



Mt. Si Arbor

MONTESSORI SCHOOL

Family
Handbook
2021-2022

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PHILOSOPHY

MISSION STATEMENT

Nurturing each child's unique potential

VISION STATEMENT

Mt. Si Arbor School provides children a thoughtfully prepared, traditional Montessori environment in which to grow, surrounded by respect, order, and a sense of community. We are committed to observing and guiding each child through the developmental process.

Social-emotional

- Developing self-directed and intrinsically motivated children
- Inspiring a joy and love of learning in a cooperative environment
- Allowing the natural curiosity of the child to unfold
- Encouraging both empathy and empowerment within the school community

Intellectual

- Providing sequential academics in math, reading and writing, which support individual progress
- Encouraging self-efficacy
- Promoting cultural awareness and diversity

Physical

- Teaching care for the body by encouraging purposeful movement and outdoor play
- Supporting choices that promote physical well-being

Community

- Developing social responsibility through empathy toward others and positive, respectful interactions
- Teaching peaceful conflict resolution
- Fostering each child's positive contribution

SCHOOL PHILOSOPHY

Mt. Si Arbor Montessori School (Mt. Si) is dedicated to allowing each of its students to develop his or herself. In the tradition of Maria Montessori, we believe that each child possesses an intense motivation toward self-development. The goal of Mt. Si Arbor is to establish models to guide the children in this endeavor.

At Mt. Si Arbor, we encourage self-motivation and independent learning so that children can solve problems, define what is important to them, use their time constructively, assume responsibilities and continue to learn and grow. We strive to develop a positive and realistic attitude of respect toward self, others and learning. We believe children should have a life that satisfies them and uses their resources while benefiting themselves and others. We believe in and work toward academic excellence.

We believe this philosophy can most easily be achieved through small-group learning, close relationships, individualized instruction, and flexibility. Teachers have the freedom to choose strategies and materials that benefit a child at a given moment, while continually meeting or exceeding district criteria. We encourage children to share in shaping their curriculum. The curriculum is adapted to the child, not the child to the curriculum.

We have long-term goals in mind when we work with children. We want children to become individuals who can think logically, have a positive self-image and be capable of reaching beyond their own needs to those of others. We believe that these characteristics will be more valuable to them as adults than will some of the standard achievements, such as excellence in handwriting or speed in computation. Our curriculum is designed with this belief in mind.

Above all, we strive to foster respect. We want our students to understand that each child and adult is an important person whose uniqueness is to be enjoyed. We believe that the security found in acceptance of individuality leads to independence and genuine individual growth.

TODDLER PHILOSOPHY

In following the philosophy of Maria Montessori, we respect the child's innate inner drive to explore and discover the world around them. We offer an environment that allows each child to develop basic trust in themselves and others and to observe and actively explore in a cognitively challenging and emotionally nurturing environment.

In the toddler environment, we offer a curriculum that includes language, math, creative exploration, music, science, care of self, care of the environment, social/emotional development and large- and fine-motor development. The environment provides the child freedom to move, explore, make choices, be successful, make mistakes, take as much time as necessary to master a task, participate, observe—or simply to be. When creating materials and placing them into the toddler classroom, we consider each child's developmental needs. Most importantly, we observe each child. We evaluate and anticipate social, emotional, environmental or physical needs. As the children develop, the environment evolves to allow each child the freedom to explore materials that entice them. The children are encouraged to choose their own work. Through careful observation, the adult knows when a child needs assistance and offers only what is needed, allowing the child to move ahead with the wonder of discovery. When given the freedom to choose, the child develops a sense of responsibility for his or her own actions and gains self-confidence. As we support each child as an individual, they grow in intellect and creativity, and they experience great joy in discovery and learning.

COVID-19 DISCLAIMER

Many of our processes and procedures, and some of our philosophy is different due to COVID-19. In preparing this handbook we've intentionally included the pre-COVID-19 information, and then added the COVID-19 differences in [blue print](#). A more extensive list of the procedures and protocols can be found in the COVID-19 Health and Safety Measures document, which is updated as new guidance is published.

ADMISSION AND ENROLLMENT

MT. SI ARBOR is a licensed preschool facility for children 15 months to 6 years of age. Enrollment is based on a 5-day week and a 3-hour to 9 ½ -hour day. Schedule options are listed on the tuition schedule.

In the toddler environment licensing regulations stipulate a minimum 1:7 teacher:child ratio; in the early childhood environment the ratio is 1:10.

ENROLLMENT PRIORITIES

MT. SI ARBOR uses the following priorities when enrolling children to maintain consistent expectations with families and staff:

1. Returning enrolled children
2. Siblings of currently enrolled children
3. Siblings of previously enrolled children
4. Children with experience in Montessori environments
5. Children new to Mt. Si Arbor and Montessori environments

MT. SI ARBOR follows the Snoqualmie Valley District policies regarding early placement for kindergarten and first grade. Each child must be 5 years old on or before August 31 to be considered eligible for kindergarten and to participate in graduation at the end of the school year.

PRE-ENROLLMENT VISIT

Prior to enrollment, Mt. Si Arbor reserves the right to assess any child to determine physical, emotional and social readiness necessary for success in our Montessori environment. We may ask that the child spend a day in his or her prospective classroom before acceptance into the program.

Prior to your child attending Mt. Si Arbor you must complete and submit the following forms using Transparent Classroom:

- Application
- Contract
- Emergency Medical Care Consent
- Family and Child History
- Emergency Contact Information
- Health form with uploaded Certificate of Immunization Status

DAILY LIFE

TODDLER SCHEDULE

Please note that we follow the child. The times between arrival and dismissal are flexible.

7:30am to 8:00am	Classroom opens for before care
8:00am to 8:15am	Car line arrival: Children are greeted by their teacher, eased through separation from parents as appropriate.
8:15am to 9:45am	Children are given free choice of developmentally appropriate materials including care of self, creative exploration/art, socialization, books, fine-motor, large motor, decision making, sensory stimulation and refinement, snack and diaper changing/toileting.
9:45am to 10:00am	Morning circle including stories, songs and finger plays
10:00am to 10:15am	Begin the process of going outdoors. The children are capable of doing all parts of this process, i.e. putting on shoes, jackets, etc., we go at their pace.
10:00am to 11:00am	Outdoor play/daily walk: The children use their gross motor skills and explore nature.
11:00am to 11:15am	Transition to the indoors: The children remove jackets, change shoes, wash hands and are seated for lunch.
11:15am to 11:45am	Lunch time: Children learn to eat only their lunch, to use utensils, then to repack their lunchbox and clean their eating area.
11:45am to 12:00noon	Lunch clean up, diaper changing, preparing for nap
12:00noon to 2:00pm	Nap
2:00pm to 2:30pm	The children wake from nap, participate in diaper changing, snack and free work choice.
2:30pm to 2:45pm	Dismissal
2:45pm to 6:00pm	Aftercare activities: Children participate in classroom or outdoor activities, Tea Party and prepare for end of day dismissal.
6:00pm	Center closes

PRIMARY SCHEDULE

Please note that we follow the child. The times between arrival and dismissal are flexible.

7:30am	Center opens for before care
7:30am to 8:30am	Before care
8:30am to 8:45am	Car line arrival
8:45am to 11:15am	Work time
11:15am to 12:00noon	Recess (free play)
12:00noon to 12:15pm	Morning dismissal
12:00noon to 12:30pm	Lunch
12:30pm to 1:00pm	Story time/rest
1:00pm to 2:30pm	Work time
2:30pm to 3:00pm	Recess (free play)
3:00pm to 3:15pm	Afternoon Dismissal
3:00pm to 6:00pm	Extended care
6:00pm	Center closes

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL AND DISMISSAL

Staff members will assist children from cars during these times. We want to make every effort to keep our driveway traffic moving during arrival and dismissal. Please be aware of the traffic behind you.

We ask that you remain in your car and pull up to the attending staff member to promote a safe and efficient arrival and dismissal.

If you must assist your child to the building for any reason, please park on the street.

Children arriving before 8:00am must be escorted to childcare by parents or responsible adults. Each arrival and dismissal must be entered in the digital sign-in device.

SUPPLEMENTARY ARRIVAL AND DISMISSAL PROCEDURES

Sometimes you may experience a delay in your drop-off or pick-up procedures due to a long good-bye or an item left behind. If this occurs, please pull out of the driveway and park on the street. Arrival and dismissal are busy times, so please arrive promptly and refrain from lengthy conversation with the staff.

If you arrive late for school, please park your car on the street, walk your child to the front door, and ring the doorbell.

If you are unable to pick up your child at your usual dismissal time, please call the school so that we can reassure your child of your return. When you arrive late, please park and come into the building to retrieve your child. [\(Ring the doorbell, and a staff member will bring your child to the door.\)](#) If you are more than five minutes late, the child will be waiting for pick up in childcare and you will be charged accordingly.

TOYS AND OTHER COMFORT ITEMS

Please ensure that your early childhood student leaves all toys and comfort items in the car. Toys, even those left in a bag or cubby, are a constant distraction to the young child and a disruption to the prepared Montessori environment.

ATTENDANCE

It is important that each student arrive on time, ready to learn. Academic performance is enhanced by timely, consistent attendance. Any disruption of your child's regular schedule affects this performance; therefore, we appreciate knowing about any changes in your child's life, such as a parent traveling or a grandparent coming to visit. If your child will be absent, please notify the school by 9:00am either by sending email (sarah@mtsiarbor.com) or by calling the office (425.888.3369).

Please schedule appointments outside school hours. However, if an emergency occurs, or if the only time available for your child's appointment is during school, please send a written note to the teacher stating the time you expect to pick up your child. We will make every effort to have your child ready when you arrive. If you or your child will be absent for an extended period, please let us know as soon as possible.

When a child is late for school, the child's day starts out on the wrong foot, which disrupts everyone's activities. When a child is absent from school for an entire day, the child misses valuable lessons and continuity of instruction.

EXTENDED CARE

EARLY CHILDHOOD LUNCH OPTIONS

We offer lunch options for our morning-only children as follows:

- Five days each week for the entire year
- Multi-day schedule for the entire year (for example, every Monday, Wednesday and Friday, or every Tuesday and Thursday)
- One day a week for the entire year
- Monthly—as space is available

These options are available on a first-come, first-serve basis and are limited to space available. If you want a lunch option, you must purchase it before the start of school or one month in advance. Credit for days missed will be given *only* in case of illness.

If your child is a morning-only student and stays for lunch, please be prompt in picking up your child between 12:45pm and 1:00pm. Please observe this specific dismissal time.

ADDITIONAL HOURS

Additional hours are available on an occasional basis. If your child needs to spend additional time at school, you must make arrangements with the office at least 24 hours in advance. These hours are available only when group size is not exceeded, and adequate staffing is in place. Extra hours are billed at \$20.00 per hour, rounded to the next quarter hour.

MONTHLY CHILDCARE

Before-school care (7:30 to 8:30am) is available for \$150 per month. After-school care (3:30 to 6:00pm) is available for \$300 per month. Full time care is available for the entire school year, which includes childcare-only days. This amount is paid with the monthly tuition.

IMPORTANT! Parents of children in after-school care *must* use the digital device to sign their child out each day. We need to know and document who your child was with when they left our care.

CHILDCARE-ONLY DAYS

Several days in the school year are *childcare-only days*. For your child to participate, you must sign up in advance.

Children who are signed up for full time care for the entire school year (that is, from the first day of enrollment through the last day of enrollment) are eligible to attend on all childcare only days at no additional charge. It is necessary to RSVP for all childcare-only days, regardless of schedule; children with extended-day schedules are guaranteed a space, others may request a space. If your child will not attend a childcare-only day, please let us know at least 48 hours in advance so that we can give the space to a child on the wait list.

If your child is *not* enrolled in full time care for the entire school year, you can still sign up in advance for childcare-only days if space is available. Half-day enrollment is \$55 per day; full day enrollment is \$100 per day. If you reserve childcare and your child does not attend, you will be charged for the day *unless* you provide a 48-hour notice. With that notice we can give the space to another child on the wait list.

Childcare-only days in the 2021–2022 school year are as follows:

- October 22—Parent-Teacher Conferences
- November 29—Progress Report Preparation Day
- February 4--Parent-Teacher Conferences
- February 22-25—Mid-Winter Break
- March 17-18--American Montessori Society Annual Conference
- April 11-15—Spring Break
- April 22—Parent-Teacher Conferences

AFTER HOURS PICK UP

If a parent fails to pick up his/her child or to communicate to the school by either 3:45pm (full-day students) or 5:45pm (extended-day students) that they will be late, an administrator will be notified, and childcare providers will begin calling emergency contacts in order of preference.

Parents are charged a premium of **\$5.00 per minute per child** for every minute the child is left at school after 6:00pm.

SCHEDULE CHANGE FEE

After September 1 changing your child's schedule will incur a \$50 change fee.

FOOD

FOOD ALLERGIES

You must notify us if your child has any food allergies. If you do not tell us, we will not know!

Because of children who have food allergies, **Mt. Si Arbor is a nut-free campus.**

TODDLER LUNCH

Lunchtime is a wonderful opportunity for the children to exercise independence. Children learn to drink from a glass and to feed themselves by using a fork and spoon. The children also begin to develop social skills and work on manners as they eat their meals and snacks together. Your child will be able to proudly do the entire lunch routine herself, after being given the lessons and observing the other children and adults. Here is a list of items to send to school with your child—and **please** ensure that *everything* is clearly marked with your child's name:

- A lunch bag that your child can easily open and close. To help aid your child's independence, our goal is for your child to be able to open and close every container you send with her. This includes the lunch box itself, any Tupperware-type containers and even plastic bags. We ask that you test your containers before sending them to school.

- A lunch for your child should include the following:
 - 1 serving of protein (such as cheese, yogurt, meat, egg or beans)
 - 1 serving of grain (such rice, pasta or breads)
 - Fruit and/or vegetable:
 - 1 serving of fruit (fresh is best; juice is not recommended)
 - 1 serving of vegetable
 - OR
 - 2 servings of fruit
 - OR
 - 2 servings of vegetable

We ask that you leave desserts sweetened items and snack-type foods out of your child's lunch so we can be sure your child is eating the more-important proteins and complex carbohydrates.

Unfinished food is sent home, so parents can see exactly what was consumed each day. If you include only items that you know are nutritional, you won't mind which foods are eaten first and which are barely touched.

PRIMARY LUNCH AND SNACK

Lunch and snack are provided by each child's parents. Please clearly mark the lunch bag and containers (lids included) with your child's name. If you have a preference about the food your child chooses for snack, please label it as such. The lunch bag should be packed appropriately to maintain foods at a safe temperature; no refrigeration is available. Items that are meant to be served warm should be packed in a thermos bottle.

When creating your child's lunch, please involve them in as much of the process as possible. They can help choose and wash their fruit before the adult cuts it up to create a child-capable lunch. They can also assist in placing each item into their lunch bag before coming to school. Your child should be able to open and consume each item in their lunch without additional preparation. Each child will have different abilities with this task and will gradually begin to take on more of the process. Please avoid sending sweets, including (but not limited to) juice boxes, cookies, candy, and chocolate. Please include a variety of healthy options, such as several of the following: protein, fruit, vegetable, bread, and a dairy food.

Each child should bring the utensils necessary for eating lunch as we are no longer using community dishes or eating utensils. Please provide a water bottle labeled with your child's name that makes the round trip between home and school each day. Many water bottles look alike, many or unique labels increase the odds of your child using their own water bottle.

TOOTHBRUSHING

[Due to COVID we are not required to participate at this time \(July 2020\)](#)

According to the new Department of Children, Youth and Families standards, your child must be offered the opportunity for developmentally appropriate toothbrushing activities after each meal or snack. Toothbrushes will be stored in a manner that prevents cross contamination; each child must bring their own toothpaste, accompanied by a medication permission form. Alternatively, you may opt out of toothbrushing at school by completing the Toothbrushing Permission form.

PRIMARY BIRTHDAY CELEBRATIONS

Your child's birthday is a special day to share with family and friends. [Until further notice, families are not able to participate in person; we are considering other means of](#)

[participation \(July 2020\)](#). We celebrate with *birthday circles*. So that we can properly prepare for these celebrations, we have a few simple rules:

To avoid hurt feelings, if you plan a birthday party for your child at home, please do *not* distribute invitations at school. The children do notice who does and does not get invitations, and it can cause hurt feelings.

Please contact your child's teacher **at least one week in advance** to ensure that the birthday circle does not conflict with lessons or other activities.

You may send prepackaged food in the original manufacturer's containers as a birthday snack to share. To protect children who have allergies, **do not bring items that contain nuts, peanut butter, or peanut oil**. King County Health Department regulations require that foods be in their original, unopened packages.

CLOTHING

Each child should dress appropriately for the weather. **Label removable items**, such as shirts, socks, cardigans, and jackets, so that you can identify them if they become separated from your child.

DRESS CODE

We ask that all personal belongings be free of text, graphics, and images, including characters. (A logo that is 2 square inches or smaller is acceptable.) Instead, your child may wear solid colors, stripes, dots, florals, or plaids/checks. We also ask that lunch boxes, shoes, slippers, and socks also be character-free. Outdoor shoes and jackets that comply with the dress code are preferred. The examples below are from the Target website. Should you have any questions about the dress code please contact the office.

Dress Code Compliant

Not Dress Code Compliant





FACE COVERINGS

Each child should arrive wearing a face covering and have at least one other clean face covering in their school bag as a replacement. Once again, please label.

EXTRA CLOTHING

We ask that you send an extra set of labeled clothes (shirt, pants, underwear, and socks) and shoes in a one-gallon, labeled plastic zipper-lock bag that can be kept at school. If this clothing is used and sent home, please send a replacement set.

INDOOR SHOES

All students must wear shoes at all times. Indoor shoes must be slip-on, have rubber soles and covered toes and be in accordance with the dress code.

PRIMARY TOILETING AND CLOTHING

Please choose clothing that your child can remove and put on independently. *Please do not send your primary student to school in training pants (such as Pull-Ups).* Using Pull-Ups changes the natural consequences of bladder control. We assist children in case of a toilet accident.

TODDLER DIAPERING AND TOILET LEARNING

PHILOSOPHY

The best time to start toilet learning is when your child is ready. This can be any time after they are confidently walking. Children develop muscularly from head to toe. All muscles in between are ready to use and strengthen by the time they are walking. They also may be demonstrating readiness by having the following:

- Better strength in the fingers and body to change clothes.
- Awareness of whether a diaper is full or about to be filled. (Using cloth diapers or underwear helps develop this awareness.)
- Long periods of maintaining a dry diaper.
- Social awareness and motivation to wear underwear. (This might happen simply from seeing classmates using underwear and the toilet.)
- Desire and drive to do things for oneself. (The Montessori philosophy complements this well!)

Consistency is the most important element in this process. If a child knows what to expect from your words, your actions and your tone, they feel safe, supported and comfortable. When we are consistent with a child, we provide an environment that the child can depend on.

DIAPERS

Families furnish diapers for their child and may provide wipes as well. The school provides Costco wipes. Any diaper-rash creams or ointments are considered medications and require a written consent form from the parent, available on Transparent Classroom. Each form is valid for 12 months, so with a reoccurrence of a rash or new brand diaper cream you will be asked to fill out a new form.

Each toddler's diaper is changed on a regular basis, generally every two-and-a-half to three hours or as needed. All diaper changes are documented on your child's daily note, which is sent home when you pick up your child at the end of the day. Due to health department regulations, soiled clothing is placed in plastic bags daily and sent home unwashed.

CLOTHING

When your child begins the toilet-learning process, there may need to be some changes in the types of clothing your child wears. For your child to be successful, we ask that pants have an elastic waist and refrain from dresses or other clothing that might fall into the toilet and become wet. When your child moves into this process, *please check their clothing supply daily* and replenish each morning.

NAPTIME

TODDLER NAPS

In our toddler classroom, we have a scheduled nap every day after lunch. The duration of our naptime depends on each individual. Because we respect the child's need for rest, we understand that some children will be transitioning from two naps to one nap each day. When we notice that a child is getting tired before lunch, we provide a quiet place for that child to rest.

After lunch, the mats are placed on the classroom floor with crib sheets. The teacher invites each child to lie down, offering comfort as needed.

PRIMARY NAPS/REST

After lunch all the children take a rest on a rug. Each family sends in a familiar blanket; each child rest on a rug and covers up with the blanket. Children whose parents ask that they nap

daily take nap in a quieter part of the classroom. Those children who need help to fall asleep are offered comfort as needed. Blankets are sent home every Friday for laundering.

COMMUNICATION

LINES OF COMMUNICATION

If you have a concern about your child or an issue at school, we strongly encourage you to talk directly to your child's teacher. If we don't know that you have a concern, we can't address it. If your concern is not resolved to your satisfaction, schedule a meeting with our Director. The Director will discuss the concern with you. If appropriate, the Director will include the teacher during the meeting or a subsequent meeting.

For other issues regarding school policies or concerns about staff or communication, contact the Director. Please feel free to call the office to make an appointment.

If your child is injured at school, a teacher will present an Injury/Incident Report form to you. Please sign the report; if desired, a copy of the report can be provided to you the following school day.

Please refrain from "stopping by" your child's room during the day (8:30am through 3:15pm). Instead, call the office and leave a message where you can be reached, or email your child's teacher so that you and the teacher can arrange a mutually agreeable time to meet.

CLASSROOM NEWSLETTERS

The classroom teachers send out a newsletter via email on the first Friday of each month. The intent is to provide you with details of life in the classroom, topics of study and other classroom-specific information.

PARENT CONNECTIONS

Most months one evening is set aside as a time for the parents and teachers to connect and to talk about child development, Montessori philosophy and issues of concern to the particular parent group. The meetings are held in the evening in your child's classroom. We strongly encourage your attendance at these meetings; please check the newsletter for specific details. [This year these meeting will most likely be virtual \(July 2020\).](#)

PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES

We prepare progress reports two times each year, in December and June. Parent-teacher conferences are held in October, January, and April.

POLICIES

DISCIPLINE

In general, our environment and structure eliminate the need for adult-imposed discipline. We help children learn to make appropriate choices and encourage self-discipline. Anything we ask a child to do centers around three basic boundaries: respect yourself, respect others and respect the environment. We have three basic rules that we consistently enforce:

- A child must show respect for peers and adults.
- A child must engage in behavior that is safe.
- A child must treat work or materials with respect.

If a child breaks one of these rules, the teacher counsels the child and provides a reminder of the appropriate actions. This is done quietly with the child in a respectful fashion. If

necessary, the teacher asks the child either to choose self-control or to observe the group until the child is ready to rejoin the other children.

If a child's behavior threatens or endangers the safety of others or is considered a serious aggression (such as biting, hitting or demonstrating aggression towards staff), at the administration's discretion a child may be sent home for a day. The school and parents will work together to resolve the issue as quickly as possible. The school must be able, under the constraints of normal supervision, to provide a safe, non-threatening environment for all children. At the administration's discretion, a child may be asked not to return until we believe we can reasonably provide this safety. The information about this occurrence will be covered in an Injury/Incident Report that will be sent home and made a part of the child's file.

RESTRAINT

Should a child need to be restrained Mt. Si Arbor follows the protocol outlined by WAC 110-300-0335. Physical restraint must only be used if a child's safety or the safety of others is threatened, and must be:

- (a) Limited to holding a child as gently as possible to accomplish restraint;
- (b) Limited to the minimum amount of time necessary to control the situation;
- (c) Developmentally appropriate; and
- (d) Only performed by early learning providers training in a restraint technique pursuant to WAC 110-300-0106(9)

BITING

Teething toddlers find biting to be soothing, so we offer them appropriate teethers. If a toddler chooses to bite another toddler, we treat the matter very seriously. The first time a toddler bites a peer, an Injury/Incident Report is completed and sent home to the parents of both children. A second biting offense will result in the child being sent home for the remainder of the school day. If biting continues, the toddler will be asked to stay home for a day and a meeting will occur with the parents, teacher and administrator.

PROTOCOL FOR A CHILD OF CONCERN

Montessori is a method of education that can meet the needs of a broad range of children. If a child experiences significant difficulty or gives the school reason for concern related to developmental or behavioral issues, our protocol takes a team approach involving parents, teachers and, with parental permission, other professional consultation. At all times the safety of the entire group and the integrity of the school program will be given priority.

MEDICAL

MEDICATION

We give medication to a child only when accompanied by a completed Medication Authorization from the parent. Children are not allowed to self-administer medication. (Sunscreen, cough drops, lip balm and similar items must be treated as medication.) Please complete and sign a Medication Authorization form, which you can obtain from the office.

Each medication must be in its original container labeled with the child's name and clear instructions for use. All medication sent to school must be delivered to the child's teacher or another staff member. A doctor's permission is not required for some non-prescription drugs, such as antihistamines, non-aspirin pain relievers, decongestants, non-narcotic cough suppressants, anti-itching cream and sunscreen. Other non-prescription medications do require a doctor's permission. We cannot administer medications that do not meet these requirements.

SICK CHILDREN

Please keep your children home when they are sick. Children may return to school 24 hours after these conditions cease:

- Fever of 101°F (auxiliary) or higher has subsided without the use of fever-reducing medications
Vomiting: two or more times within the past 24 hours
- Diarrhea: three or more watery stools within the past 24 hours
- Rash (especially with fever or itching)
- Eye discharge or conjunctivitis (pink eye): until clear or until 24 hours of antibiotic treatment
- Sick appearance, not feeling well and/or unable to participate in regular activities
- Head lice or nits, scabies
- Excessive nasal congestion
- Green or yellow nasal discharge

Children sent to school with these conditions will be sent home. A parent or responsible adult authorized by the parent must be available to pick up an ill child within 30 minutes of the school's report of illness. The child will be excluded from the classroom until picked up by a parent or other responsible adult.

If a child is healthy enough to be in school, he or she should be able to go outdoors for recess. Please send a request form from the physician if outdoor activity is not advised.

EMERGENCIES

Although emergencies at school are rare, if something of concern occurs while your child is at school, we need to be able to reach you *promptly*. The school expects parents to be available immediately in case of illness or emergency involving their children.

Please check your reported emergency numbers for accuracy. We want to be able to talk to a parent **within five minutes**. A number connected to voicemail is *not* an appropriate form of contact for emergencies. A mobile phone is highly recommended. If you use a mobile phone, please be diligent about keeping it turned on. If a parent is unreachable, we will use the information provided on the Contact Information form, which lists the order of preference for emergency contacts. Please call the office and advise administration of any changes.

In case of a medical emergency, or if we are unable to reach a parent, we will call local emergency-response personnel who will make decisions regarding appropriate intervention and care. We will make every effort to keep your child comfortable and calm.

IMMUNIZATIONS

Washington state law (WAC 246-105-080) requires each student to have a completed Certificate of Immunization Status (CIS) form on file before the start of each school year. This information is completed by the family at the time of registration. **Your child will not be allowed to attend school until this information has been submitted.** Please alert administration with any changes or required updates regarding immunizations.

Starting on August 1, 2020, the revised rule requires medically verified immunization records for school and childcare entry. Medically verified record includes one or more of the following:

- A Certificate of Immunization Status (CIS) printed from the Immunization Information System (IIS)

- A physical copy of the CIS form with a healthcare provider signature
- A physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by school staff
- A CIS printed from MyIR

SAFETY ISSUES

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

CAR SEATS

Car seats must be used at arrival and dismissal. The key provisions of the Washington Child Restraint Law (*RCW 46.61.687*) are as follows:

- Children less than 13 years old must be transported in the back seat where it is practical to do so.
Children less than 8 years old *and* shorter than 4'9" must ride in a child restraint (a child car seat, booster seat, vest or other restraint that is federally approved for use in the car).
- The restraint system must be used correctly according to the car seat *and* vehicle manufacturer's instructions.
- Vehicles equipped with lap-only seat belts are exempt from the requirement to use a booster seat.
- Children who are at least 8 years old *or* at least 4'9" who wear a seat belt **must** use it correctly (never under the arm or behind the back) or continue to use a child restraint (such as a booster seat).
- Shoulder belts must be used with booster seats at all times! A child is exempt from the booster-seat requirement only if he or she weighs at least 40 pounds and is in a vehicle that has lap-only belts.

AUTHORIZED PICK UP

Only persons authorized on the Emergency Contact Form may pick up a child from school. Unfamiliar persons will be asked for government-issued photo ID. Written permission (including email) giving permission is required for alternate pick up.

If at any time an authorized person picking up a child from school appears intoxicated, unstable or otherwise unsafe to care for a child, staff is required to call 911 to allow law enforcement to make decisions about safe transport.

CELL-FREE ZONE

The playgrounds, classrooms and car lines are *cell-free zones*. Both staff and parents will refrain from using mobile phones (text and voice). Our undivided attention must be on the children in our care.

ALCOHOL, DRUG AND SMOKE-FREE

The Mt. Si Arbor campus is an alcohol, drug and smoke-free zone. This includes e-cigarettes and vaping.

WEAPONS

Mt. Si Arbor is a gun-free school. Washington law requires mandatory one-year expulsion from school, as well as referral to the criminal justice or juvenile delinquency system, for any

student who brings a weapon to school. Both state and federal law define the word "weapon." Our school policy follows state law and requires expulsion for look-alike weapons. Any child who brings a pocketknife, squirt gun, paintball gun, or other play gun to school will have the item confiscated and be suspended from attendance at school for one week.

WEATHER, POWER OUTAGES AND SCHOOL CLOSURES

Mt. Si Arbor follows the Snoqualmie Valley District policy for weather-related school closures. Check their website, <https://www.svsd410.org>, or tune to local radio and television for details. School-closure days due to weather or power outages will not be made up, and no tuition refunds will be due.

- If the Snoqualmie Valley School District schools have a **delayed** opening or **early** release due to weather, Mt. Si Arbor will follow their recommendations and adjust our schedule accordingly.
- If the Snoqualmie Valley School District is **closed**, Mt. Si Arbor is **closed**.
- In the case of a two-hour late start, there will be no morning-only toddler or early childhood class. In addition, there will be no before school childcare. All other children should be at school two hours after their usual start time.

When we experience a power outage, we will contact parents by telephone that the school is closing. Please be sure that we have your updated telephone numbers.

VOLUNTEERS

[Not in person until further notice \(July 2020\)](#)

We appreciate the support that volunteers provide to the MT. SI ARBOR community. Teachers ask for volunteers to help with reading, laundry, library, gardening, and various other activities. A sign-up sheet is available in the lobby, providing a way for you to share your passion and skills with the community.

CLASSROOM VOLUNTEER PROCEDURES

To provide normalcy in the Montessori learning environment, and to respect the children, teachers and materials in the environment, we ask you to abide by the following procedures:

- Please refrain from interrupting teachers or children. Wait at the entrance of the room until the teacher sees you and approaches you.
- Please enter and leave the room quietly so that you do not disturb the lessons in progress.
- Please do not interrupt a child's work unless invited to do so by the child.
- Please help keep the room peaceful by using a soft voice. When engaging in conversation, please do so in close proximity to the person to whom you are speaking. Please refrain from talking across the room.
- Although the children in our Montessori environment may appear active and free to move around the room, this is what we term "movement with purpose" and is part of their work cycle. We ask that adults keep their movement to a minimum.
- The Montessori materials are attractive and fascinating, but they are handled and used in a very particular manner. Please ask the teacher or assistant if you have any questions or comments about any of the materials you observe. The staff is quite willing to demonstrate the proper use of the materials.
- Trained teachers have carefully prepared the Montessori environment. Please refrain from moving materials or furniture from their designated areas.

PHOTOGRAPHS

Unless you otherwise advise in writing, you agree that Mt. Si Arbor may use the name and photograph of your child for any written or online promotional purpose, without the need for any further request for consent and without compensation or right to approve any photograph or written text, some of which may be used to provide information about MT. SI ARBOR to potential new students and their families.

PRIVACY

Mt. Si Arbor is committed to the responsible use of information provided to us by our families. To help ensure the safety of our families, we no longer provide an all-school directory. We will provide a class list of students and contact information for students in your child's class only upon request. If your family wishes to be excluded from the class lists, please let us know in writing.

CHILD PROTECTIVE SERVICES

Mt. Si Arbor staff are required by Washington State law and licensing requirements to report immediately to the police or Child Protective Services any instance where there is

reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The school may not be able to notify parents when the police or Child Protective Services are called about possible child abuse, neglect, or exploitation, depending upon the recommendation of Child Protective Services.

POLICY PUBLICATIONS

The following publications are available in binders at the front desk. If you have any questions or concerns, please call the school office.

CLASSROOM PETS

State policy requires us to notify you of any risks that may exist as a result of having pets in our classrooms. Mt. Si Arbor has pets; cleaning and feeding are explained in the pet policy.

PEST CONTROL

State law requires us to inform you of our pest control policy. Generally, we do not use pesticides when we professionally treat any area of the school, including landscape areas. However, if necessary, pesticides will be applied on Friday evening when children are not present.

EMERGENCY AND DISASTER PREPAREDNESS PLAN

Mt. Si Arbor is committed to providing a safe and healthy environment for our learners, families, and staff. We understand that to consistently maintain the high-quality standards we have adopted; we must have appropriate systems in place.

To provide learners, families, and staff with guidelines on how to react appropriately and confidently if an earthquake takes place during school hours, we have implemented an earthquake preparedness program. Emergency supplies including food, shelter, tools, and a means of communication are stored in a common area, easily accessible. Earthquake drills, in addition to fire drills, are held quarterly and practiced separately.

Mt. Si Arbor School's staff will remain on site and aid, until all learners have been retrieved by their parents or other authorized personnel, or until everyone is instructed to leave. Should we request that you pick up your learner, please come to the main office. Please remember to bring identification. Our staff members may not recognize you and will not release your learner unless proper identification is presented. No learner will be dismissed on their own accord. If you are not able to return for your learner, and you have no alternate person to send, please contact us on our emergency cell number at (206) 495-7261. This way, we can plan accordingly for those learners that may require longer term assistance.

We have an extensive Emergency and Disaster Preparedness Plan approved by the King County Fire Marshal. This is available for view in the main office.

CHILD CARE CENTER HEALTH PLAN

The personal contact and interaction of learners and our staff are such that sharing bacteria and viruses is inevitable. Even with appropriate hygiene practiced regularly at home and at school, illness and disease can spread in school environments.

Our Health Care Policy helps us minimize the illness or disease exposure to Mt. Si Arbor School's learners, staff, and families. It is to everyone's advantage that the health policies and procedures of our school be respected and adhered to at all times. This will ensure a much healthier environment for everyone in our community.

Mt. Si Arbor has an extensive Health Policy, dictated by the Department of Children, Youth, and Families. This policy is available for your viewing at the main office.

NON-DISCRIMINATION

It is the policy of MT. SI ARBOR that no person shall be subjected to discrimination because of race, color, national origin, gender, sexual orientation, including gender identity, age, religion, creed, marital status, disabled or Vietnam Era Veteran status, or the presence of any physical, mental, or sensory handicap.

This policy is consistent with Titles VI and VIII of the 1964 Civil Rights Act; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975 and the Age Discrimination in

Employment Act of 1967; the 1974 Vietnam Era Veteran Readjustment Assistance Act; the Governor's Executive Order 85-09; and the Washington Laws Against Discrimination, RCW 49.60.

Mt. Si Arbor does not discriminate against children, families, or staff with disabilities. Children, families and staff with sensory, mental or physical disabilities are encouraged to participate in all the activities and opportunities at the center. We assess children on an individual basis to determine whether a child with special needs can be cared for at our center with reasonable accommodations. Some examples of reasonable accommodations include:

- The revision of policies and procedures to be inclusive
- The removal of physical barriers
- The addition of adaptive equipment, and
- The provision of additional staff training.

We are committed to treating all families with dignity and respect for their individual needs and differences.

This policy applies to every aspect of the programs, practices, policies, and activities of MT. SI ARBOR, including client services and employment practices.

APPENDIX

RECOMMENDED READING

BY MARIA MONTESSORI

The Absorbent Mind by Maria Montessori

The Secret of Childhood by Maria Montessori

To Educate the Human Potential by Maria Montessori

ABOUT MONTESSORI EDUCATION

A Parent's Guide to the Montessori Classroom by Aline D. Wolf

Maria Montessori: A Biography by Rita Kramer

Montessori Madness: A Parent to Parent Argument for Montessori Education by Trevor Eissler

Montessori Today: A Comprehensive Approach to Education from Birth to Adulthood by Paula Polk Lillard

Montessori: The Science Behind the Genius by Angeline Stoll Lillard

Our Peaceful Classroom by Aline D. Wolf

The Montessori Controversy by John Chattin-McNichols

The Tao of Montessori: Reflections on Compassionate Teaching by Catherine McTamanev

PARENTING AND DISCIPLINE

How to Talk So Kids Will Listen & Listen So Kids Will Talk by Adele Faber Elaine Mazlish

Positive Discipline by Jane Nelsen

Positive Discipline for Preschoolers by Jane Nelsen

Parenting Young Children: Systematic Training for Effective Parenting (STEP) of Children Under Six by Don Dinkmeyer Sr., Gary D. McKay, James S. Dinkmeyer, and Joyce L. McKay

FAMILY RESOURCES

Resource	Name	Address	Phone	Hours
Food pantry	Issaquah Food Bank	179 1st Ave SE, Issaquah, WA 98027	425.392.4123	8:00am– 4:00pm
Shelter	Sophia Way Women's Day Shelter	3032 Bellevue Way NE Bellevue, WA 98004	425.896.7385	8:00am– 3:00pm
Domestic-violence shelter	Domestic Abuse Women's Network		425.656.7867	24 hours daily
Respite care for children	Childhaven Crisis Nursery Services	316 Broadway Seattle, WA 98122	206.328.5437	
Alcohol/substance abuse services	Washington Recovery Help Line		866.789.1511	
Mental-health services	YMCA Community Mental Health Services	930 NE High St, Issaquah, WA 98029	425.922.6192	9:00am– 5:00pm
Legal assistance	Eastside Legal Assistance Program		425.747.7274	

2021-2022 EVENTS

August

30 – September 3—Teacher Prep Week—no school or childcare

September

- 7 Taking Care of Business Day
Toddler class resumes
- 8 First day of school—primary classes
- 11 Annual all-school picnic
- 22 Curriculum Night

October

- 11-15 Primary home visits
- 22 Parent-Teacher Conferences—no school, childcare available
- 29 Halloween Parade
- TBD Pumpkin patch field trip

November

- 11 Veteran's Day—no school or childcare
- 19 Thanksgiving Brunch
- 24-26 Thanksgiving Break—no school or childcare

December

- 17 Winter Solstice Party
- 20 – 31 Winter Break—no school or childcare

January

- 17 Martin Luther King Jr. Holiday—no school or childcare
- TBD – Father's Night

February

- 4 Parent-Teacher Conferences—no school, childcare available
- 5 Open House
- 14 Valentine's Crafternoon
- 21 President's Day—no school or childcare
- 22 - 25 Mid-winter Break—no school, childcare available

March

- 17 - 18 American Montessori Society Annual Conference—no school, childcare available

April

- 11 - 15 Spring Break—no school, childcare available
- 22 Parent-Teacher Conferences
- TBD Earth Day Picnic

May

- 6 Mother's Day Tea
- 13 Teacher Appreciation/Staff Lunch
- 30 Memorial Day—no school or childcare

June

- 17 Donuts with Dad
- 23 Graduation Ceremony (12:30 dismissal)
- 24 Last Day of School