices and a handful of goldfish crackers. If your child stays for After Care, pack a third snack.

Change of Clothes:

Please bring a change of clothes and a pair of indoor shoes for your child to use as needed during summer school. We recommend sneakers and socks for outdoor play. These allow your child to run, jump and climb safely, and protect feet from playground gravel and bark.

Hat and Water Bottle:

We encourage children to wear sunhats for outdoor play time, so please send one with your child. Please also send a water bottle clearly marked with your child's name. Water bottles should be taken home each day for washing.

Sunscreen and Insect Repellent:

Please apply sunscreen and insect repellent, if desired, to your child before he or she comes to school. With permission, we will reapply children's sunscreen to "School Day" children before afternoon recess.

Tuition:

Tuition invoices are sent home via email. Individual week tuition is due on the Monday of each week of camp. Please let the office know if you have any billing questions.

If you have any questions or concerns, please contact the Office. We will do our best to get back to you as soon as possible, usually within one business day.

We thank you so much for trusting us with the care and education of your child!

The Montessori School of Pullman Summer Staff

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2020 Summer 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. Documents for new families 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. It is understood that in two- or more-parent/guardian families, one guardian may sign on behalf of all guardians.

For Returning Families:

By signing below, I verify that I have reviewed the Handbook (available on our website: www.pullmanmontessori.org), and agree to the current policies I have signed on file. I also agree to these policies:

1. This Signature Sheet
2. Field Trip Form
3. Summer Fee Policy
4. Covid-19 Waiver

Name of Child: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

(Families new to Montessori - turn over)

For Families New to Montessori:

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

Required to be in your child's file by the first day of summer school:

1. Washington Immunization Sheet
2. Student Information Sheet
3. Permission Form
4. Emergency Authorization

Additional Forms and Policies:

5. Fee Policy
6. Parent-Teacher Communication
7. Health History and Examination
8. Sick Children
9. Covid-19 Waiver
10. Meeting Individual Needs
11. Bathroom Policy
12. Crisis/Disaster Response Plan
13. Behavior Management and Anti-Bullying Policy
14. Workplace Bullying involving a Parent and Teacher Policy
15. Whistleblower Policy
16. Diaper Cream Application (Montessori Beginnings- if needed)
17. Medications at School (if needed)

Summer Specific:

18. This Signature Sheet
19. Field Trip Form
20. Summer Fee Policy

Name of Child: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____



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Summer 2020 Field Trips

I give permission for my child _____ to walk with the staff of the Montessori School of Pullman to and from locations downtown and around the Gladish Cultural and Community Center as deemed appropriate by the summer school staff.

Due to Covid-19, field trips will be scheduled on a weekly basis. You will be notified at least 24 hours before a field trip occurs, and all field trips will be arranged with the health and safety of our children and staff in mind.

Field trips may include a walk to Sunnyside or Reaney Park to explore nature, a walk to the Daily Grind for ice cream, and an Independence Day parade around the neighborhood.

Please dress your child for the weather. Layers are great options on questionable weather days. Children should wear socks and sneakers for safe walking. Please apply sunscreen and insect repellent, if desired, at home.

Parents/Guardians may be invited to join us on these trips later in the summer. Teachers will ask for volunteers; please respond at that time.

By signing below, you give permission for your child to attend all walking field trips. You will be notified of the destination before the date of the field trip. If you do not want your child to attend specific field trips, please communicate with your child's teacher at that time. If you do not want your child to attend any field trip, please note that below.

I DO allow my child to attend all walking field trips

Parent/Guardian signature _____ (Date)

OR

I DO NOT allow my child to attend all walking field trips

Parent/Guardian signature _____ (Date)

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Fee Policy- Summer 2020

- For students not enrolled in Montessori, a \$100 non-refundable application fee is required to place your child on the waitlist.
- Enrollment is a commitment for the session(s) selected, and tuition and fees are set on that basis. Accordingly, no refunds are made for missed school days, illness or early withdrawal, except as stated below.
- Withdrawal of a child requires 30-days advance written and verbal notice.
- No credit is given for closures due to weather and other circumstances beyond the School's control.
- Tuition is due by the Monday of each week of camp.

Tuition for Summer Camp 2020

Montessori Summer Weekly Rates: (Tuition due by the Monday of camp week)

- School-Day Montessori: Tuition \$225 per week** 8:30 am – 3:30 pm
- Half-Day Montessori: Tuition \$125 per week** 8:30 am – 11:30 am or 12:30 pm – 3:30 pm
 - Add-on Lunch Bunch: Tuition \$30 per week 11:30 am – 12:30 pm
- Add-on After Care: Tuition \$50 per week 3:30 pm - 5:30 pm

Please note there is no Before-Care program offered

(turn over)

Payment Options:

- Please put your tuition payments in the locked box by the office door, or mail them to the school.

Policy on Late Payments:

- 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.
- Financial Emergencies: We understand that financial emergencies happen, and we are willing to work with you to set up a payment schedule. In the event that you experience a financial emergency, please contact Beverley Wolff or Colette Nakielski at 509.334.4114 prior to the payment due date.

Early drop off/ Late pick up Policy:

A late pick-up fee of \$1 per minute will be levied for families that are often late picking up their child. The term "late" applies five minutes after the end of classes and child care.

If a child is dropped off early or picked up late, the child care provider will discuss the situation with the parent or guardian and will record an early or late fee on the sign-in/ sign-out sheet and give it to the Leadership Team who will then bill the family. Please note that space permitting, we can accommodate drop ins for lunch and after-care. Lunch drop in costs \$10 a session, and an after-care drop in is \$15 a session. Please contact the office at 509.334.4114 or office@pullmanmontessori.org to pre-arrange any drop in services.

I have read, understood, and agree to the statements regarding the Montessori School Fee Policy for Summer 2020:

Guardian Signature: _____ Date: _____



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Covid-19 Waiver and Release of Liability Form

Child's Name: _____

Effective June 1, 2020

Services: Childcare provided by the Montessori School of Pullman

With the Covid-19 pandemic, we are facing circumstances we have not faced before. Although we are following guidelines to mitigate risk of contracting Covid-19, we cannot guarantee that you or a member of your family will not contract Covid-19 by a potential exposure through participating in the services we offer. In some ways this is similar to the risks of exposure to other viruses, such as the common cold or flu – we cannot guarantee a 100% virus-free environment at all times. Sometimes a participant of the program may be contagious before exhibiting any symptoms. This is also true of Covid-19, although the risks involved are greater. Because of this, we ask that all participants complete this waiver.

I, ON BEHALF OF MYSELF AND MY FAMILY, HEREBY ASSUME ALL OF THE RISKS OF REQUESTING THIS SERVICE, including by way of example and not limitation, any risks that may arise from contracting COVID-19 from my Childcare Provider, and releasing my Service Provider from any and all liability from any medical condition or viruses due to any exposure to the Covid-19 virus through my participation in the program. This Waiver and Release of Liability covers any exposure by me or my dependents to the COVID-19 virus from the Service Provider.

I am responsible for determining whether I and my dependents are physically and medically able to allow the Service Provider to provide Services. I am responsible for determining whether a physical or medical examination should be undertaken before I or my dependents participate in the services being provided and I will abide by any determination, limitation, or recommendation that may be issued by my medical or health care provider. Before, during, and after the services, I am solely responsible for determining my and my dependent's health and physical status and whether I or my dependents can or should discontinue my participation in the services, or take other actions, to protect my own, and my dependents, health or safety. Service Provider assumes no duty to me or my dependents to ensure my physical or medical ability to participate in the services, whether before, during, or after the services.

I acknowledge that Service Provider and its directors, officers, employees, representatives, and agents are NOT responsible for the contamination, errors, omissions, acts, or failures to act of any party or entity conducting in providing the services. I furthermore INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this service, activity or event. My and my dependent's participation in the services is voluntary.

I acknowledge that this activity, event or service may carry with it the potential for death, serious injury, and property loss.

The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

It is understood that in two- or more-parent/guardian families, one guardian may sign on behalf of all guardians.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

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

Names of Dependents: _____