

# Parent Handbook

## *Montessori in Motion*

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**CONTENTS**

MISSION STATEMENT ..... 2

DAILY SCHEDULE ..... 2

ABC'S OF EVERYDAY ..... 2

    ACCESS TO BUILDING ..... 2

    BIRTHDAYS ..... 2

    FIELD TRIPS – OFF-SITE ..... 2

    FIELD TRIPS – ON-SITE ..... 2

    FOLDER BOX ..... 2

    LUNCH ..... 2

    NAPPING ..... 3

    OUTDOOR CLOTHES ..... 3

    OUTDOOR SHOES ..... 3

    SHARING ..... 3

    SIGN-IN/OUT ..... 3

    SLIPPERS ..... 3

    SNACKS ..... 3

    SNACK RULES ..... 3

    TARDINESS ..... 3

    TOYS ..... 3

FOR THE PARENTS OF TODDLERS ..... 4

    DIAPERS ..... 4

    EXTRA CLOTHES ..... 4

    LUNCH ..... 4

    NAPPING ..... 4

    OTHER NOTES ..... 4

    TOILET TRAINING POLICY ..... 4

    DIAPER CHANGING POLICY ..... 4

FOR THE PARENTS OF INFANTS ..... 4

    CLOTHING ..... 4

    DIAPERS ..... 4

    EXTRA'S ..... 4

    FEEDING SUPPLIES ..... 4

    NAPPING ..... 4

GENERAL POLICIES & INFORMATION ..... 4

    ANIMALS ..... 4

    BUILDING COMMUNITY ..... 4

    CHILD CARE ..... 5

    CHILD OR PARENT DISRUPTIVE BEHAVIOR ..... 5

    CHILD PICK-UP POLICY ..... 5

    COMMUNICATIONS ..... 5

    DISASTER PROCEDURES FOR MONTESSORI IN MOTION ..... 5

    EMERGENCY SITUATIONS AND PLAN OF ACTION ..... 5

        BIOTERRORISM ..... 5

        EARTHQUAKE ..... 5

        FIRE ..... 5

        HAZARDOUS MATERIALS ..... 6

        MISSING CHILD ..... 6

        POWER OUTAGE ..... 6

        TERRORISM - Bomb Threat ..... 6

        TORNADO ..... 6

        TSUNAMI ..... 6

        VIOLENCE ..... 6

        VOLCANO ..... 6

    WINTER STORM ..... 6

EARTHQUAKE DRILLS & FIRE DRILLS ..... 6

EMERGENCY KITS ..... 6

FEES ..... 6

GRACE PERIODS ..... 7

HEALTH CARE POLICIES ..... 7

ILLNESS ..... 7

LIBRARY ..... 7

MEDICINE – PRESCRIPTION ..... 7

MEDICINE – NONPRESCRIPTION ..... 7

NONDISCRIMINATION POLICY ..... 7

ONCARE PARENT PORTAL ..... 7

PARENT ORIENTATION ..... 7

PARKING LOT SAFETY- (Adults only) ..... 8

RELIGION ..... 8

REPORTING CHILD ABUSE ..... 8

SNOW POLICY ..... 8

SPECIAL NEEDS CHILDREN ..... 8

USE OF PESTICIDES ..... 8

WORK BOND ..... 8

FORMS TO REMEMBER ..... 8

    CONTRACT CHANGE ..... 8

    FEVER NOTIFICATION SLIP ..... 8

    LUNCH SUPPLEMENT SLIP ..... 8

    MEDICATIONS INSTRUCTION ..... 8

    NOTICE OF CHANGE ..... 8

    SIGN-IN/OUT SHEETS ..... 8

    TODAY ONLY ..... 8

    WORK BOND RECEIPT ..... 9

ENROLLMENT INFORMATION ..... 9

    WHO MAY ENROLL ..... 9

    PRE-ENROLLMENT VISIT ..... 9

    HOW TO ENROLL ..... 9

    RE-ENROLLMENT ..... 9

    RESPECTFUL CONDUCT FOR THE CLASSROOM ..... 9

    DISCIPLINE STATMENT ..... 9

    SAFETY RULES FOR THE PLAYGROUND ..... 9

    SAFETY RULES FOR THE LOWER PLAYGROUND ..... 10

    ALPHABET “SOUNDS” ..... 10

    MANUSCRIPT ALPHABET ..... 10

    WISH LIST ..... 10

SPECIAL EVENTS ..... 10

FUND RAISERS ..... 10

    MONTESSORI SERVICES (Small Hands Catalog) ..... 10

    SCHOLASTIC BOOK ORDERS ..... 10

    HALLOWEEN PARTY ..... 10

    SPRING AUCTION ..... 11

    ANNUAL PLEDGE FUND ..... 11

## MISSION STATEMENT

At *Montessori in Motion*, we believe that each child is a unique individual with unknown potential. All children are born with a drive to develop themselves. Children learn best from their own physical activity and senses if given the freedom to discover, explore, and create in an enriched environment with supportive guidance based on the observation of the individual child's interests and needs. The method of education used at MIM follows those principles laid down by Dr. Maria Montessori in the early 1900's, with an open-ended approach that encourages innovation and growth. Learning needs to be integrated, comprehensive, and based on the reality of the child's world. Educational experiences must vary in kind and degree in order that each child's unique potential is challenged.

## DAILY SCHEDULE

7:00 – 6:00....	Montessori Infant Classes (6 or 10 hours/day)
7:00 - 8:45....	Morning Care Toddler
7:00 - 8:45....	Morning Care Full Day Primary Classes
9:00 - 1:00....	Montessori Half-Day Primary Classes
9:00-1:00 & 9:00-3:00....	Montessori Mix Day Primary Classes
9:00 – 3:00....	Montessori Full-Day Primary Classes
11:15 – 12:45/11:45 -12:45....	Toddler and Primary Lunch/Recess
12:30 – 2:45....	Toddler nap
1:15 – 3:00....	Primary Nap (for those requiring an afternoon rest)
3:00 – 6:00....	Child Care Activities/Outdoor Play

## ABC'S OF EVERYDAY

### ACCESS TO BUILDING

The electronic lock installed on our inside front door is activated by your family's ID number. When entering and leaving the building, key in your family's ID number and then the "STAR" key on the keypad to release the lock. The keypads are located on the wall to your right when entering and on the wall to your left when exiting. If you forget the ID number, just ring the bell located next to the keypad and someone will come and help you. PLEASE NOTE: This keypad is *not* connected to the computer time clock system. You must still sign your child/children in and out on the time clock computer.

The system works only so long as you follow a few basic rules:

- ◆ **Do not give the code to your child/children.** Your child may, in turn, give the code to someone you have not authorized to use it.
- ◆ **Do not let your child code him/herself into or out of the building.**
- ◆ **Do not let your child code him/herself in or out on the computer.**
- ◆ **Do not at any time let any child out of the building on your code except those you are taking with you.**
- ◆ **Do not let other adults or children unknown to you in or out on your code.**

The code is for your use only or other adults you authorize to use it. We appreciate your cooperation for your child's safety. Thank you.

### BIRTHDAYS

A child's birthday is a very special day. We like to mark it with a few moments of class congratulations, usually including singing "Happy Birthday" and—with parents' help—recalling a few biographical highlights. Your attendance at the "Birthday Circle" is encouraged.

NOTE: Though we are happy to acknowledge the birthday child, the School has an emphatic **no party at school** policy. **No food treats**, gift exchange,

balloons, party favors, or entertainers are permitted at school. If you wish, a small, nonfood item (e.g., pencil, bookmark, etc.) that can be placed easily in the children's take-home folders is permitted. Thank you for your cooperation on this matter. (NOTE: *No food items will be accepted. If you drop them off, they will be set aside and sent home or put out for staff.*) If you would like to share something special with the School for your child's birthday, you might check with the office or your child's teacher for a catalog of items for the classroom, or you may donate a book to the School library.

### FIELD TRIPS – OFF-SITE

On occasion parents will receive notification on the class calendar of upcoming field trips. The class permission sheet you need to sign will be located on the bulletin board in the hallway by the office. Any fees will be added to your next regular billing. Transportation for field trips will generally be by chartered bus or parent chaperone vehicles. If traveling by car, you will need to provide an approved car/booster seat for your child.

PLEASE NOTE: When traveling by car, each driver-chaperon must show a valid driver's license and proof of insurance coverage including the amount of the coverage (generally page one of your policy shows this). The information will be photocopied and kept on file at school.

A field trip will be canceled if we do not have enough parent volunteers.

This decision will usually be made the evening before the field trip.

Also, if you do not want your child to go on a field trip, please keep him/her home that day as we do not have room for your child to go into another class.

Siblings – younger or older – do not go on field trips.

### FIELD TRIPS – ON-SITE

Occasionally during the year, we have entertaining and/or instructional presenters come to the School. The cost for these visitors will be divided equally among the children in attendance. Such fees will be added to your next regular billing.

### FOLDER BOX

Please check your child's 'take-home' folder each day before leaving school. His/her school work and any communication from the School will always be there.

Please note – the children will often take their own work from the folder and leave parent communications behind, so please check the folder yourself.

### LUNCH

All children need to bring a lunch. We do not prepare meals at school. Please send food your child will eat. Please label each item as well as your child's lunch box. We do not have the facilities to warm food and, for sanitary reasons, we do not keep any child's lunch items in the refrigerator. If you send something that needs to be kept hot or cool, put it in a thermos or put a coolant in the lunch box. No candy, gum or soda is allowed at school.

The School is mandated by the Department of Children, Youth and Families to monitor the nutritional value of the children's lunches. If the lunch is found lacking in any of the basic food groups, we are required to provide a supplement. Your child's lunch must contain the following foods: protein (1 serving), fruit or vegetable (2 servings), and grain (1 serving).

*You will be charged \$1.00 per item but no more than \$2.50 per day for each item that the School needs to supply to your child's lunch to meet the above requirements.* You will find a notice in your child's folder or lunch box indicating the food provided. Please be sure to let us know if your child has allergies, special dietary needs. **No NUTS OR BUTTER** in toddler/infant classroom.

## NAPPING

If you want your child to nap at school, you **must** provide the following items:

1. A crib size sheet or cover for the napping mat/cot;
2. A blanket or suitable cover; or
3. A "small" child's sleeping bag is also acceptable.

Each Friday, all nap items will be sent home to be laundered. PLEASE LABEL ALL ARTICLES. Naps for Primary children are optional and are from 1:00 to 2:45 pm. Naps for toddlers are from 12:30 to 2:45 pm. Please let your child's teacher know if you want your child to take a nap, or if you want to change his/her napping schedule during the year.

## OUTDOOR CLOTHES

Your child should be dressed appropriately to go outdoors each morning and afternoon as well as for Outdoor Enrichment. Remember that many of our mornings are cool and damp. We will go outside in the fresh air every day. A one-piece rain suit works best. Please label each article of clothing. This is extremely important to help us locate and identify missing clothes. Unclaimed clothing left in our "LOST and FOUND" for a month's time will be donated to charity.

## OUTDOOR SHOES

The School requires that all children have "appropriate" shoes for outdoor play. Appropriate being defined as a shoe that has a nonskid sole and that covers the top of the foot (if it does not cover the top of the foot, it must have a strap or tie).

Those children who do not have such shoes will not be allowed to play on the climbing toys. Shoes such as cowboy boots and girls' smooth soled flats are not appropriate play shoes.

## SHARING

The individual teachers will communicate to you when and what items are appropriate to share in their class. (*No toys, please.*)

## SIGN-IN/OUT

Your child should arrive and depart on time and must be escorted into and out of the building by an adult who will also sign the "sign-in/out" sheet and sign in/out at the computer. Your child will be released only to those parties you have indicated are authorized to pick him/her up. Anyone not recognized will be asked to show picture identification.

Please inform each person who will be dropping off or picking up your child that they must sign in/out each child they are picking up on both the "sign-in/out sheets" and at the computer. If they need assistance, please have them stop by the office.

Please note: **Adults only** are to sign the children in/out on the computer.

**Children are not to sign themselves in/out.**

Each family will have its own ID number. When you put in your family's ID number, the computer will ask if you are signing your child in/out. If you have more than one child, the read out on the computer will show the name of each child giving you the opportunity to sign in/out each child separately. Remember: When you drop off or pick up a child at school be sure to make contact with the person in charge. Tell them your child/children has arrived or that you are here to pick up your child/children. Remember, you must sign-in/out and clock-in/out all the children you bring to or pick up from school. Note: The State (WAC 170-295-7030) requires a full legal signature, not just initials.

## SLIPPERS

Since shoes are not worn in the classroom, parents will provide their child with a pair of slippers or soft-soled shoes such as aqua-sox, crocks or moccasins that will remain at school. These should be lightweight and comfortable. The bulky slippers are too warm and tend to hinder movement. A slipper with a lightweight sole is preferable to allow for going out of the building for fire drills and going to the restroom. The children are not allowed to go to the restroom in their stocking feet and must stop to put on their shoes if they have no slippers.

## SNACKS

Morning snack for the toddler and primary classes is provided by the parents on a voluntary schedule. A sign-up calendar is posted for each class in the hallway by the office. You just pick a day and write in your child's name and sign your name. You must bring what is posted or a like substitute, and you may also augment with additional items. Work bond credit is given for this snack. Another snack is given in the afternoon during child care. Please be sure to let us know if your child has allergies, special dietary needs.

Note: Avoid products containing peanuts or peanut oil as some children have severe allergic reactions to peanuts. If the snack is not appropriate, it will be refused, and the School will provide snack for that day.

Snacks that would not be accepted include: cookies, cakes, cupcakes, Rice Krispie treats, Jell-O, donuts, and gummy fruit snacks.

Note: We have been advised that we may not serve food to the children unless it has been prepared in a "certified kitchen" or follows strict criteria as set forth in the *Snack Rules*. This means we may *not* serve food prepared by other parents for the children. If you want to provide snack for your child's class, you must follow the *Snack Rules*.

## SNACK RULES

WAC 170-295-3160 states that snacks brought by parents to serve to the members of your child's class must be limited to prepackaged foods in original manufacturer's containers and uncut fruits and vegetables.

Each snack the child eats at school must include at least two of the following four components –

- ◆ Dairy, protein, grain and fruit or vegetable.

The snack must also include one food rich in Vitamin C daily and Vitamin A three or more times per week.

Each snack must include a liquid to drink – water is furnished by the school.

The *Snack Calendars* now contain a list of foods to be served each day that meet these requirements. If you choose to bring snack to school, you must bring what is listed on the calendar or a like substitute, and you may also augment the menu with additional items.

## TARDINESS

We expect the children to be ready to start class promptly at the scheduled hour; so, please deliver them to school in time for them to stow their things, don their slippers, and be ready to begin class on time.

## TOYS

**All toys need to stay at home.** MIM has a large selection of playthings to be used by the children during recess and child care hours. Toys are not allowed in the classroom, childcare or on the play yard.

## FOR THE PARENTS OF TODDLERS

### DIAPERS

Each child must supply his/her own diapers or training pants.

### EXTRA CLOTHES

Because of the increased probability of "accidents," each child should have at least two changes of clothes on hand. Please label each piece of clothing. Each child has a labeled drawer to hold their clothes. Please bring inside shoes and rubber boots to be left at school.

### LUNCH

All toddlers must bring a lunch. Please pack foods your child likes to eat. See detailed note about lunches on page 1.

**No NUTS OR BUTTER in toddler/infant classroom.**

### NAPPING

If your child is scheduled to attend in the afternoon, please provide a small blanket and fitted crib sheet as well as a comfort item and pacifier if needed. Please label each article. The School will supply a sleeping mat. Nap time is from 12:30 to 2:45 pm. The children, however, may rest whenever they feel the need.

### OTHER NOTES

No bottles or toys, please.

Pick shoes, slippers, clothing, coats, hats, gloves, etc. that your child/children can easily learn to put on or take off themselves.

Use lunch boxes that are their size and easy for them to learn to open with containers inside that your child can open and close him/herself.

### TOILET TRAINING POLICY

The child —

- ◆ will be asked quietly every 15 minutes if s/he needs to use the toilet.
- ◆ will only stay on the toilet for a few minutes. [At first, the child may just sit on the toilet with no results.]
- ◆ will always be praised for making an effort no matter the results.
- ◆ will soon ask to use the toilet more often.

When the teacher of the Toddler class believes a particular child is ready to start toilet training, she discusses our procedures with the child's parents but waits until the child has been at school for about two months, and she is sure the child is comfortable with the schedule and staff. She also encourages the child's parents to follow our same procedures at home for consistency and ease of training. Those children who are already wearing training pants at time of enrollment will follow the above procedures from their first day.

Toilet training fee: If child is not toilet trained by age 3, there will be a \$100.00/month fee until child is completely trained as determined by MIM staff.

### DIAPER CHANGING POLICY

Staff washes hands.

Staff and child gather materials needed.

Staff and child go to the bathroom area.

Child remains standing and is asked to help remove clothing.

Staff discards diaper by placing it into a plastic bag.

Staff cleans child's diaper area with damp diaper wipes front to back, using a clean wipe with each sweep and places these in the bag with the diaper.

The bag is then put into a covered diaper container.

Staff places clean diaper on child.

Staff and child wash hands with warm water and soap.

Staff helps child replace clothing as needed.

Child is asked to return his/her diaper bag to his/her cubby.

Staff checks bathroom and cleans area where necessary with paper towels and sanitizing spray.

Staff washes hands with soap and warm water.

## FOR THE PARENTS OF INFANTS

### CLOTHING

Supply extra well labeled clothing. Plan on at least 2 extra complete outfits. Children also go outside daily so send appropriate clothing for the weather such as coats, sweaters, hat, and mittens.

### DIAPERS

Please be sure to leave a pack of disposable diapers. If using cloth, you must provide an extra to be left at the school as well as a sealable bag for storing soiled diapers. The cloth diapers will be sent home daily. Also, if you need please provide diaper ointment with your child's name along with a medical instruction form.

### EXTRA'S

To help with transitions it is helpful to bring in a photo of the family, a pacifier, and a favorite comfort item.

### FEEDING SUPPLIES

Daily bring in a supply of pre-filled, capped bottles labeled with your child's first and last name and the date you brought it to school. Also, please supply a 72-hr. supply of labeled formula and baby food or rice cereal for the emergency kit.

### NAPPING

Please provide a labeled crib sheet. Sheets will be sent home weekly to be washed. Also, you may bring in a footed or blanket sleeper for nap. No blankets, pillows or stuffed animals are allowed on their nap mats or in the cribs.

## GENERAL POLICIES & INFORMATION

### ANIMALS

MIM has many animals inside and outside: turtles, fish, chickens, ducks, and goats. With this comes the potential health risk of being nipped or bitten. All animals are in cages, tanks or pens. Although the staff have primary responsibility for caring for the animals, the children are allowed to assist with some of the upkeep and care. The children are instructed to wash their hands whenever they come in contact with an animal, whether just to handle one or to care for it.

### BUILDING COMMUNITY

Potlucks, Parent Ed Nights, Luncheons and Spring Auction- Come enjoy the great food and meet new people at our Welcome Pot Luck. This will also give you a chance to meet all the people who offer after-school activities.

Throughout the year in the Primary Classes parents are invited to join their child for a luncheon. This is a wonderful way to support your child and meet other children and parents.

Twice a year we host a Parent Education Night, we encourage you to attend to learn more about your child and their school.

Another way to support the school is to attend our Annual Auction. This is a fun and exciting evening. You may also bid online during the silent auction. The year-end pot luck is a wonderful way to end the year and connect with our community at MIM.

### CHILD CARE

The School offers child care for its students only. We encourage you to contract for the block of hours before and/or after class of care you will need on a regular basis. Drop-in care is also available. Drop-in care should be reserved at least a day in advance. Fill out and sign a "Today Only" form and put it next to your child's sign-in/out sheet.

Care will be offered during school closures (*except for in-service days (October/March/June) major holidays, parent teacher conferences (Nov/March) and the break between the end of summer school and startup in the fall*). Please check the School calendar for dates and watch for a sign-up sheet in the sign-in/out area. If you wish care during these weeks, you must sign up as there will be no drop-ins allowed.

### CHILD OR PARENT DISRUPTIVE BEHAVIOR

Disruptive behavior is any behavior that interferes with the learning environment.

Repeated offenses by a child will result in a parent conference. At that time, the child may be placed on probation. This procedure is extraordinary, and the child will be asked to leave the School only if the situation is not resolved within the time set at the conference.

Parental cooperation is essential for the welfare of the students.

If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process or is disruptive to the peaceful conduct of the school environment, the school may require parents to withdraw their child/children and sever their relationship with the school.

### CHILD PICK-UP POLICY

Montessori in Motion values the health, welfare, and safety of the children enrolled in its programs. Accordingly, we will only release a child to a parent, guardian, or other person who has been authorized in advance to pick up the child. In addition, if we have a good faith suspicion that the transportation of a child may present a risk of substantial harm to a child:

- ◆ We will first discourage the person from transporting the child and encourage the person to make other, authorized travel arrangements.
- ◆ If the person declines the invitation to make adequate alternative transportation arrangements, Montessori in Motion will notify the police and **Child Protective Services**.

Circumstances that may present a risk of substantial harm to a child may include, but are not limited to:

- ◆ Failure to have an appropriate car seat;
- ◆ A driver appearing to be intoxicated, impaired, and/or under the influence of alcohol, marijuana, or other drugs (including but not limited to prescribed medications). While the consumption of marijuana has been legalized in Washington under limited circumstances, its use may impair a person's ability to safely operate a vehicle. Indications that would support a good faith suspicion of potential intoxication or impairment may include but are not limited to: glassy or bloodshot eyes, odor of intoxicants, slurred or incoherent speech, enlarged or constricted pupils, and or impaired coordination.

Montessori in Motion's paramount concern is preserving the health, welfare, and safety of the children in its care and it is happy to discuss any specific concerns or questions that you have. Questions and concerns should be directed to Tonya May.

### COMMUNICATIONS

We like to keep open communications between the parents and the staff. A monthly Calendar-Newsletter is sent home at the end of each month via your child's folder to keep you up-to-date on class activities. Each class calendar is also posted on the bulletin board by the office. Parent-Teacher conferences are conducted in November and March. For a personal conference with a teacher any other time, please talk to the teacher after school or write a note and drop it off in the office (each teacher has a mailbox) or in the classroom in a place designated by the teacher. The teacher can then make an appointment to meet with you without interruptions. Teachers are not available to speak with you during class and the time before class is important prep time for them.

### DISASTER PROCEDURES FOR MONTESSORI IN MOTION

If MIM is in a lock down situation, our main phone line, 253-565-3080, will direct parents to an updated message.

If evacuation of the premises is required, you may call any of the following cell numbers:

Tonya May	253-961-1972
Angela Rexroad	253-222-3823
Jes Anderson	253-948-6110
Dawn Radtke	1-925-768-2825

*(Longen daughter-in-law and Out of State Contact Number)*

Mary Bridge Children's Hospital 253-403-1400

BE ASSURED THAT IN ANY EMERGENCY, MIM STAFF WILL ALWAYS REMAIN WITH YOUR CHILD/CHILDREN

### EMERGENCY SITUATIONS AND PLAN OF ACTION

#### BIOTERRORISM

Do not touch, smell or taste unknown substances. Cover with paper, trash bin, clothes.

Evacuate area and close off the room. Mark the room as "dangerous."

Wash hands thoroughly.

Call 911.

Make a list of all staff and children present in the room to provide to local health authorities and police.

#### EARTHQUAKE

Drop, cover, and hold on under heavy furniture or near a load bearing wall. When shaking stops, evacuate to covered area in play yard. Bring emergency backpacks.

Account for all children.

Assess injuries and treat. Call 911 if needed.

Assess damage to building. Determine if it is necessary to turn off gas and water. Return to building after inspection has shown it to be safe.

Access emergency provisions if necessary.

Phone out-of-state contact with status of on-going plan.

Parents may call the school or any emergency number listed.

#### FIRE

Sound fire alarm. Phone 911.

Evacuate building. If necessary, crawl with head down using small breaths.

Go to the rear of the property, approximately 400' from the building.

Bring emergency backpacks.

Account for all children.

Evacuate off site if necessary to Round Table Pizza, 7100 - 27th St. W, University Place.  
Parents may call the school or any emergency number listed.

**HAZARDOUS MATERIALS**

MIM will shelter in place, shut down ventilation system, and seal all doors. Confine all children and staff to the upstairs rooms. Bring emergency backpacks upstairs. Account for all children. Tune radio to KIRO 710 AM for updates of situation. Parents may call the school or any emergency number listed.

**MISSING CHILD**

Search the facility looking in places a child may hide. Attempt confirmation that the child is with family. Prompt 911 giving a description of clothing, last time seen and location.

**POWER OUTAGE**

Tune radio to KIRO 710 AM. Emergency lighting will come on. Charged flashlights are located in all areas of the school. Account for all children. Access the portable generator if necessary for heat. Unplug all appliances, computers and turn off most lights, leaving one on to act as a signal when power returns. Keep refrigerator and freezer doors closed. Access emergency provisions if necessary. Parents may call the school or any emergency number listed.

**TERRORISM - BOMB THREAT**

Stay on the phone as long as possible. Signal another staff person to call 911. Begin evacuation to Round Table Pizza, 7011 - 27th St. W., University Place. Bring emergency backpacks. Get as much information about bomber as possible – Who are they? Where are they? Where is the bomb? When is it going to go off? What does it look like? Why did they plant a bomb? Listen for background noises and voice traits. Leave when the caller hangs up or you feel immediate danger. Parents may call the school or any emergency number listed.

**TORNADO**

Tune radio to KIRO 710 AM. Tornado Watch - *Tornado is likely.* Tornado Warning - *Tornado has been sighted.* Move all children to a wall in the classroom without windows. If outdoors, return to the building. Access emergency provisions if necessary. Parents may call the school or any emergency number listed.

**TSUNAMI**

Tune radio to KIRO 710 AM for updates. Move children to the second floor of the building. Bring emergency provisions upstairs. Flood Watch - *Flooding is possible and be on alert.* Flood Warning - *Flooding is imminent and necessary precautions should begin.* Parents may call the school or any emergency number listed.

**VIOLENCE**

Assess life and safety issues immediately. Implement "Evacuate" or "Lock-Down" procedures. Phone 911.

Provide immediate emergency medical care. Account for all children. Parents may call the school or any emergency number listed.

**VOLCANO**

Tune radio to KIRO 710 AM for updates. Shut down ventilation system. Stay inside. Seal all doors. Access emergency backpacks and provisions if necessary. Assure that children and staff with lung conditions apply masks and goggles found in emergency backpacks. Parents may call the school or any emergency number listed.

**WINTER STORM**

Tune radio to KIRO 710 AM or local television station for weather updates. Winter Storm Watch - *Conditions present that could cause weather emergency.* Winter Storm Warning - *Severe weather expected and precautions should be taken.* Access portable generator. Emergency lighting will come on if there is a power outage. Charged flashlights are located in all areas of the school. Lightening: If indoors, stay indoors and avoid electrical appliances and plumbing. If outdoors, crouch in small groups under tree growth away from water, hilltops and small isolated structures. Parents may call the school or any emergency number listed. A complete Disaster Plan is available for your review. It is located on the bulletin board across from the sign-in/out sheets.

**EARTHQUAKE DRILLS & FIRE DRILLS**

The children will be instructed in the appropriate procedures for an earthquake drill, and each classroom will hold monthly drills. We hold a fire drill each month. The alarm is sounded, and the children are asked to cease their work or activity immediately and walk with their classmates to a designated area outside the building. Roll is taken, and then the children return to their classrooms.

**EMERGENCY KITS**

As part of our Disaster Preparedness Program, every student is asked to have a personal Emergency Supply Kit. A list of the necessary supplies is provided below or, for a nominal fee, the School will provide one. All children will be billed \$7.00 automatically for the cost of an Emergency Kit. If you decide to provide your child's kit, the charge will be removed. If you wish to supply your own kit, it should contain the following items (or appropriate equivalents):

3 small cans of juice	1 granola bar
1 small box of cereal (individual size)	1 candy bar
1 small pudding (5 oz.)	3 plastic spoons and napkins
1 small can of beans, tuna or chicken (8 oz.) (protein source)	1 1-gallon Ziploc bag (to hold the above items)

If your child has allergies or special dietary needs, please provide an earthquake kit.

**FEES**

All fees - tuition, child care, activity fees, Scholastic Books, etc.—will be processed through the automatic withdraw via your bank account or credit card.

- ◆ Tuition, contracted child care payments and cash pledges will be processed as indicated on your child's contract.
- ◆ A \$25.00 fee will be added for each NSF item returned.
- ◆ A late pick up fee of \$10.00 for the first minute and \$1.00 per minute thereafter will be charged for children picked up 6:00 pm (for

children).

- ◆ Toilet training fee: If child is not toilet trained by age 3, there will be a \$100.00/month fee until child is completely trained as determined by MIM staff.
- ◆ Drop-in child care and additional tuition charges will be billed each month for the previous month's use.
- ◆ Field trip/activity fees may be posted to your child's account the day of the activity.

Any questions concerning fees should be addressed to Jes Anderson (Office Manager) or Tonya May (Director).

### GRACE PERIODS

A grace period of ten (10) minutes is allowed at the beginning and end of class only—you may clock in/out up to ten (10) minutes before/after class time without accruing extra time charges. Any student needing care more than 15 minutes before start time or 15 minutes after class will be in the child care area. Students arriving 15 minutes early will stay in their classrooms. You will be charged each month for any extra fees accrued. If you have any questions regarding early pick up or drop-offs, please contact Jes Anderson.

### HEALTH CARE POLICIES

The complete Health Care Policy is available for your review. It is in the office.

### ILLNESS

A child who shows symptoms of illness should be kept at home. If a child is well enough to attend school, s/he will be expected to participate in outdoor as well as indoor activities. Please keep your child at home if s/he is unable to participate.

Children with a fever of 100°F or higher and who have one more symptom are expected to stay home for **24 hours after the fever subsides without medication** to allow for adequate recovery and to limit exposure to other children if contagious. WAC 107-295-3030

If a child is sent home with a fever, a *Fever Notification Slip* will be filled out and a copy placed in the child's folder and another copy given to the personnel on duty the next day to let them know that this child should not attend school that day.

### LIBRARY

MIM has over 14,000 books that are available for you and your child/children to use as a lending library. The books are arranged on the shelves under several categories. Downstairs we have a large section of picture book stories, also, seasonal stories, folk stories, anthropology (books about children around the world), biographies, zoology (amphibians, birds, fish, invertebrates, mammals), health and safety, human body, prehistory, botany, general science, life science, man-made inventions, space, easy readers, art, poetry and books on child development and Montessori. Upstairs there are books on history, earth science, indigenous North Americans, and a large section of juvenile books under the following categories: adventure, animal stories, fantasy, friends and family, historical fiction, humorous stories, nonfiction, mystery, school adventure, science fiction and time travel.

**To check out a book** – fill out the card located at the front or the back of the book, putting the current date and the child's name. We ask that the book stay out for no more than two weeks. To return the book, place it in the basket labeled "book return" in the office. Enjoy the library!

### MEDICINE – PRESCRIPTION

Prescription medications will be administered for life threatening illnesses only. No other medications will be given. Please inform your child's doctor of this policy at the time a prescription is written so dosage and administration can be scheduled outside of school hours.

Medications shall be disbursed only as specified on the prescription label or as otherwise authorized by a physician. The medication must be in its original container and properly labeled with the child's full name, date prescription was filled or medication's expiration date, and legible instructions for administration.

A **Medication Instructions** form, available in your child's classroom, must be filled out and turned in with the medication to a staff member.

Medications are kept in a lock box.

### MEDICINE – NONPRESCRIPTION

Nonprescription medication will not be administered with the exception of sunscreen and diaper cream. Each child needing sunscreen must provide his/her own in its original container identified with the child's name written in permanent ink and you must fill out a medication instruction form.

### NONDISCRIMINATION POLICY

It is the policy of the School that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, 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 VII 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 State Laws Against Discrimination, RCW 49.60. This policy applies to every aspect of the School's programs, practices, policies, and activities, including client services and employment practices.

### ONCARE PARENT PORTAL

When you register your child, please provided an email address for further communications from MIM. After your child is registered in our database, you will be emailed a link to the OnCare Parent Portal.

- Click on the link provided in the email to set up your account.
- Create a password.
- Once Logged in please:
  - Verify that your information is correct. And make any changes necessary.
  - Answer all the questions listed.
  - Fill out all appropriate or missing information.
- Once you are set up with OnCare you can view your child's schedule, their sign in/out and view and pay your account online.

### PARENT ORIENTATION

A parent orientation will be scheduled when school begins in the fall. All parents (both new and returning) should attend this meeting. This is an evening you will not want to miss. You will meet new parents and receive valuable information about your child's teacher and class.



**PARKING LOT SAFETY- (ADULTS ONLY)**

**Park only in lined parking spaces. Do not drop off alongside or directly in front of the building.**

There may be as many as 100 families or more that need to find a parking space between 8:30 and 8:55 am, so please spend as little time as possible inside the building when you arrive so that all the children can get to class safely and on time.

Please be extra vigilant for the safety of your child/children and others:

Hold the hand of a younger child.

Watch for cars that are backing up.

When backing up, watch for people, big and little, behind you.

Drive very slowly at all times.

Be courteous and considerate of others.

Please remember that the spaces marked "Disabled Parking" are to be reserved at all times for those who have a disabled parking permit.

Please NEVER leave children unattended in your vehicle.

Thank you for your cooperation in these matters concerning the safety of your child.

**RELIGION**

MIM's curriculum does not include religious instruction, however, we do instruct the children in good moral conduct such as kindness, tolerance and respect. We also encourage parents to share with the school any holiday activity that is part of their culture and/or belief system; e.g., Hanukkah, Kwanza, Chinese New Year, or Diwali. MIM does acknowledge the following holidays with activities including crafts, foods and/or gift giving: Halloween, Thanksgiving, Christmas, Martin Luther King, Jr. Day, Valentine's Day, Presidents' Day, Mother's Day, Memorial Day, Father's Day, Fourth of July, and the children's birthdays.

**REPORTING CHILD ABUSE**

The School is required by law to notify the authorities if it has reasonable cause to believe a child has been physically, emotionally or sexually abused. Failure to follow this law is a crime.

The School will comply fully with the terms of the child reporting statute (RCW 26.44). Reporting of abuse may result in a child being removed from the School by State authorities without notification of the parent. The School has copies of the applicable statutes in its files if you are concerned about this issue.

**SNOW POLICY**

MIM will close if that is the decision of the **University Place Schools**. Listen to local radio or TV stations or check the Internet ([www.upsd.wednet.edu/upsd/site](http://www.upsd.wednet.edu/upsd/site) or [www.montessoriinmotion.org](http://www.montessoriinmotion.org)) for school closure announcements. Many of our staff travel long distances which makes it dangerous for them to drive.

**SPECIAL NEEDS CHILDREN**

We will accept any child with special needs if we feel confident that we can help the child, and the child will be comfortable here at MIM. The parents of a special needs child will be advised to seek any special professional help their child requires elsewhere as no member of the MIM staff is qualified in special education or nursing.

**USE OF PESTICIDES**

When we find it necessary to use a pesticide here at school, we will use the following procedure: (a) Notify parents/guardians and staff 48 hours in advance of application of pesticide. This notification will include the

following information: name of the product being used, intended date and time of application, location where the pesticide will be applied, and the pest to be controlled; (b) The notice will be placed on the inside front doors.

**WORK BOND**

The Work Bond was established to give parents an opportunity to be more involved with the School; to decrease the Teachers' workloads allowing them more time with the students; and to help cut the School's expenses. The Director, Tonya May, and the teachers have many jobs available that you may help with. You get \$15.00 credit towards your work bond fee for each hour donated by you, a family member, or friend. Credit may also be given for new or used items donated to the school. (New items must be accompanied by the receipt.) Preapproval by the Director is required for all noncash donations, new or used.

Please talk to your child's teacher about what jobs' s/he has available.

Also, if you have a special talent or interest you would like to share with the children, please let the teacher know.

Work bond credit is given for work done or donations made between June 1 of the current year through May 31 of the following year. Work bond refunds or credits will be issued by June 30. Every three to four months, a statement of your Work Bond account will be placed in your child's folder with the Work Bond Receipt) attached. Please check the statement for accuracy, as we want to give credit where credit is due. NOTE: No adjustments will be made to your work bond credits after June 15.

**Reminder:** Hours or materials donated toward our fund-raising activities will not be credited toward your work bond fee.

**FORMS TO REMEMBER**

**CONTRACT CHANGE**

This form must be completed, signed and dated before any change can be made to your child's tuition or contracted care schedule.

**FEVER NOTIFICATION SLIP**

A copy will be placed in your child's folder. The original will be given to the personnel on duty the next day to let them know that this child should not attend school that day.

**LUNCH SUPPLEMENT SLIP**

This notice will be placed in your child's lunch box or folder indicating any supplements we provided for his/her lunch that day.

**MEDICATIONS INSTRUCTION**

Must be filled out for any prescription medication, sunscreen and diaper cream to be given here at school.

**NOTICE OF CHANGE**

This notice is for permanent changes such as a new address, job, persons authorized to pick up child, and telephone or cell phone numbers.

**SIGN-IN/OUT SHEETS**

The children are listed in alphabetical order by last name. The children must be signed in and out on these sheets daily using a full signature.

**TODAY ONLY**

Use this form for temporary changes such as a different pick up or drop off time or for pickup by anyone other than the usual persons who pick up your child (absolutely for those not listed as authorized to pick up your child).

**WORK BOND RECEIPT**

A copy of this form will be provided with a statement of your work bond account every three to four months.

**ENROLLMENT INFORMATION**

**WHO MAY ENROLL**

The infant class is for children ages 2 months to 18 months.  
 The toddler class is for children ages 12 months to 36 months (must be walking confidently, feeding themselves, drinking from something other than a bottle and only requiring one afternoon nap).  
 The primary classes are for children ages 36 months to 6 years.  
 NOTE: Children are not placed just by age but also according to social, emotional and academic development.

**PRE-ENROLLMENT VISIT**

Parents who want to enroll a child are required to visit the School beforehand and, if possible, observe a class. Parents are also required to bring their child in for a preliminary visit.

**HOW TO ENROLL**

To enroll a child, the parent must fill out the Application for Admission Form and the Automatic Withdraw Form and submit them, along with the Application Fee and Work Bond Fee. Then, before the child may attend class, the registration packet must be filled out and returned, along with the required tuition installments. The registration packet includes the following: Registration Form, Parental Agreement Form, Consent for Emergency Medical Information Form, Health Report, Certificate of Immunization, and the Tuition Contract.  
 The child should be enrolled at the beginning of the school year in September. This provides the easiest adjustment for the child into the classroom setting. But, as circumstances demand, a child may also be enrolled at nearly any other time, space permitting

**RE-ENROLLMENT**

Children are not automatically re-enrolled for the next school year. Each January, an application for the coming school year is sent to parents. To re-enroll your child, the application must be returned timely to reserve your child's place. The application fee will be posted to your child's account to be included with the next regular automatic withdraw. Enrollment preference is given to:  
 Returning students, any age,  
 Siblings of children enrolled,  
 Montessori transfer students.

**RESPECTFUL CONDUCT FOR THE CLASSROOM**

Use the signal (touching lightly on the arm) to get someone's attention.  
 Get close to the person you are speaking to so they can hear you.  
 Speak clearly and softly ("inside voice").  
 Walk when moving about indoors.  
 Respect a person's work space whether at a table or on a mat.  
 Food and drink are the only things that belong in one's mouth.  
 Candy, gum, soda pop and toys must not come to school. (One exception: a snuggly toy may be provided for nappers.)  
 Show respect and courtesy for all staff and children attending MIM.  
 Show respect for all materials in the classroom.

**DISCIPLINE STATEMENT**

The purpose of our discipline is to aid children in developing inner control, acceptable behavior, and respect for the rights of others. Physical and verbal abuse will not be used. We need to help children maintain good self-images. We can disapprove of the actions of children without rejecting them as persons. Children need to understand why their behavior is considered inappropriate. All discipline will be based on the individual child's needs and stage of development.

The children will be expected to conduct themselves in a manner respecting people and property. They will be given positive verbal reminders as necessary to encourage good conduct. They will be corrected by only one adult at a time. They will be dismissed from the general activity area to a quieter place in the room when verbal reminders are not sufficient to change conduct, returning when good conduct and control are in evidence. If by his/her actions a child puts him/herself, others or property in jeopardy, s/he will be physically restrained, held, until s/he has regained control. Also, a report will be made, signed by the parent/guardian, and placed in child's file.

To meet the individual child's needs and help them gain inner control, we use the following discipline techniques:

- ◆ being sure we have the child's attention using the positive approach with eye contact on his/her level,
- ◆ giving simple directions,
- ◆ giving the child a previous warning before a change of activity,
- ◆ allowing a choice, whenever it is possible,
- ◆ being consistent,
- ◆ setting reasonable limits and standards that s/he can understand and cope with,
- ◆ being attentive and praising desirable behavior, correcting undesirable behavior when necessary,
- ◆ not allowing him/her to injure him/herself or others by his/her actions,
- ◆ helping the child to understand routine,
- ◆ giving verbal reminders and isolating when needed,
- ◆ allowing the child time to correct his/her behavior after instructions are given (the child may even need another gentle reminder of the job at hand).

**SAFETY RULES FOR THE PLAYGROUND**

**General:**  
 Play chips should stay under the play equipment.  
 No climbing on any of the fences or gates.  
 No hanging or swinging from the tarp frame.

**Balls and Jump Ropes:**  
 Balls should be kept low. If a ball goes over the fence, a teacher must retrieve it.  
 Balls and jump ropes are not allowed on the climbing toys or the play area.  
 If you take something, you must put it away before you go inside.

**Climbers:**  
 There will be no climbing or sitting on any of the horizontal ladders (stagecoach or jungle gym).

**Slide:**  
 Children must slide down the slide on their bottoms with their feet first.  
 Be sure the bottom of the slide is clear before going down.  
 Children may not climb up the slide.

**Swings:**  
 This area should be kept clear of any other play activities.  
 Children should not twist the swings around, whether occupied or not.  
 Children should swing backward and forward only — not sideways.  
 Children should not jump from swings.  
 There is no climbing on the supports of the swing.

**Trapeze Bars:**

This bar should not be used as a sitting swing. The space beneath the bar should be kept clear. No object such as a bench or a stump should be placed there to act as a boost for the children to reach the bar.

**SAFETY RULES FOR THE LOWER PLAYGROUND**

**Riding Toys:**

All trikes, bikes and scooters should stay on the asphalt and be put away in the shed at the end of the day. (Exception for the coaster ride on the chips)

**Balls:**

All balls should be cleared of the bottom of the slides and should not be on the play structures. The ball should be placed in the container at the end of the day.

**Play Structures:**

Children are to play on/in and around the play structures in the bark area. No should be on top of the play structures.

**ALPHABET "SOUNDS"**

We emphasize the "sounds" of the letters rather than the "name." The children then combine the sounds to form words. The underlined letter in each word is the "sound" we use when introducing it to your child.

at bid cat dog egg fat get  
hot ink jam king log man  
nut on pen quit rat sit tan  
up vat wet fox yen zip

**MANUSCRIPT ALPHABET**

The younger children will use this manuscript alphabet.

Aa Bb Cc Dd Ee Ff Gg Hh Ii  
 Jj Kk Ll Mm Nn Oo Pp  
 Qq Rr Ss Tt Uu Vv Ww Xx  
 Yy Zz  
 0 1 2 3 4 5 6 7 8 9

**WISH LIST**

Can you help us? One person's junk is another person's treasure. Here is a list of treasures from A to Z that we could use at School.

- ◆ baskets (large or small)
- ◆ books for the library
- ◆ CD's (music or stories)
- ◆ decorative jars with lids or stoppers
- ◆ fabric pieces, yarn
- ◆ gardening tools (hand tools)
- ◆ instruments; e.g., maracas, ratchet, chimes, etc.
- ◆ jigsaw puzzles (wood or paperboard; few or many pieces)
- ◆ magazines
- ◆ objects – small size for alphabet sound boxes
- ◆ paper – LOTS and LOTS of paper
- ◆ pitchers (large or small)
- ◆ plastic tubs (preferably with lids)
- ◆ scrap paper (we use lots – printed on one side is OK)
- ◆ trays (small and large of a variety of materials)

**Happy Hunting**

Remember, all your donations may be claimed as a tax deduction or applied to your Work Bond fee. In the past, we have received such items as ranges, refrigerators, microwaves, Montessori equipment, a piano, a copy machine, large TV, and other wonderful items. Also note, preapproval by the Director is required for all noncash donations.

**SPECIAL EVENTS**

ALL EVENTS SUBJECT TO CHANGE!

- |                           |                      |
|---------------------------|----------------------|
| Parent Orientation        | Open House           |
| Welcome Pot Luck          | Valentine Lunches    |
| 2 Parent Ed Nights        | Mother's Day Events  |
| Parent-Teacher Conference | Father's Day Events  |
| Thanksgiving Lunches      | End of Year Pot Luck |
| Primary Class Programs    |                      |
- Please check your Year at a Glance or Monthly Class Calendars for dates.

**FUND RAISERS**

We offer a variety of fund raisers throughout the school year to give you a chance to pick the time and product or activity to fit your needs.

**MONTESSORI SERVICES (SMALL HANDS CATALOG)**

A unique selection of open-ended activities for children which encourages discovery and growth of imagination. Their specialty has always been to provide real, child-size tools to enable young children to have successful experiences learning how to care for themselves and their environment. You may order for your family and friends or purchase items for the school from the teachers' wish lists.

**SCHOLASTIC BOOK ORDERS**

Stating this year, we will not send out flyers, there is so much more material and information available on-line, we encourage you to order books through Scholastic on-line. Our on-line Class Activation Code is DLMQZ. They sell books (both paperback and hardback), CDs, DVDs, and software. The deadlines will be posted across from the sign-in/out sheets. The prices are great, and the quality and selection excellent. Remember: no sales tax or shipping charges, and when ordering online and you pay with a credit card. Each flyer generally serves a particular age group. The School earns "bonus points" with your purchases. We've built up a library of over 13,000 books, tapes, CDs and software. Scholastic items "purchased with bonus points" are completely free to MIM.

**HALLOWEEN PARTY**

10:00 am - 12:00 pm on October 31 or the Friday before the 31<sup>st</sup>, if it hits on a weekend. An in-house party, for our students only, including – pumpkin patch, wagon rides, pony rides, cake walk, trick-or-treat parade, and a petting farm. We will need four adult helpers for each class to assist children with their costumes and then act as their escort through all the activities. We will also need bakers for the cake walk goodies. To minimize our costs, there will be work bond credit given for volunteers. Come and have fun with your child. There will be a nominal charge if your child is in attendance this day.

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#### SPRING AUCTION

Montessori in Motion (MIM) has been part of our community for 42 years. The school's goal has always been to provide quality schooling for its students. Like many private schools, we have to rely on funding facility improvements through fund raising. Last year we had a great auction. Over the last twelve years, we have raised over \$200,000 to go to much needed projects! The efforts are continuing this year with another auction. Funds will be designated for updating lovingly used classroom materials. The auction is a great way to help us meet these goals! Check your calendars for the Auction dates

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#### ANNUAL PLEDGE FUND

We hope that after carefully considering your family's resources, you will make a pledge to our school's future through the *Annual Pledge Fund*. Fund dollars are used to repair curriculum materials and replace worn-out classroom fixtures. (Your pledge will draft automatically through the automatic withdraw system the same as all your other fees.)

Obviously, you're not required to contribute to this fund, but even a small monthly pledge of \$5.00 to \$10.00 would make a huge difference to the long-term growth of the MIM program. A small monthly pledge will help assure that your children as well as students five to ten years into the future have the same high-quality fixtures and curriculum materials your children enjoy. We hope you will choose to share your commitment to the high-quality education available at Montessori in Motion by pledging to the *Annual Pledge Fund* in the coming year. Whatever amount you can pledge will make a big difference. Thank you for considering a donation to our fund. Just fill out the form to the right and turn in to the office. Additional forms are available in the office.