



## Parent Handbook

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# Olympic View Montessori

Dear Families:

Welcome to our school! We hope your children and you will enjoy your experience at our school. This handbook should help cover some initial concerns and questions. We look forward to a wonderful school year.

## **Our Goals and Philosophy**

We feel that the immediate goal of early childhood education should be to instill in young children a love of learning and an internal desire to seek knowledge and understanding of their world. We believe that a Montessori environment encourages a sense of self-confidence and self-discipline along with a sense of responsibility. These qualities enable children to develop their ability to concentrate, make choices, enjoy quiet, be independent and successfully participate in a community. These qualities are the foundation for a lifetime of learning.

A basic tenet of the Montessori philosophy is that all children carry within themselves the person they will become. In order for children to develop to their fullest potential, freedom must be known. Freedom here should not be confused with permissiveness, but instead to be understood as the freedom to make choices and thereby gain self-discipline within the ordered environment of a Montessori classroom.

Dr. Maria Montessori, the founder of the "Montessori Method" developed what she called the "prepared environment". This environment contains a particular order that enables children to learn at their own pace, according to their own interests and abilities and in a non-competitive atmosphere. The teacher's duty is to prepare the environment, direct activities and present the materials to the children. However, it is the child who is motivated to complete the task-at-hand, to remain focused on the materials and thereby learn. This ability and desire to learn does not occur by virtue of the teacher's force of personality, but develops through the child's gaining of an "inner discipline" that evolves as the child is exposed to the physical and mental order that is inherent in a Montessori environment.

## **Our Curriculum**

Olympic View Montessori is a place where children develop emotionally, socially, intellectually and physically. We strive to educate the whole child. Our classroom and curriculum include the following areas:

*Language arts*

*Math*

*Science*

*Art*

*Practical Life*

*Sensorial*

*Culture and History*

*Kindermusik & Quiet Heart Nature Classes*

*Outdoor Play Area & Field Trips*

The environment is intensely prepared to allow the children to be self-directed in their selection of materials during the course of a class day. Materials are demonstrated individually as well as at group time to the class. A teacher may direct or suggest materials that might be of interest or meet that child's intellectual and developmental needs. As students progress through their education the teaching staff will continually evaluate their individual needs and ensure progress continues appropriately. We do however, in the course of preparing our environment and planning our group activities, follow integrated themes throughout the year. These themes are reflected in materials present in the classroom as well as stories, songs and information the teacher may share with the children at group time.

## Admission

The school has a non-discriminatory admissions policy for children who are between the ages of 3 and 6 years old and full potty trained. Each prospective pupil fills out an application, is interviewed by the teacher and is sent an acceptance letter based on openings in our classroom. A class ratio of approximately 10 children to one adult is maintained.

If a child is at least 2 ½ years of age (2 by February 28<sup>th</sup> of that school year) and fully potty trained, the school can decide to admit that child. This is done only upon the approval of the teacher after an interview.

If a child is having problems with potty training please notify the staff so they can assist you with suggestions or solutions that may help with this training. Sometimes children go through regression in training and being around their peers is the best way to help with reacquainting them with training and potty etiquette.

## Class Sessions

Classes meet Monday through Thursday, September through June.

- 3-Day Preschool: Tues, Weds, Thurs
- 5-Day Preschool: Mon, Tues, Weds, Thurs, Fri.
- Kindergarten (3 full days or 5 half-days Required)

## Hours

### Morning Class:

8:45am-9:00am (drop off)

11:45am-11:55 (pick up)

### Afternoon Class:

12:15pm-12:30pm (drop off)

3:00pm-3:10pm (pick up)

### Full Day:

8:45am-9:00am (drop off)

3:00pm-3:10pm (pick up)

### Daily schedule:

We have Quiet Heart class twice a month, every other week on Tuesdays. Kindermusik classes are also offered once every other week on Thursdays. On a daily schedule we have:

#### Morning Class/Full Day

8:45-9:05 Drop off time /children begin individual lessons

9:15-9:45 Circle Time-where we read stories, sing songs, do calendar and teach an academic lesson

9:45-11:00 Work Time-where the child works with the materials on the shelves and eats snack.

11:00-11:10 Pack up and prepare for outside

11:10-11:40 Outdoor Playtime

11:40-11:45 Line up for pick up and full time children return to class for lunch

11:45 Pick up time for half day- lunch time for full day children

#### Afternoon Class/Full Day

12:00-12:15 Continued Lunch time

12:15-12:30 Drop off time afternoon children

12:30-2:05 Work time- where the child works with the materials on the shelves and eats snack.

2:05-2:25 Circle Time-where we read stories, sing songs, do calendar and teach an academic lesson

2:25-2:35 Pack up and prepare for outside

2:40-3:00 Outdoor Playtime

3:00-3:10 Story and preparing for pick up

3:15 Pick up for all afternoon and Full day children

Children are also taught simple sign language and Spanish during calendar and circle. These include calendar, food, alphabet and good manner signs and vocabulary. The afternoon class schedule may change to help with transistioning.

## **Arrival Departure and Parking**

Our class day begins at 9:00am and 12:30pm, but parents have the convenience of dropping their children off between 8:45am and 9:00am/12:15pm and 12:30pm.

Park in front or back parking lot spots or there is plenty of street parking available. Please hold your child's hand if walking your child to the classroom. **Do not** drop them off in the parking lot to walk to the building alone. Please walk your child to the front door. Please try to arrive by 9:00am or 12:30pm, this is important to your child's feelings of comfort and success in the classroom. Please help your child put away their backpack, lunch box (if full day) and water bottle. Your child may then join the classroom and begin work. The teacher or assistant may guide them to a work if needed. You may say your goodbyes at the classroom entrance.

Pick up times are 11:45am and 3:15pm daily. You have a "grace period" of 15 minutes from 11:45-12:00 and 3:15-3:30 to pick up your children. Please remember that children become distressed when they are not picked up on time. We will dismiss each child from the classroom to their parents. If picking up early you can come and sign out, pick up their things and the children will be dismissed to you from the playground. Please list all possible "pick-up" options on the Student/Family Emergency Contact form and Information form. If you arrange for someone else not on the contact list to pick up your child please notify the school in writing. Please sign your child out when picking up .

**Parents who pick up their children more than 5 minutes late past 12:00 and 3:30 (as registered) will receive a late charge of \$5.00 per each additional five-minute increment that a student remains in class.**

*If in need of extended care please see the office or a teacher for our extended care options.*

## **Parent Communication and Office Hours**

We understand that you have many concerns and questions in regards to your child. We want to help you address these needs and other questions you may have about our school or concerns in regards to the school. However, our main focus during class time is the children. If you need to speak with a teacher or staff member please arrive before 9:00am or 12:15pm or email a teacher or staff member (contact information is on our website) or call or leave a message. Phone messages and emails will be returned within 24 hours.

## **Monthly Newsletters**

At the end of each month you will receive a newsletter telling you what the children have learned that month and informing you on school matters. Take the time to read this and you will never be the one parent showing up at school after everyone has left for a field trip☺.

## **Sharing, Toys and the Big Sound Bucket**

Thursday is sharing day, your child can bring one item for sharing. Sharing items should start with the sound of the week and be small enough to fit in our Big Sound Bucket. Please check your monthly activity calendar and/or newsletter for the sound of the week. On other days of the week, toys should remain at home. Please assure your child that their toys are for home use and at school they have "special" work to do.

## **Celebrations**

Throughout the year we will celebrate holidays and cultural celebrations from all over the world in our classroom. Sometimes we may have a small art project; sometimes we might have a week long activity with a party or a field trip. We discuss religious and secular holidays in terms of how they are celebrated and what the origin of the day may be. We try to always include history and cultural context where appropriate. We encourage families to share their traditions and celebrations with our students. Parent led celebrations have been some of our best learning experiences through the years! Holidays and celebrations are an appropriate way for children to see how people everywhere have things in common even when there are differences.

## **School Clothing and Backpacks**

In addition to being neat, comfortable and appropriate for the weather, school clothing and shoes should be easy for the child to manage themselves and be completely washable. We do try to go outside everyday, so your child should dress for the weather. All outerwear should be labeled and we recommend good sturdy play shoes as the playground can get wet and slippery. Please no drawstrings as they can become tied up in playground equipment. Though we are always supervising the children, it is a safety precaution.

Please send your child with a backpack containing a complete change of clothing (even if they are fully potty trained, other kinds of accidents do happen). We recommend putting the clothing or just adding a gallon sized Ziploc bag to the backpack to put soiled clothing in so it does not ruin other "hard" work and artistic creations. (The clothing should be brought to school daily in your child's backpack, please put their clothing in a large Ziploc bag and label it with your child's name). Their backpack should also have enough room to put their folder in and be labeled with your child's name.

The children will have their own labeled cubby and briefcase drawer in the classroom. The briefcase drawer will hold all unfinished or incomplete projects that are waiting to be completed. The cubby will hold all pertinent school information and finished ready to go home school work.

## **Snack, Lunch and Water Bottles**

During the school year, each child will be responsible for the calendar once a month, each day one student will be "in charge" and have a turn doing the calendar and being line leader. Snack will be provided by the school and paid for in your materials fee. Your child's "in charge" days will be on the days your child attends class and include your child's birthday. If you need to switch a "in charge" day, please notify the staff so we can help with this task.

Snacks include at least 2 of the four foods groups (dairy, grains, proteins, fruits/vegetables) and will be prepared by the staff. This is in accordance with the health policies of the State of Washington. If your child has food allergies, please provide a healthy snack including at least 2 of the four food groups to be substituted for snack time.

### **When your child brings in a lunch, it must contain:**

1. a dairy product (such as milk, cottage cheese, yogurt, cheese);
2. Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans);
3. A grain product (such as bread, cereal, bagel, or rice cake);
4. Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required). When juice is served in place of a fruit or vegetable it must be one hundred percent fruit or vegetable juice.
5. Provide an ice pack for keeping potentially hazardous foods (such as meats of any type, cooked potato, cooked legumes, cooked rice, sprouts, cut melons or cantaloupes, milk, cheese) We also provide a refrigerator that is kept at 45 degrees Fahrenheit or less and keep frozen foods at 10 degrees Fahrenheit or less until they are cooked or consumed for your benefit.

### **When meals are not provided that meet these requirements, we will :**

1. Notify parents in writing that meals they provide for their children must meet the daily nutritional requirements and suggest items that may help meet the requirements.

Some snack ideas include:

The children will drink water with their snack. If your child needs to finish breakfast at the classroom, or if other dietary needs are required, please let us know. Also please send along a filled water bottle with your child's name on it (this is for snack and other thirsty needs). Water bottles that are the refillable kind will be sanitized daily. Those that are not refillable must be replaced daily.

## Birthdays

If you and your child wish, please feel free to bring in muffins or one cookie per child for the birthday treat. **Please no cupcakes or cake in class.** The crumbs get everywhere! For your child's birthday we have a special way of celebrating in class. Each child will get their own birthday crown. The child can choose whether or not to wear the crown. During circle or group time, the child will choose a globe and walk around our "sun" which we place in the center of the rug. The child orbits the sun equal to as many years as they have been on the earth, while we sing a very special song. Then we will sing the child "Happy Birthday" and they get to choose one present from the Montessori "birthday" box.

If you are planning a birthday party for your child outside of school, please do not deliver invitations at school unless you are inviting the entire class, (which we do not recommend☺). In cases of only a few invitations being given out at school feelings tend to get hurt. It would be better to mail the invitations individually. You will be given an address list during the first two weeks of school. Also, please talk to your children about not saying anything at school regarding the party or who they are inviting, this also tends to hurt feelings. Thank you.

## Parent Volunteers/ Field Trip Drivers

Parent Volunteers and Field Trip Drivers will need to fill out a background check form and provide the center with a negative TB skin test screen, also field trip drivers will need to provide the center with a copy of their driver's license, and insurance liability. Please read under **Field trips** more information about CPR and First Aid requirements as well.

## Field Trips

We will have one field trip per month during the months of October through May. These field trips and there fee for the entire year can be found on our field trip information sheet. Many of these trips will be "in class", but some require off campus driving. If you are planning on driving and can help chauffeur other children, we will need you to fill out background check form (enclosed). Also, we will need a staff member to ride in your vehicle or you will need to caravan with a car carrying a staff member in order for safety in cases of possible need of CPR or first aid. If you have a first aid and CPR card, please make a copy available to us, as this would be very helpful in the above case. (That car could travel alone without caravanning or without a staff member, background checks are still necessary).

We will send out permission slips for every field trip to keep you informed and to solicit, in those off campus situations, drivers. **Car seats** for those situations **are required** and we will help to coordinate and label all car seats for these outings. We will try to maintain an adult child ratio of 1 to 4 in these situations. We try to make these field trips educational and of course fun!! Suggestions for future field trips are always welcome!

## Parent Observations and Reporting

We evaluate the children three times a year. Once at the beginning of each school year to give us, the teacher's, knowledge about what they have learned over the summer or in the case of a new student what they know in general, once in mid term, to assist in parent conferences and reporting, and once at the end of the year. We hold parent/teacher conferences once a year in January, but are always available for conferences via telephone or after class hours. Montessori evaluations will be sent home in January and June.

During two-three weeks in May and for new student's during November as well, there will be an opportunity to observe your child one-on-one for 45 minutes in the working Montessori environment. This will be during regular school hours so other students will be present. However, this will be a chance to experience what your child does everyday in our classroom. Before this event there will be a chance to sign up for your observation times and days. If you are unable to visit the school during this time please let us know so other arrangements can be made.

## **School Ground Rules and Special Information from Home**

The ground rules of the school are that no child should hurt another child in any way or disturb the work of another. The classroom materials must be treated with respect, and we ask the children to use an inside voice and walking feet while in the classroom.

The purpose of these rules is to aid in the development of self-respect and respect of others. When a problem or misunderstanding arises, there is a clear method of procedure that we follow:

In class, in the case of a small disturbance, (which is usually the case) the child will be given a stern look or a gentle reminder. After the second reminder the child will be asked to sit at "a break" table or stool. In cases of hurting another child, the child will be asked to apologize to the child. All cases of disturbance will result in a time where the teacher gently talks to the child to help them understand the reason they are on "a break", and then asked to rejoin the class in their activity.

In serious reoccurring incidents, the parents will be called for a special conference with the teacher. The conference will serve the purpose of exchanging ideas to help the child. If there is a serious questions of whether the child can function happily in the school, the school may set a probationary period of one to four weeks to work out the problems, At the end of this period the parents and the teacher will hold a conference to make the decision of what further action should be taken to meet the needs of the child.

In the event that a significant change occurs inside your home, please consider informing the school as soon as possible. All information will be regarded as confidential. We will accept your judgment as to the kind of changes which may affect your child's behavior, security, and well-being. Common cause of distress include: either or both parent being away from home for any reason for an extended period of time; a new person living at home; illness of either parent; illness of a sibling; any hospitalization; accident or death in the family; new baby-sitter or nanny; moving; divorce or death of a pet.

## **Absences, Illnesses and Accidents**

We are sorry when your child misses school. Please inform the school if your child is going to be absent, it helps with our preparation for the day. If your child is absent with an illness please report to the school the cause. When you have verification of the fact that your child has a communicable disease, please call the school immediately so a note may be sent home to inform other parents.

Please remember we abide by Washington State Health guidelines which state that we cannot admit a child that has a fever, communicable diseases (pink eye etc...), diarrhea or vomiting until 24 hours after the symptoms have subsided. Please, if your child is not feeling well, do not send them to school to spread their illness to the rest of the class and the teachers. We want our little ones to stay healthy and appreciate your help with this. If your child becomes ill while at school we will call you and someone must immediately come a pick up your child. We are sorry for this inconvenience, but illnesses spread quickly and children feel better when they are sick if they are at home.

If an accident happens at school, an **incident report** will be filled out for minor incidents. If the accident warrants, you will be called immediately after first aid is given. All the staff is CPR and First Aid certified. If you cannot be reached, the emergency number you indicated will be called. If that person cannot be reached, the family doctor and /or an emergency doctor will be called. In the event of a serious emergency, an aid car will be called immediately after first aid is given.

## **Medications**

All medications should be sent in their original container and come with their own measuring device. In cases of medication that must be given at school, please fill out and sign a **Medication Authorization Form** for medicine distribution and notify the staff. **All medications will be stored in a locked container or refrigerated when necessary out of the reach of children.**

## **Pet Policy**

We have walking sticks in the classroom. These are for the children to observe only; the children sometimes assist in the feeding of the animals by helping to put ivy or blackberry leaves into the cage under the supervision of an adult. The children cannot touch the animals or clean the cage. The cage is cleaned off site by a staff member when needed. Please read and sign the attached **animal health risk form**, we keep this information on file in case of an emergency.

## **Earthquake/Disaster and Lockdown Policy**

***The children are taught in class on safety protocol in the case of a fire, earthquake, lockdown or other crisis. We have a crisis/disaster response handbook on file for all parents to read. We conduct fire drills monthly and earthquake/lockdown drills quarterly. The following information will detail earthquake/disaster and lockdown procedures for our school. For further questions please contact the administrator or staff.***

### **EARTHQUAKE/DISASTER**

1. Call the school or the emergency cell phone of Ms. Kait (206.499.8357) or watch KIRO, KING, or KOMO for information. In some cases we may not be able to answer the telephone or call out.
2. As soon as possible, please come to the school to pick up your child. Should you not be able to do this in a timely manner, please send the individual(s) listed on the back of the pink earthquake form to pick up your child.
3. Children will be located in our classroom, unless damage to the classroom is too great, if so a note will be posted on where to locate your child.
4. Please continue to watch/listen to KIRO, KING, or KOMO for further information about school closures.
5. You will be given a new pink form to fill out after an earthquake. Please complete this and return it to your child's teacher as soon as possible.

### **LOCK-DOWN:**

1. Watch/listen to KIRO, KING or KOMO for information. We will follow Edmonds School district on protocol of when to release children to their parents.
2. You can call school or leave a message on our classroom's answering machine.
3. In the event of a lock down, all blinds will be closed and as always all doors will be locked. NO parent, child or staff member will be allowed to enter or leave the school until the lockdown has ended. We will remain there until the lock-down has ended.

## **Individual Health Plans/ Immunizations**

Please fill out and complete your child's individual health plan and immunizations records. By Washington State law we are required to have this information on file. All files are kept confidential to staff only and are updated when needed. All forms must be turned in and kept on file for your child to be admitted to the school in accordance with the policies of the State of Washington.

## **Inclement Weather and Snow Days**

If there is inclement weather or snow, Olympic View Montessori follows the policies of the Edmonds School District. If the Edmonds School District is closed, we will be closed. If they are delayed, we will not have morning class, but will start classes beginning at 12:15pm (or our afternoon class time). We have a link on our website for school closures. We update this during inclement weather as soon as Edmonds School district makes a decision, approximately by 7:00am. Also, you may view the Edmonds School District closures on the TV ticker or online at any TV channel's website.

If we miss a lot of school days due to weather, we will make every effort to make up some or most of these days. We will not make up half days, due to school delays. We understand that it can be frustrating to miss school due to weather, but we must take our children's, families' and staff's safety into consideration.

## **Tuition, Fees and Withdrawal Policy**

Our tuition is based on an annual ten month school year calendar (September-June). Tuition may be paid in one payment for the entire school year (a 4% discount), semi annual in August and January (a 2% discount), quarterly in August, November and March (a 2% discount) or convenient monthly payments. Tuition remains the same for months having holidays or school vacation breaks. No tuition discounts can be given for missed days due to illnesses or other reasons.

Tuition is due on a prepaid basis on the 25<sup>th</sup> of the prior month and becomes past due after the 5<sup>th</sup> of the current month. **A late fee of \$25 will be charged for tuition payments received after the 5<sup>th</sup> of any Month.** Please see the information from Facts Management on paying tuition.

**Olympic View Montessori expects that all withdrawals from the school enrollment be given in writing with a 30-day notice of departure. Withdrawals made after the seventh month of the school year (March) will require full payment of the remaining tuition for the year (through to June).**

## **Contact information**

**School Address:** 18530 76<sup>th</sup> Avenue West      **School Number:** 425-640-0746  
Edmonds, WA. 98026

**Email and Website:**    [kait.graham@olympicviewmontessori.com](mailto:kait.graham@olympicviewmontessori.com)  
[www.olympicviewmontessori.com](http://www.olympicviewmontessori.com)

\*All Calendar's and newsletters, plus a copy of this handbook can be found on our website.

# Olympic View Montessori Parent Contract and Photo Release

I/We \_\_\_\_\_ The parents/guardian of \_\_\_\_\_, hereby state that I/We have read, understand and will abide by all rules, fees and regulations of Olympic View Montessori as outlined in the Parent Handbook. We/I also understand that the Health Policy, Pet Policy and Disaster Plan are available to us in the classroom and we have reviewed these policies.

Name (print) of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Name (print) of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

## **PHOTO RELEASE**

I hereby grant to Olympic View Montessori and its representatives, the irrevocable and unrestricted right to use, reproduce and publish photographs of my child for editorial, trade, advertising or any other purpose and in any manner, medium to alter the same without restriction; and to copyright the same. I hereby release Olympic View Montessori and its representatives from any and all claims, actions and liability relating to its use of said photographs.

Name (print) of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_