

Our classroom environment is designed especially for the children to be independent and successful. Our materials follow the children's interests as well as their skill levels. Here, the child is free to explore and learn. In a Montessori classroom every child learns at his/her own pace, lessons are given at his/her own progress and the children have the time to explore and work with each activity / material for as long as they need.

We encourage parents to start their child's Montessori education at age 2 1/2 or 3 because there are certain key lessons that they are usually not interested in at age 4.

In order to see the full effects of a primary Montessori education, it is also important for your child to stay through the end of their Kindergarten year. This allows your child the chance to absorb and observe their world at age three, develop and refine motor skills and classify their knowledge around age four, and finally to practice what they've learned and reach abstraction, independence, and confidence around age five.

Remaining with the same teacher allows time for the teacher to develop a comfortable and safe relationship with your child, as well as the opportunity to be fully aware of your child's strengths, weaknesses and interests, knowing what your child needs to work on next.

It is our goal at Bamboo Montessori to meet each child where they are in their development and welcome her/him wholeheartedly into the classroom. From day one and throughout the child's day in the classroom we are guiding the child's development of independence. Learning the skills to be independent, strengthens confidence, develops concentration and coordination.

The children will have the opportunity to learn in the five areas of work in the Montessori Classroom that are:

## **PRACTICAL LIFE**

Practical life exercises instill care for self, for others, and for the environment. These activities include some of the daily routines the child has already observed at home: watering the plants, preparing food, taking care of the animals, washing dishes, dressing oneself, and practicing accepted societal rules of grace and courtesy. Practical life activities serve to enhance muscular coordination, and to develop powers of concentration and control that will be needed for learning. Materials are child size and designed for the child to be able to complete his/her work independent from the adult.

## **SENSORY PERCEPTION**

Sensorial materials are designed to develop cognitive skills. The basic sensorial exercise inspires careful observation and calls attention to specific qualities requiring identification of similarities and contrast. The mind must judge, compare, classify and draw conclusions. The children are then better prepared for future learning in math, language, and science.

## **LANGUAGE**

Language development is vital to all human development and is a focus of the entire Montessori classroom. English and Spanish are interwoven, providing clear articulated speech in both languages.

The Montessori classroom is rich in oral language opportunities, allowing the child to experience conversation, poetry, and stories in English and in Spanish. Children effortlessly link sound to symbol while tracing sandpaper letters with their fingers, thus encouraging the natural progression of written expression and reading skills.

There are several games we play to support sound awareness and language development which makes the process enjoyable.

## **MATHEMATICS**

Mathematical activities help children learn and understand the concepts of math by manipulating concrete materials. The work helps children acquire a solid understanding of basic mathematical principles and prepares them for later abstract reasoning. In the classroom we use hands-on learning materials that make abstract concepts clear and concrete. In the classroom we explore each operation of addition, subtraction, multiplication and division, gradually and following the child's pace.

## **GEOGRAPHY & CULTURAL STUDIES** *(language extensions)*

Geography, biology, botany, zoology, art, and music are presented as extensions of language activities, and are integrated into the environment as part of the curriculum, rather than a separate, "special" activity or work time. Children learn about people and cultures in other countries with an attitude of respect and admiration. Through familiarity, children come to feel connected to the global human family. Lessons and experiences with nature inspire a reverence for all life. Art and music in the classroom give children the opportunity to enjoy creative activities.

## **ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES**

The following forms must be completed and on file before your child begins daycare:

1. A completed Child Care Home Register and immunization record.
2. Current immunization records must be provided at the time of enrollment and kept up to date.
3. A completed medication/treatment authorization form (when needed).
4. A childcare agreement form.

Because we believe in working with each child as an individual, as well as in meeting the parents' needs and expectations, we require a "get acquainted" interview. These interviews are required before the childcare begins and includes meeting with the parent(s) and the child/children.

One of the interviews will be a 45 minute conversation with the parents, in order to get to know their family and their expectations, as well as to answer any questions about the procedures in the school. The second one will be with your child, you will be invited to have a snack and a tour of the classroom, approximately 30 minutes

Enrollment applications are accepted throughout the school year.

Our Enrollment Policy is as follows:

- As we want to honor those families who are committed to the Montessori Program, current students and their younger siblings are given first priority, as long as the siblings commit to complete the Kindergarten year.
- Children four years old with previous Montessori experiences will be considered for enrollment according to availability.
- The year that a child turns five before Aug. 31st, is considered their 'completion' year. Bamboo Montessori School expects families to keep their children here through the end of their 'completion' year.
- Those parents who withdraw their older child before their completion year might not be able to have the first priority or to have their siblings considered for possible openings. (This is to ensure the three-year curriculum is offered to those families who are dedicated to following the Montessori philosophy).

The children attend school from September through mid-June. All payments begin in September and end in June.

Bamboo Montessori expectation is that families enroll with the intention of committing to complete the school year. As this is necessary and critical for the classroom environment and dynamic to remain consistent, it is our hope that families will not change schools mid-year unless there are circumstances beyond the family's control.

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Signature

## **SIGNING IN/OUT AND LOGGING THE HOUR**

The sign in/out sheet must be signed, and the arrival/departure hour must be logged daily. The Department of Early Learning (DEL) regulations require a physical signature. The sign in/out sheet will be in the entrance.

## **SIGNING IN AND OUT**

All parents are required to sign their children in and log the arrival hour when they bring them to school and sign them out and log the departure hour when they pick them up. Parents are to sign their full name, not initials, per DEL requirements. Only persons over the age of 18 can sign a child in or out of your center.

## **SIGNING OUT**

When you sign your child out you are responsible for him/her. Our first priority and responsibility are for those children at school without their parent(s). This is a safety issue! With nice weather, parents may want to socialize outside on the playground. Please make sure that you supervise your child and that all snack items are picked up.

We want to inform parents that we will be charged \$10 for each time you forget to sign and \$5 for forgetting to log the time for each child enroll in the program.

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Signature

## **ARRIVAL TIME AND PICK UP TIME**

Bamboo Montessori program opens at 8:30 with outside activities focused on developing gross motor skills and socializing. We ask you to arrive no later than 8:50 a.m., if you arrive after 9:00 a.m. we will not be able to receive your child (except for a doctor's appointment)

Pick-up time is from 3:30 to 4:00. Picking up your child after 4:00 pm will automatically be classified as Occasional Care and charged accordingly: A late fee of \$1 per minute will be charged for late pick-up. We expect families to be prompt as a show of respect to their child and to our teachers. Late fees are charged to your tuition. Continual irresponsibility to pick up your child on time will result in termination of your school agreement.

We ask parents to support Bamboo Montessori policy of NO cell phones in the classrooms and in the garden, we request this, so the parents stay focused on their child. Giving your attention will show respect and help to further build your relationship and also keeps everyone safe.

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Signature

## **KEEPING IMMUNIZATIONS UP TO DATE**

Parents are responsible to bring the most recent immunization records to Bamboo Montessori and keep them up to date. At Bamboo Montessori we only allow vaccinated children in the program.

## **CONFIDENTIALITY**

In Bamboo Montessori the records are confidential, however each enrolled child's health record will be available to staff when needed for the administration of medicines or emergencies. Parents or guardians will have access to all records for their child.

Also, parents will have access to licenses, staff training and professional development records if requested.

## **SPECIAL NEEDS/ SENSORY DISORDER PROCESS/BEHAVIORAL DISORDERS/OTHERS.**

Prior to enrollment, parents need to notify Bamboo Montessori if their child has been diagnosed with any special needs. Bamboo Montessori will decide if we accept the child under our care. This also applies if the child is diagnosed after he starts at Bamboo Montessori, as we may not be the best fit for your child. We reserve the right to discontinue care for a child if we suspect he/she has a special need, sensory disorder process or any situation that requires the child to have one on one, with an adult, permanently on a daily basis.

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Signature

## **TRIAL PERIOD**

After you child/children have begun childcare, a trial period will incur. This period can last up to four weeks so that we can make sure that your child adapts to his/her new childcare family and ensures us that this is the best place for your child to thrive and grow. Bamboo Montessori reserves the right to discontinue care, at any time. All efforts will be made to continue care with our childcare family, or we will work with the parents to find the best fit possible.

It is Bamboo Montessori's expectation that families enroll with a good faith commitment to complete the school year. In the event that a family must leave the school, a 30 day written notice must be given. We are unable to refund any prepaid tuition.

Signature

## **VOLUNTEERING**

Bamboo Montessori requires the parents to volunteer at least 6 hours in the full school year. This can be done participating in the classroom through gardening, cooking, assisting an art project, or helping with other activities needed such as laminating or cutting.

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Signature



## **HOLIDAYS AND DAYS OFF**

At the beginning of the school year, Bamboo Montessori will provide a September through June calendar, in which we specify the days that we will be closed. Payment is required for these days as your child would normally be in care.

Here is a list of some school holidays. Again, please refer to the calendar for more details.

- Labor Day
- Veteran's Day
- Thanksgiving Break
- Winter Vacation
- M.L. King's Birthday
- Parent Teacher Days
- President's Day
- Spring Vacation (We follow the evergreen district calendar on spring break)
- Memorial Day

- Teacher Planning Days. (usually 3 days per semester)

Teacher planning days are full workdays dedicated to professional development workshops, curriculum planning, material making and refreshing the classroom with materials reflecting the new curriculum. Teacher planning and classroom preparation are key parts to effective teaching and creating an interesting learning environment for the children.

Bamboo Montessori recognizes holidays and will decorate according to the holidays and also can include in the monthly theme.

We offer summer programs that will be determined by Bamboo Montessori in April each year. Typically, the summer program is for six weeks.

We also have several events in which you are welcome to participate, like pumpkin patch, parents education nights and a Spring Festival in which you can socialize with other parents.

Please let us know of any vacations, outside stipulated dates, your child may take, at least 2 days in advance. There are no refunds given for illness, vacations, or absences. Parents/Guardians are required to pay for the days their children are regularly scheduled to be in the classroom.

## **FIRE DRILLS**

At Bamboo Montessori we will have a monthly fire drill. Our evacuation route will be out the back door that leads to the garden, to the meeting point which will be at the back of the garden next to the pines. We will take attendance.

In case of a fire during school hours, parents will be notified to pick up their children. The staff will gather the children away from the building, pending arrival of the fire department

or emergency response. Parents/ guardians will be informed by cell phone and arrange pick up of children if needed.

## **STAFF ABSENCES**

Although we will make every attempt to be available each day, there may be occasions when we are unable to provide service. Parents will be notified as soon as possible of any illness or other emergency. In that case, we will have school make up days and parent(s)/guardians will not be charged. The maximum amount of make up days will be up to two days. It will be the parents' responsibility to obtain substitute care.

## **HAND WASHING PROCEDURES**

It is a requirement of the state that the staff will wash their hands:

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- a) Before and after preparing foods, eating, or feeding a child
  - b) After handling raw or uncooked meat, poultry or fish,
  - c) After using the toilet or helping a child with toileting
  - d) Before and after diapering a child
  - e) After touching bodily fluids
  - f) After being outdoors with the children
  - g) After handling animals or cleaning up animal waste
  - h) After handling garbage and garbage receptacles
  - i) Before and after giving medication or apply topical ointment
  - j) As needed

We also sanitize tables and counters as often as needed. We will sanitize teaching materials weekly and we will disinfect toilets, bathrooms, floors and doorknobs daily in the morning.

The state regulations require that the children wash their hands:

- a) Before and after eating or participating in food activities
- b) After toileting
- c) After touching bodily fluids
- d) After sneezing or coughing
- e) After outdoor play
- f) After play with animals or handling animal toys
- g) As needed.

## **EARLY CLOSURES / LATE OPENINGS**

On any severe weather day, please listen to your local radio station for late school openings and early closures. Announcements begin as early as 4:30 am. On those days, Bamboo follows the Hockinson School District decisions. Please connect to the flash alerts at <https://www.flashalert.net/id/HockinsonSchDist>

## **SNOW DAYS AND LATE STARTS**

We want to remind you that because we do not have early release or late start on the calendar, Bamboo Montessori does not have make up days for snow days.

If the Hockinson School District opens two hours late, then Bamboo will open at 10:30 am. It is the responsibility of the parents to check the announcements for the weather conditions. Bamboo Montessori will always try to send a courtesy email to remind the parents.

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Signature

## **EMERGENCY CLOSURES**

If we are unable to open the school due to circumstances beyond our control, we will not issue any refunds. No refund will be issued for late start or early release due to

circumstances beyond our control. Circumstances beyond our control may include but are not limited to severe weather, flooding, broken pipes, lack of power, government mandate and COVID outbreak in the classroom.

## **EMERGENCY SCHOOL CLOSURE**

Our School follows the inclement weather closure decisions of the Hockinson School District. We are also governed by emergency closure conditions or change in operational guidelines decided by the Early Learning Division of the State of Washington DCYF (Department of Children Youth and Family) due to any short-term situations like stormy or inclement weather, or long-term situations such as a pandemic caused by a disease outbreak, or any natural or other major disasters. Our School will also close due to the loss of any essential utility service such as electricity, gas, and/or water for a substantial period of time, or any major building issues that threaten the safety and well-being of our children and staff. For any such closure shorter than 15 consecutive days in a month, there will be no reduction in tuition for that month. For closure conditions longer than 15 days in any month, the school will charge up to 50% tuition for the duration of the closure in that month. I (we) understand that this clause allows the school to retain at least key staff on payroll, readily available to return to the classroom to welcome our children back when the school reopens.

## **LUNCH TIME**

For all students, lunch is from 1:15 pm to 2:00 pm. Lunches should be packed and brought from home. If a lunchbox is sent in the morning, make sure it includes a cold pack or thermos to keep cold foods cool and hot foods hot.

Lunch suggestions are sliced fruit, beans, vegetable sticks and milk. If you do not provide a lunch that covers the USDA requirements, I will provide it at a cost of \$1.50 dollars per day. You will be notified the same day by email. If Bamboo Montessori starts two hours late, we will not offer snacks, as lunch time is very close.

Washington State requires that we remind parents to choose foods that meet daily nutritional requirements. Children should bring healthy, low salt, low sugar snacks. Please

do not include cookies, cakes or chips (to promote a healthy environment). Balanced, nutritious lunches will help your child learn and play at school. Please do not send candy.

Pack lunch in reusable and recyclable containers and include a placemat and a napkin. It is consistent with Bamboo Montessori commitment to the environment. Please avoid plastic disposable bags.

As part of a Montessori environment, cooking is integrated in the curriculum, so if your child has dietary restrictions due to medical or religious beliefs, please let us know so that we may make the appropriate accommodations.

For more detail please refer to the Nutrition Policy.

## TYPICAL DAILY SCHEDULE AND HOURS OF OPERATION

- Monday-Friday from 8:30 a.m. to 4:00 p.m.
- Drop Off 8:30- 8:45 Outside games and activities.
- 9:00 am time. Children wash hands, put their lunch and other things on their hooks. This allows children to warm into their morning cycle (helping to set the classroom, having a conversation about their weekend, group presentation, and helping them to choose their work)
- 9:00 – 12:00 pm Group Lesson / Work Period Time  
Children will choose individual activities or participate in small group lessons.

A key element of Montessori classrooms are large blocks of uninterrupted time for a child to work, develop concentration and achieve internal satisfaction. The Montessori classroom is vibrant and dynamic, with each child choosing an activity, completing it and returning it to the shelf.

**Snack:** Children in the Primary class may choose to have a snack whenever the snack table is free. The school will provide different snacks every day:

- **Monday:** A cup of oatmeal with slices of apples and 5 tablespoons of raisins.
- **Tuesday:** ½ banana, pita bread with hummus (low salt, low sugar)
- **Wednesday:** 9 grapes with a ½ cup of cereal and whole milk (low salt, low sugar)
- **Thursday:** 5 pieces of carrots and apple sauce (organic)
- **Friday:** A slice of whole bread with almond butter and ½ cup of 1% organic milk and 4 strawberries.

The morning work session goes until about 11:45 am, when the children are asked to pack up their work and join the circle time

- 11.45 - Community gathering. This is the time that the children are invited to sit at the ellipse.

The gathering time can be a story time (English or Spanish), singing songs, balancing on the line, grace and courtesy in the classroom, how the day went for each child, or outdoor free play.

- 12:00 pm - 12:50 pm Outdoor free play.
- 12:50 - Hand washing and setting up for lunch
- 1:00 - 1:50 Lunch time
- 1:50 - 2:00 Clean up
- 2:00 to 2:30 pm Silent reading period /Nap time for those children who need it. Reading/ independent work/ Yoga / Crafts/ Games.
- 2:45 Second Gathering: Reading in Spanish, cleaning up the classroom.
- 3:00 to 3:45 pm After care: Legos, logs, trains. Outside dismissal, if weather allows.

## SUNSCREEN

I (the parent) am responsible for applying sunscreen in the morning before arriving at school, as well as checking that the sunscreen is not expired. The staff will re-apply it before going to the aftercare from 3:00pm to 4:00pm.

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Signature

## NAP TIME

The school will provide mats for napping. Children must have a lightweight receiving blanket for nap time. It is very important that parents do not send quilts, sleeping bags, afghans or large heavyweight blankets for nap or rest time. This is to help reduce the risk of spreading communicable diseases whenever possible, and because of the lack of suitable storage space.

Each child shall bring a labeled (in permanent ink) blanket and the school will provide a sanitized cot.

Each child's cot, sheet and blanket will be stored individually so linens do not touch other children's linens. Cots will be at least 3 inches apart.

We launder the sheets and blankets on Fridays.

The school will provide a quiet area for the children to lie down. If after 25 minutes a child does not fall asleep, an alternate quiet activity is to be offered.

Under no circumstances will the school restrain or force a child to sleep or lie down.

The state of Washington requests that we allow rest time for those children under 5 who stay at school more than 6 hours per day. Our schedule is 7 1/2 hours per day; therefore, we

follow the licensing rule, allowing the children to rest. If they haven't fallen asleep after 25 minutes, then they can quietly sit on their cot and read a book or do a puzzle.

## **FREE ACCESS**

During business hours, the parent/guardian of the child/children has the right to access any area of the school used by the child.

We would like to encourage parents to take advantage of observation time. Ordinarily, a class requires six to eight weeks in which to settle in. For this reason, I strongly ask that observation requests be postponed until school has been in session for at least six weeks. All observations are scheduled and held preferably during the morning work sessions, Tuesday through Thursday.

## **CHILD ABUSE REPORTING**

As childcare providers, we are mandated by law (Chapter 26.44RCW), to immediately report by telephone, suspected physical, sexual or emotional child abuse, child neglect, or child exploitation, to child protective services or local law enforcement.

## **NON-DISCRIMINATION STATEMENT**

As childcare providers, we do not discriminate against employment practices or clients served.

## **RELIGIOUS ACTIVITIES**

Bamboo Montessori provides a Christian environment for your child/children. Many of our preschool and holiday activities, as well as our projects, will be faith-based.

## **BOOKS**

Parents will have to pay for any book that their child requires. Usually books are for four (tracing) and five years old. There are only two books, and they cost about \$25 dollars for both.

## **PARKING SPACE AND DROP-OFF/PICK-UP**

Since parking spaces are limited, we ask that your drop-off and pick-up your children in a timely fashion. We encourage you to think about the other parents who are waiting to find a space to drop-off or pick-up their kids. Please be considerate of others.

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## **BABYSITTING**

Staff does not baby-sit children enrolled at the school. In the past, such situations have created conflict that strained parent/school, school/staff, staff/child, and staff/staff relationships. It is in the school's interest that a sense of community is fostered through mutual understanding, respect, and consistency.

## **TRANSPORTATION AND FIELD TRIP ARRANGEMENTS**

We do not offer any transportation and in all the field trips parents are responsible for their children and any expenses (tickets entrance etc.)

## **ANIMALS AND PETS AT BAMBOO MONTESSORI**

There will be pets in our school throughout the year. We are planning to have a fish and a gecko as well as a frog. Children are welcome to feed the animals during the class time. If your child has any allergies, or if they are sensitive to a particular animal please let us know.

Part of Montessori education is the care for animals. Children will help clean cages and care for the animals. Children will follow strict guidelines as hand washing and wearing gloves when cleaning the animals' cages. If you prefer your child not to be involved in this activity, let us know.

## **POLICY ON STAFF PROVIDING CHILD CARE OUTSIDE OF SCHOOL**

Bamboo Montessori discourages employees from providing childcare outside of school hours for families currently enrolled at the school. We believe such involvement could be detrimental to our program, the employee and the child.

## **POTTY TRAINING PROCESS**

Bamboo Montessori accepts children between the ages of 2½ and 5 years old, who have been potty trained.

If your child is not yet potty trained, we are more than happy to help with this process. We all have the goal of making this process as smooth and swift as possible.

Due to the extra out of class teacher attention necessary during this process, tuition for potty training students is \$100 dollars extra per month, for about 6 months. This is the time frame that we think he/she can successfully become independent in the bathroom. Your support at home will be key in this transition.

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Signature

If you signed your child as proficient in the bathroom, he/she will be completely independent, and we will only give an initial lesson in how to use the bathroom. After that, this will become part of their independence in the classroom. Any toileting accidents will also be the child's responsibility. We will deal with them with gentle guidance and another lesson. Children need to wear clothing in which they can dress and undress independently, as to help build self-esteem. We ask the parents that children wear clothing with "non-

media” logos or any other items that can be a distraction to the group (ballet costumes, children’s jewelry, etc.)

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Signature

## **PARENT-TEACHER CONFERENCES**

Parent teacher conferences are held twice a year, when the school is closed for two days. It is important that you honor the time that is set aside for you. You may wish to write a list of discussion topics beforehand. You will receive your child’s written progress report at the second conference in June. If you have any concerns about your child, please do not wait until your conference date to bring them up. A quick phone call or email can help us collaborate on solutions to any problems that may come up.

The conference dates are on the school calendar. Approximately two weeks prior to the conference dates, a sign up sheet will be posted outside your child’s classroom door. Please make other arrangements for the care of your child on conference days. We will not reschedule the parent teacher conference.

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Signature

## **BEHAVIOR MANAGEMENT AND PHILOSOPHY**

In Bamboo Montessori we strongly believe in positive reinforcement. We believe most children respond with praise and redirection. We provide a safe and fun learning environment that promotes love, self-respect and respect for others. We strive to create an environment that fosters positive behavior by teaching and encouraging children the importance of sharing, caring, and Christian love.

All students are encouraged to use their words to resolve situations; however, if the children involved are not able to resolve the problem, they are encouraged to ask the teacher or assistant for help. If the unwanted behavior continues after we have tried to reason with the misbehaving child, there are several options open.

- Ask the child exhibiting the unwanted behavior to move his work to where the teacher or assistant is working
- Instruct the child to stay away from the child that is experiencing this disruption in his work
- Instruct the child to stay close to the teacher (holding hands) to procure a safe environment for the class
- Ask the child to breathe and remove him/herself to a quiet different setting.



When behavior modification is needed, we will treat the child with respect. Children may be redirected or gently distracted from the problematic behavior and simply told “no”. If it continues, they may need to take some time to think about their behavior and to discuss better alternative choices with us before rejoining the other children. If, after repeated discussions, the behavior does not improve, a brief meeting with the parent/guardian may be called to coordinate the best methods to use in working together to help the child change the behavior. If the parent is not able to come after we have tried to reschedule twice, within the next 7 days of the incident, Bamboo Montessori will reserve the right to discontinue providing the service. In this community we are looking for parents who make their child’s education a priority and therefore set a time to work as a team with us in order to support their child’s development.

For more detail please refer to the Aggression Policy

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## GROUNDS FOR DISMISSAL

The following may be grounds for dismissal:

- Parents who are not willing to collaborate with teachers/administrators to assist their child in improving his/her behavior.
- A child whose behavior causes injury to him/herself, other students, to staff or causes extensive damage to school property. Parents will be called, and the child has to be picked up within an hour in any of the situations before mentioned.
- We reserve the right to discontinue care for a child we suspect has a special need, sensory disorder process or any situation that requires the child to have one on one, with an adult permanently.

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Signature

## CORPORAL PUNISHMENT

Corporal punishment such as biting, jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain or causing bodily harm, by any person, including parents, on Bamboo Montessori premises, will not be tolerated.

## PRACTICES CONCERNING MEDICAL EMERGENCIES

Staff have infant, child, and adult CPR and first aid training and certification.

**Minor Emergencies:** For minor emergencies we will notify the parent immediately. We will conduct a head to toe assessment and take any first aid treatment deemed necessary.

Further action will be taken according to the parents' instructions.

**Major Emergencies:** For major emergencies we will assess the child and immediately call 911. We will follow instructions from the 911 operator and will contact the parents immediately.

If we are unable to contact the parents, we will notify the emergency contact listed on the child's registration form. People listed on your emergency contact list must be available and willing to pick up your child.

## **PRACTICES CONCERNING A SICK CHILD**

A sick child should be allowed to fully recover after an illness so that he/she can participate in the daily activities and so that other children in the group do not risk exposure. Moreover, sick children want care from their parents in the comfort of their own homes. Cooperation is extremely important on this issue. Minimizing exposure and providing good hygienic procedures in the home are the only means by which we can limit the spread of infectious illness.

Accordingly, for the benefit of all involved, the following policies will be enforced.

We cannot accept children for care with any of the following:

1. A fever of 100 F or higher.
2. Vomiting on two or more occasions within the past 24 hours.
3. Diarrhea; three or more watery bowel movements or one bloody stool movements within a 24 hour period.
4. Oozing rash
5. Earache, Headache and sore throat.
6. Eye discharge or pink eye.
7. Lice or nits.
8. Fatigue that prevents participation in regular activities.

We will not provide childcare if we have a communicable disease. We will not provide childcare if your child has a communicable illness. All communicable illnesses will be reported to Clark County Public Health.

If your child becomes sick:

1. We will notify parents to pick up their child if he/she is unable to participate in daily activities and/or has a temperature of 100 F or any of the other above mentioned symptoms.
2. We will record the child's symptoms on an illness record sheet.

If a child cannot manage their bodily fluids, they will be sent home. Any symptom of illness that teachers deem to be interfering with your child's participation in activities or interaction with other children, will require removal from the group/classroom. In the above situation we will make your child as comfortable as possible until you can make arrangements to pick him/her up. When in doubt, please keep your child home. Childcare regulation is that children must be symptom free for 24 hours prior to returning to school.

If the parent/guardian is called, they must pick up the child within one hour. If a parent is unable to pick up a sick child, a person listed on the emergency contact list will be called to pick up your child. Not picking up your child when sick may result in termination from care.

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Signature

## **CHANGE OF CLOTHING**

Please provide a change of clothing for children who may have an accident. At least two pairs of underwear, socks, as well as extra bottoms and an extra shirt. This should be provided in a Ziploc bag with their names written with a permanent marker. Everything should fit in the Ziploc bag, please remember that we have limited space.

During our Pacific Northwest winter months please send your child with a rain jacket, rain pants, and rain boots.

Being outdoors is an important element of our curriculum here at Bamboo Montessori. Preschool age students are deep in the sensorial stage of learning development. While we support this in the classroom with visually appealing materials, the use of lots of textures, and even paying attention to the sound a tool makes when used; there is no replacement for what the natural world gives us. We must get outside every day to fully embrace everything nature has to offer. Please help your child dress for the weather. Children play and work hard and should not have to worry about staying clean.

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Signature

## IDENTIFICATION

All the children's items of clothing (especially socks, gloves, hats, scarves, sweaters, and jackets) must be marked clearly with your child's first and last name. All items brought to school, such as lunch boxes and sharing items, also should also be labeled.

## MEDICATION MANAGEMENT

1. A written permission form is required for any medication we are to provide your child, including sunscreen or diaper ointment. This form will need to be signed every 30 days if continued treatment is needed.
2. We will record medications given on the treatment form.
3. We will store all medications in a locked cabinet.
4. We will return all unused medications to the parent.
5. The medications will have to come in the original container.

## OTHER IMPORTANT INFORMATION

- Any information we need you to receive, such as vacation days or field trip notifications, will be provided directly to the parent or guardian.
- Children are responsible for the care of any outside item they bring, although we will do our best to assist the child in caring for their special item.
- If you are planning on bringing special snacks or desserts for a birthday or holiday, please notify the school at least 24 hours in advance. It's important no one is excluded from the special snack. Washington State Law requires any snacks brought to share not to be homemade. We urge you to send healthy food. You can never go wrong with fresh fruit. Please refrain from bringing any sugary or salty snacks.



## COMMUNICATION WITH PARENTS

Every month you will receive a newsletter, by email or on our Facebook page, in which we include the theme that we will be talking about that month (reptiles, cycle of the pumpkin or a continent). It will also include what we would like you to bring, such as a bouquet of flowers for a flower arrangement or ginger for a cooking project. This will enhance their learning process.

In addition to the newsletter we will share pictures on our Facebook page so you can see what your child is doing. Please expect phone calls from us during the first two weeks. This allows us to know you and your child better and honor and develop a relationship. Let us know which days and hours work better for you so we can have a short call.

Anytime you need to leave us a message, there will always be colored paper in the entrance so you can leave us a short note (leaving early for doctor's appointment, your child had a rough night), or any quick comments.

If you want to discuss any concerns you may have about your child or any specifics about the activities we are having or behavior in your home you would like to address, please send us an email and we can arrange a meeting so we can solve it together.

Our email is [info@bambomontessori.us](mailto:info@bambomontessori.us)

If we need to address any issue concerning your child, we will schedule an appointment. The appointments are always scheduled from 3:15 – 4:00 pm because during the morning we are dedicated to the children in the class. Our priorities are the children and we need to be there for them.

During the appointment, please be mindful of your comments and concerns. We will not discuss the progress of your children in front of them.

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Signature

We check emails every day after class at 3:30 pm, and we will get back to you within 24 hours, by email or phone call.

Please do not use email for time sensitive communication. Call us and leave a message at 360 254 4279. We always check messages at 8:00 am. If we are not available at the time you call, be sure to leave a message.

## **BIRTHDAY CELEBRATIONS IN THE MONTESSORI WAY**

A Celebration of Life is a wonderful way to celebrate a birthday by honoring a child's life and accomplishments. Please find a picture (4 x 6) for each year of their life and write a short life story to be brought to school for this celebration (the photos will not be returned). We will give you a sample of a life story and you can let your child participate in selecting pictures

and writing his/her life story for this celebration. Bring his/her favorite book to read to the class.

You are welcome to join us, so please feel free to contact us to know which day works best for you.

We ask for your support by coming in the morning so all the friends in the class can celebrate with your son/daughter (including half day children). Any time between 8:45 am to 12:00 pm would be best.

We ask you to help us by refraining from bringing any sugary or highly processed food. Fruit is always a good choice (without sweeteners on it). Also, do not bring any ornament or decoration that has characters on it.

## **HEALTHY AND SAFE ENVIRONMENT**

- We provide a non-smoking environment for all children and adults on the premises and respectfully request no smoking on the property within twenty-five feet from any entrance, exit, window, or ventilation intake of the school. We ask you to follow these regulations.
- On the premises of Bamboo Montessori, the staff and volunteers must not use illegal drugs, consume alcohol during working hours, be under the influence of alcohol or misuse prescription drugs when working with or in the presence of children.
- We follow the regulations by keeping chemicals out of children's reach. We do not carry weapons.

## **DISASTER PLAN**

In case of a disaster, we keep three days of food and water available for the children. We will keep the children safe until you can pick them up, and we will have our land line phone with us.

- As part of a disaster response plan please be aware that in the case of an emergency evacuation or that there is no telephone communication available, a note will be placed on the door letting you know specifically where and how we can be reached. We keep emergency supplies on hand including a first aid kit.
- In the event of a serious earthquake or disaster, your child will be kept until picked up by a responsible adult identified from the authorized pick up list. Students will be released ONLY to persons identified on the authorized list.
- In the case that we have to go to a shelter we will post a sign on the door and we will try our best to contact you by phone. Please remember that the lines will be jammed, and it could take a while.

## **ENROLLMENT AND ADMISSION REQUIREMENTS**

A Registration form Admission must be filled out and submitted to Bamboo Montessori with a non-refundable reservation fee of \$250 dls.

We will notify parents if space is available or if their child will be put on the waiting list. If space is available, a \$250 dollar reservation fee is required to hold that spot until the student starts school.

## **RESERVATION FEES FOR RETURNING STUDENTS**

Each spring, a reservation fee of \$250 dollars is needed to secure your child's place for the academic year. This is non-refundable, this fee will not be refunded in the case of withdrawal or "no show". Openings are offered to our existing students first and then opened to the public.

## **TUITION**

Tuition for the school year (Sept thru June) may be paid annually, or in ten installments of \$955 dollars. Each is due at the beginning of the month. The first payment is due September 1st, then subsequent payments are due on the 5th of each month. The last payment is due in June. Any tuition received after the fifth of the month will result in a \$1.50 per day late charge. A student will be unable to attend class if tuition has not been paid by

the 10th of the month. Tuition remains the same regardless of family vacations, illnesses, or holidays.

## FEES

- Enrollment Fee \$250 dollars a non refundable fee that maintains your child's placement at Bamboo Montessori for the upcoming year, to be paid in February
- Annual Snack Fee is \$175 dls to be paid on September tuition.
- Textbook Fee: \$16 dls for tracing book 4 years and \$25 dls for 5 years old.

## SUMMER PROGRAM

Bamboo Montessori does **not offer summers off**. In order to keep your spot for the fall you need to pay in full for the summer period. The summer program requires a summer registration fee of \$100 dollars for materials. Typically, our summer program is for six weeks, starting the Monday week after July 4th. The enrollment fee of \$100 dollars is required by May 5th. The summer tuition is divided in two payments of \$690 dollars each, first payment is on the first week of the program and second payment is on the third week of the program. Summer program will be offered first for new students and current students that re-enroll for the next fall program.

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Signature

## WITHDRAWAL

If you plan to withdraw your child from school, we will ask you for a month's written notice as a courtesy to those families on the waiting list. If you are planning on withdrawing after May 1st, you are responsible for the remainder of the school year's tuition.

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Signature

## OTHER FEES

Please be advised that if you or a third party requests records or questionnaires outside of the regular/customary reports provided for your child, there will be a charge to compensate for the time and expenses involved, with a minimum of \$100 dollars.

All checks returned to Bamboo Montessori will be charged \$50 dollars.

Enrolling your child after the first day of school will result in a prorated tuition and a change in monthly or annual tuition charge.

## PARENT HANDBOOK SIGNATURE PAGE 2020

Please sign and date below that you have received your Bamboo Montessori Parent Handbook and acknowledge that you have reviewed this information. Please contact us with any questions regarding your Parent Handbook.

Child's (children's): \_\_\_\_\_

Parent name: \_\_\_\_\_ Date: \_\_\_\_\_

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Signature