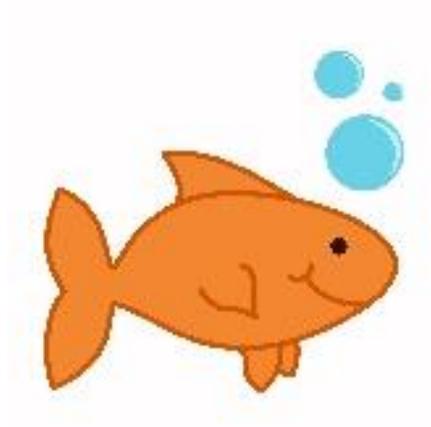


# ***Lake Meridian Montessori*** **PARENT HANDBOOK**



13125 SE 261<sup>st</sup> St.  
Kent, WA 98030

[www.lakemeridianmontessori.com](http://www.lakemeridianmontessori.com)

[info@lakemeridianmontessori.com](mailto:info@lakemeridianmontessori.com)  
[www.facebook.com/lakemeridianmontessori](https://www.facebook.com/lakemeridianmontessori)

School Phone: (253) 277-8580

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## **PURPOSE of this Handbook**

This Parent Handbook contains the policies and procedures of Lake Meridian Montessori, can be referred to as “LMM” or “Provider” in outline form. It is meant to serve as a reference guide. It is not meant to cover every aspect of the childcare program or every situation, which may arise.

For the purpose of this Handbook, “Parent” means the parent(s) or guardian(s) of the child in care.

As a parent feel free to contact the school with questions concerning the contents of this Handbook.

Parents are required to acknowledge that they have received a copy of the Parent before child’s first day of school in writing. Attendance at school implies agreement to comply with and understanding of all school policies in this handbook. It is the responsibility of parents to promptly seek clarification of policy that is not understood.

### **CHANGES TO HANDBOOK**

The school reserves the right to make changes to the handbook and/or policy at any time. Notification of changes will be made through the monthly newsletters/e-mails or other written notice.

**\*\*This Handbook is the exclusive property of LMM and is intended for the exclusive use of the parents/guardians of enrolled children in our programs. This Handbook may not be copied or distributed to any third party without the written permission of “Provider”.**

## **School Philosophy**

### **Mission Statement**

Lake Meridian Montessori is committed to providing an excellent Montessori education and a fulfilling learning experience for every child.

### **Goals**

Goal 1

Ensure a loving and nurturing environment.

Goal 2

Instill the love of learning.

Goal 3

Facilitate in building self-esteem.

Goal 4

Respect the unique learning style of each child.

Goal 5

Foster a natural compassion for others and the environment.

## **Montessori Approach**

### **Philosophy**

Dr. Maria Montessori discovered a good deal about the nature of the learning process in young children. She came to believe that every child delights in spontaneous activity directed toward intellectual discovery. A carefully prepared environment in a Montessori classroom nourishes and encourages a child's natural development. Attitudes and

confidence developed during these formative years will serve them throughout their lifetime. For a confident child, new activities are not only a challenge but also a delight. A child is most apt to retain a positive attitude toward learning and acquire confidence in a relaxed atmosphere where they set their own pace, follow their own interests, and are freed of criticism and competition.

The following are some basic Montessori concepts:

1. The small child is a lover of work--spontaneously chosen and carried out with profound joy.
2. The child needs to learn by doing. At each stage in a child's mental growth, corresponding physical occupations are provided by means of which they develop and refine their movements. Their natural wish, "Help me to do it myself", is respected.
3. Based on a profound respect for the child's personality, there is room to grow in biological independence. The child is allowed a large measure of liberty (not license), which forms the basis of real self-discipline. This is a higher discipline, which originates within the child as they gain practice making their own decisions and exercising their own will. It is not a discipline, which is imposed from without and based on rewards and punishments.
4. Since the children are free from competition and they do not work for praise or rewards, learning becomes its own true reward, and the sharing of learning naturally follows. Children help each other and learn from each other; they do not compete against each other. This results in a positive social community within the classroom.
5. Finally, the Montessori Method develops the whole personality of the child, not merely their intellectual faculties but also their power of deliberation, initiative, creativity, and independent choice. The children are helped on both the emotional and intellectual levels to gain skills, confidence, and awareness in order that they will become the mentally, physically, and spiritually healthy and happy adults they are meant to be.

## **Ground Rules**

Everything in a Montessori classroom is there for the children. The children are encouraged to go forth into the environment and use whatever they desire. There are, however, ground rules which must be followed. These ground rules help the child gain independence, a sense of order, and self-discipline. Self-discipline, not forced obedience, is a basic tenet of Montessori philosophy.

Our ground rules are outlined below:

1. Any child is free to work with any material displayed in the environment so long as he uses it respectfully. He may not harm the material, himself, or others. He may not use it in any way that disturbs the activities of others.  
  
(If a child misuses a material, the child is shown the proper manner in which to use it. If the child continues to misuse it, the material is put away until the child expresses the desire to use it properly. If a child refuses to stop inappropriate behavior he may be asked to sit by himself where he can observe the other children continuing their activities until he indicates he is ready to join them again.)
2. A child may work on either a mat or a table--whichever is suitable to the work that he has chosen. Children do not work at or on display shelves, as their presence there would obstruct the other children's access to the materials.  
  
(If a child is using a material in an inappropriate area, he is directed towards a better-suited spot in which to work. If he is working on the floor, but has forgotten a work mat, he is given one on which to place his work.)
3. The child restores the environment during and after the exercise. He is responsible for mopping his own spills (after demonstration by the teacher). He puts his own mat away after rolling it neatly. If he has been working at a table, he pushes his chair in under the table.  
  
(If necessary, a child is reminded to "check" his work area. Upon looking, he usually discovers the need to clean up, and will do so. If the cleanup task is large, the teacher will assist if the child wishes.)
4. No child may touch the work of another or interfere with another's activity. This provides security for the child involved in an exercise to continue it to completion. However, another child may ask to join the activity. He must then respect the child's answer. (A child is not forced to share his work with another.)

(If a child is interfering with another child's work, the adult explains the ground rules and gives him alternative activities to engage in.)

5. Children are not coerced into joining group activities. He may choose to be an observer without becoming an active participant. A child is not allowed to interfere or disrupt an activity in which he has chosen not to participate.

(If a child is creating a disturbance which interferes with the operation of the classroom, he may be removed from the classroom and an adult stays with him until he is ready to return.)

6. A child is free to "do nothing" if he desires, as long as he does not disturb the activities of others. He may be learning by observing others work, or he may be thinking or simply relaxing.

## **Areas of Learning**

For over 100 years the Montessori Method has proven that if we prepare an environment that is rich in activities that match the interest of the child at different stages of development, the child will reach a deep level of concentration, instill a love of learning and at the same time exceed the academic level that is expected in a traditional school environment. Dr. Montessori designed materials and activities to fulfill the inner needs of the child.

The Montessori environment prepares the child in the following areas:

### **Practical Life**

It is the most important educational area for life preparation. The activities generally include – care of the environment, care of the person, grace and courtesy. Much of the Practical Life has to do with adapting to one's own culture; children practice dressing themselves, sweeping, spooning, pouring, using good manners and much more. By means of these activities, children learn to make intelligent choices, to become physically and mentally independent and responsible. They learn to concentrate, to control muscles, to move and act with care, to focus, to analyze logical steps and to complete a cycle of activity. This lays the groundwork for mental and physical work in all other areas of work in the future.

### **Sensorial**

The young children are taking in impressions of the world through all their senses. Classroom activities such as The Pink Tower, The Color Tablets and The Sound Cylinders can be found in the Sensorial area. They illustrate concepts such as large and small, dark and light and loud and soft. These materials have a specific way to be used because it is in this way that the child develops an understanding of the concept each is designed to teach. They are intended to order, classify, refine, explore and realize the sense of impressions that the child already has. Each piece of material also has a built in control of error.

### **Language**

In the Montessori environment language flourishes through the use of all the activities in the classroom. We give the language as we present the objects and activities, which lay the foundation for many future academic studies. Children learn to trace the Sandpaper Letters and the phonetic sounds of the alphabet. By using the Movable Alphabet, children construct words and later compose sentences. By their own initiative, they discover writing and reading as young as three years old. Our aim is to delight them by using various enrichment materials and fun games with the learning of language.

### **Mathematics**

Dr. Montessori demonstrated that if children had access to mathematical equipment in their early years, they easily and joyfully assimilated many skills of arithmetic. She designed concrete materials to represent various quantities and observed that once children became interested in counting, they liked to touch or move the items as they enumerated them. By combining, separating, counting, and comparing, the children demonstrated the basic operation of mathematics.

Children in a Montessori class never sit down to memorize math facts. They learn by actually performing the operations with concrete materials - "Hands-On Math" - and they learn the quantities and symbols for numbers into the thousands. They often learn addition, subtraction, multiplication and division with the decimal system. Children choose their work and repeat each step with joy and enthusiasm until they are ready to move to the next level.

## **Science**

Science is divided into natural science with the study of plants and animals and physical science through age appropriate discovery projects and experiments.

## **Cultural Studies**

Geography, history, art and music are all integrated into each other, which serve as a whole in the learning experience of the child.

In **geography**, puzzle maps are used to present the concrete image of the world. Children also learn the different types of land formations and features. They also gain the awareness of the world around them by exploring other countries, customs, foods, music and language.

They begin with an introduction to the idea of **history** by making a time line of their own lives, starting with their baby pictures.

The children have the freedom to explore with their imaginations using a variety of **art** medium for self-expression. The importance of the process is stressed, not the end product.

The **musical** element that appeals to young children is rhythm, and the natural response to rhythm is physical movement; therefore, the body is the child's first instrument through which a response to music is reflected and interpreted. Music also benefits the development of language in young children.

## **Hours**

### **Office Hours**

8 AM - 3:30 PM Monday - Friday

You can leave a message at any time. We check for messages frequently and will return your call as soon as possible.

### **School Hours**

8:00 AM - 5:00 PM Monday - Friday

## **AGES**

We enroll children from ages 18 months to 3 years in our Toddler Program and children from ages 3 years to 6 years of age for the Preschool Program. Children are required to be potty trained to enroll in the Preschool Program.

## Enrollment

We need every new family to visit the school at least once prior to enrollment. We prefer to meet the parents and the child together in an informal setting to assess if the school is good fit for the child. Please call to schedule a visit.

To enroll your child, Pay the registration fee of \$140.00 (non-refundable). The registration fee reserves a space for your child.

At the time of enrollment, we need below listed forms completed and signed:

1. Enrollment Packet
2. Parent handbook receipt (read, sign and return the last page)
3. Registration and material fee (\$140)
4. Parents must completely fill out and sign the Immunization Form.

### Certificate of Immunization Status (CIS)

All children must be current on their immunizations and must have a CIS form that is current and updated Yearly or whenever the immunizations are updated. If there is a signed exemption to immunizations, the child may need to be excluded from the school if there is an outbreak of a vaccine preventable disease for which the child has not been immunized.

- Please note that the checks we receive for the deposit and the registration and material fee, will be deposited immediately. We do not hold deposit checks.
- Enrollment contract will specify your child's days and hours of attendance.
- All enrichment classes may not be available for PM part-time, 3 days/week and 2 days/week schedules.

It is important that you keep your child's records up to date. If there are updates or changes to your child's records please notify LMM immediately.

## Tuition

Tuition for the month is due the 1<sup>st</sup> day of the month unless other arrangements have been made.

A late fee of \$25.00 is charged if payment is not received by the 5<sup>th</sup> of the month.

You will receive an invoice from our payment program Curacubby. Follow the payment instructions to submit payment through the program. Its parent's responsibility to verify the Curacubby email address to avoid emails going into Junk folders.

Tuition is the same each month including those with holidays. The holidays are taken into consideration over the course of the whole school year. Due to continued commitment to staff salaries and operation costs, no credit is given for days missed from school.

**Any vacation longer than a week should be notified to school with Extended Absence Form submitted at least 30 days prior to start of the vacation. Monthly tuition must be paid in full to hold your child's enrollment.**

If payment is made through check, A \$35 fee is charged if your check is returned due to insufficient funds or any other reason.

**There will be a late pick up charge of \$2.00 for each minute past the pick up time based on your child's schedule. Payment is due the day that you are late. Please give us a courtesy call if you are running late.**

## Attendance Policy

Your child will benefit the most by attending school on a regular basis even at this early age. As a courtesy to the other children and the teachers, we ask you to make every effort to have your child at school and on time.

If your child is sick, late, or absent from school, please call or email the school by 8:45AM. Please arrive to class on time. Class will begin by 9:00AM if you are running late, please use the Front Door & ring the doorbell.

If you know of absences in advance such as doctor appointments or planned vacations, please inform the school with an email as early as possible. Emails are the best way to communicate with the office and teachers.

## Arrival & Dismissal

Please drop off your child between 8:50 and 9:00 am. A teacher will come out to your vehicle to escort your child into school. Please move your vehicle forward to the **Red Florescent Tag Stakes** so they are on each side of your car. If you arrive later than the designated time, please walk your child to Door C. In like manner please pick up your child: either between 12:00-12:10 PM or 3:00-3:10 PM. A teacher will escort your child to your car. Please stay on school property instead of in front of adjacent house. Please refer to the Drive-Through Diagram.

For safety reasons, please allow the teacher to open the car door. **Do not let your child get out of the car on his (her) own.** Also please wait until the teacher and children are clear from your car before driving away.

When picking up your child it is very important to be **prompt** so the teachers have time to clean up and be prepared for the next day before leaving for the day. **There will be a late pick up charge of \$2.00 for each minute past the pick up time based on your child's schedule. Payment is due the day that you are late. Please give us a courtesy call if you are running late.**



Also if you have any questions, **please call or email us instead of asking them during the drive through.** This will allow us to answer them more fully and keep the traffic going.

## Programs/Schedules

**5 days/week; 4 days/week; 3days/week, Drop-in**

**Definitions :** Full day, Half day, before care, after care, drop in

**Full day :** 9am – 3pm

**Half day:** 9am – 12pm or 12:30 – 3pm

**Before care:** 8am – 9am

**After care:** 3pm – 5pm

**Drop-in:** hourly basis. Our Drop in program provides additional care on an unscheduled basis for the toddler and the preschool children. It is contingent upon availability of space. Please check with school in advance to confirm availability. Children can be dropped in from 8:00 am to 9:00 am or from 3:00 pm to 6:00 pm. A drop in rate of \$10 (Preschool) and \$12 (Toddler) will be charged for each hour and payment needs to be made during drop-off.

## Check-in and Check-out Procedures

Parents, guardians or an authorized person must check the child in at arrival and check out at pick-up. We use an electronic check-in and check-out procedure using software provided by Curacubby.

Please identify on the enrollment form, persons who are authorized to pick up your child. The school will not release your child to any person without your written authorization. The person picking up your child must have photo identification, as we may ask for verification of identity before releasing a child.

Upon enrollment, the school will issue a personal identification number (PIN) for each person authorized to pick up the child. You can change the school issued PIN to your own confidential PIN at any time by contacting the school staff.

## **Check-in for before school care and Check-out for after school care**

Please do not come earlier than 5 minutes than designated drop off and pick up time. Please park your car. Switch off car engine and do not leave it idling. At arrival, take your child inside to front room and check in with the staff there. At pick up, park your car, walk to the front reception, and check out the child. Walk back to the parked car holding the child's hand.

### **Overflow parking**

PLEASE DO NOT PARK ANYWHERE ON THE ROAD SIDE. It is not permitted! As our street is residential street, we can park on the street side as long as we don't block the drive for the neighbors. During school events we will inform you accordingly any specific restrictions on parking areas. On normal business days we have enough parking on our premises for parents to park and come to the school.

### **Safety considerations**

Anyone who appears to be under the influence of drugs or alcohol when arriving at the school to pick up a child, will be asked to call someone else to check out the child. If a person leaves with a child while they appear to be under the influence, the school will call 911. The car must have a child safety seat when you come to pick up the child.

## **Prohibited Substances:**

### **TOBACCO, VAPING, CANNABIS, ALCOHOL and ILLEGAL DRUGS**

**In accordance to the WAC 110-300-0420, Lake Meridian Montessori follows the below steps.**

- (a) Prohibit smoking, vaping, or similar activities in licensed indoor space, even during nonbusiness hours.
- (b) Prohibit smoking, vaping, or similar activities in licensed outdoor spaces, even during nonbusiness hours.
- (c) Prohibit smoking, vaping, or similar activities in motor vehicles used to transport enrolled children;
- (d) Prohibit smoking, vaping, or similar activities by any provider who is supervising children, including during field trips.
- (e) Prohibit smoking, vaping, or similar activities within twenty-five feet from entrances, exits, operable windows, and vents.
- (f) Prohibit any person from consuming or being under the influence of alcohol on licensed space during business hours
- (g) Prohibit any person within licensed space from consuming or being under the influence of illegal drugs or prescription drugs to the extent that it interferes with the care for children.
- (h) Prohibit children from accessing cigarette or cigar butts or ashes.
- (i) Prohibit any person from using, consuming, or being under the influence of cannabis in any form on licensed spaces.

### **No weapons**

No weapons are permitted in or around the school.

### **License/Insurance**

Lake Meridian Montessori is licensed, insured and certified preschool.

## **Staffing When Teacher is Absent**

An eligible substitute teacher will be present at the school in case the regular teacher is unavailable. This arrangement will be used only in case of unavoidable situations. All teachers/staff are entitled to sick leave/doctor's appointment or family emergencies/vacations if needed in school time.

## **Teaching policy**

Lake Meridian Montessori has an excellent proven curriculum and teachers need uninterrupted time to teach. We request parents to respect and understand our teaching style and do not interrupt the flow of teaching. Doing so makes our teaching and your child's learning process stressful which may not help to bring the best out of your child. Any concerns or questions are always welcome.

## **Middle of the year transfer from other school or home based nanny babysitting:**

If you are transferring your child in the middle of the school year from other school, Lake Meridian Montessori will provide a child intake form which needs to be filled by child's previous school teacher/director or nanny (in case child lived with a nanny). If child is being transferred due to behavioral issues parents needs to inform us about it as it is important for us to evaluate if our school is a good fit for your child or not.

## **Back-up Child Care and Consistent care policy (WAC 110-300-0495)**

We recommend that you have access to an alternate child care arrangement. You may need care for school closure days or emergencies such as no electricity. If there is an emergency or reason that center needs to be closed you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup child care. For a child care referral, please call:

*Child Care Aware of Washington  
(206) 329-5544  
1-800-446-1114*

## **Staffing Plan, Classroom types and Ratios (WAC 110-300-0015,0495)**

We will maintain the State required staff to child ratios at all times. For consistency of care a permanent staff member will be assigned to care for your child with a goal of building a long-term trusting relationship. Any Staff who covers due to a staff member being absence will meet all State requirements to care for the children, and be fully trained according to State requirements and will be trained on the policies and procedures of our program. You may ask for access to our staff training and professional development records.

If we have any staffing changes, or need to be absent for an extended period of time, you will be notified in writing or electronically.

If the director, assistant director, and program supervisor are simultaneously absent the program will remain open for the care of children. We will have a fully qualified staff member that meets the Departments qualifications covering during our absents. We will notify all parents in writing with the name of the staff member who will be in charge and we will also notify the Department.

If the director, assistant director, and program supervisor are simultaneously absent for more than ten consecutive operating days, we will have a fully qualified staff member covering. We will notify all parents in writing at least one week before the absent of the name of the temporary staff member and we will also notify the Department.

Our staff to child ratios are 1 to 10(for preschoolers) and 1 to 7 (for toddlers) and we offer mixed age group type of classroom settings.

## **TERMINATION POLICY**

**One month written notice must be given for withdrawing a child from the LMM.** When a child is withdrawn less than One month's notice, parents are obligated to pay the tuition for the months covered by the 30 day period, following the

date notice is provided. Families are encouraged but not required to communicate the reason for withdrawal with the director.

Lake Meridian Montessori reserves the right to suspend or dis-enroll a child if any of the following conditions arise:

1. Continual late payments of tuition and other fees.
2. Continual late pick-ups and refusal to pay late pick up fee.
3. Not respecting the school's policies outlined in the parent handbook.
4. Disrespect towards school property and neighborhood property.
5. Child behavioral problems that cannot be controlled and are a physical risk to staff and other children.
6. Child needs specialty service which is not available at the school.
7. Pressurizing teachers frequently in the process of teaching to the child and interrupting teaching process.

These are some examples of reasons for termination. We reserve the right to terminate the child without cause, notice or reason.

Efforts will be made to resolve the situation prior to termination. All e-mail communication is subject to disclosure if needed.

Parents need to notify the school at the time of registration if child is receiving any behavior therapy or counselling and medication, or if child has any behavioral, social, emotional, medical issues in written. If child's behavior can be harmful for other children/staff in the school.

## **Expulsion Policy (WAC 110-300-0486, 0340)**

At our facility we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. When a Child exhibits behavior that presents serious safety concern for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications the child's care will be terminated. Behaviors such as on going biting beyond the toddler age, throwing objects at others, hitting with objects, leaving the facility and other behaviors.

Prior to expulsion of services due to child's behavior we will provide the following supports:

1. We will have a parent or guardian meeting weekly or sooner as needed.
2. We will review the expulsion policy with the parents or guardians.
3. We will record the incidents that led up to the expulsion, include the date, time, staff involved and details of the Incidents.
4. We will give the parents or guardians a copy of the steps that were taken to avoid expulsion
5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
6. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians.
7. We will give the parents or guardians referrals to community-based programs/settings

The Department will be notified of the expulsion.

## **Screen Time Usage (WAC 110-300-0155)**

Children occasionally use screen time( videos or computers) for educational purposes at our program in accordance with the WAC above.

## **Outdoor activities (WAC 110-300-0147)**

Our facility offers an outdoor programming daily for all children enrolled, except during the following conditions (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;(b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;(d) Earthquake;(e) Air quality emergency ordered by a local or state authority on air quality or public health;(f) Lockdown notification ordered by a public safety authority; and(g) Other similar incidents. Children must have appropriate clothing for outdoor activities during days that may be hot, rainy and cold;

## **Napping/sleeping (WAC 110-300-0265)**

A rest period will be offered for all children under five years of age, who remain in care for more than six hours or show a need to rest. Alternative quiet activities will be available for those children who are unable to nap or who no longer need a nap. No child will be forced to sleep/nap. We will work with you to discuss your child's sleep patterns and needs. We must allow infants and toddlers to follow individual sleep schedules. Napping children will have to bring a blanket.

## **Mixed Age groups: (WAC 110-300-0357, 0450)**

Toddler class: 18months – 3yrs

Preschool class: 3yrs – 6yrs

## **TOILETING**

A child must be toilet trained (or well on the way) in order to enroll in the preschool program.

Ms. Amrutha must approve any exceptions to the above criteria.

Please continue to practice good toileting habits at home, which include using the toilet correctly for boys or girls and proper hand washing skills. Jump suits, coveralls, belts or any clothing that requires adult assistance will hinder your child's independence.

## **DIAPERING(TODDLER CLASS)**

We will follow the stand -up diaper changing procedure. The steps are posted in the diaper changing area. The caregiver shall check diapers every 2 hours and change when soiled or wet. We request that flushable wipes be sent if your child is being potty trained.

- Parents must provide disposable diapers and wipes for their children. Please put child's initials on each diaper and the box of wipes.
- If the child runs out of diapers a note will be sent home as a reminder. If diapers are not provided there will be a fee of \$5 per day until diapers are brought to school.
- Clothes that are soiled with body fluids will be placed in a plastic bag to be sent home. If your child is out of clothes, they may borrow school clothes. Please note sizes and colors vary and we do not loan out underwear.
- If a child's health condition necessitates that disposable diapers cannot be used, then an alternative arrangement may be made according to the parent's or a licensed physician's instructions.
- Diapering shall be done in a designated diapering area. • All supplies and equipment shall be maintained in a safe and sanitary manner.
- The caregiver shall thoroughly wash his or her hands after each diapering and after cleaning up bodily fluids, using soap and running water.

The caregiver will follow all guidelines for stand up diapering. A washcloth or towel, or both, used in diapering shall not be used subsequently on another part of the body or for any other purpose until laundered.

## **TOILET TRAINING (TODDLER CLASS)\***

Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home, and at a minimum, shall include washing hands after toilet use.

The toddler lead teacher will get in touch and a potty training contract will be signed with the parent so the school staff and parents may work together as a team to help the child succeed.

We understand that toilet training is a big step for your toddler and a huge achievement for him/her and we look forward to assisting you with this process.

### **NAPS AND REST PERIODS**

The toddlers take naps in their own classroom. Parents are required to send a nap blanket to the school on Monday.

There is no scheduled naptime for Preschool children. They can sit or lie down on a mat and rest in class if they are tired. If they need regular naps then they will join the toddlers in the toddler class for nap.

The nap blankets will be sent home every Friday for washing and should be returned promptly on Monday.

Pacifiers are allowed ONLY for toddlers, during naptime. They must be re-usable and washable with a container that they can be stored in and will be sent home daily.

### **Infant and toddler safe sleep practices. (WAC 110-300-0291)**

To reduce the risk of Sudden Infant Death Syndrome (SIDS) we and all staff have completed yearly safe sleep training.

We will actively supervise infants and toddlers by visibly checking often and being within sight and hearing range, including when an infant or toddler goes to sleep, is sleeping, or is waking up. We will follow the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction. We will place an infant to sleep on his or her back or follow the current standard of American Academy of Pediatrics. If an infant turns over while sleeping, we will return the infant to his or her back until the infant is able to independently roll from back to front and front to back. We will not use a sleep positioning device unless directed to do so by an infant's or toddler's health care provider. The directive from the health care provider must be in writing and kept in the infant's or toddler's file. We will have sufficient lighting in the room in which an infant or toddler is sleeping to observe skin color. We will monitor breathing patterns of an infant or toddler and allow infants and toddlers to follow their own sleep patterns;

We will not allow loose blankets, stuffed toys, pillows, crib bumpers, and similar items inside an occupied crib, bassinet, or other equipment where infants commonly sleep. We will not allow a blanket or any other item to cover or drape over an occupied crib, bassinet, or other equipment where infants commonly sleep. We will not allow a blanket, bedding, or clothing to cover any portion of an infant's or toddler's head or face while sleeping, and will readjust these items when necessary.

We will prevent infants or toddlers from getting too warm while sleeping, which may be exhibited by indicators that include, but are not limited to, sweating; flushed, pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability.

## **DRESS CODE**

### **TODDLER CLOTHING**

The Washington State Regulations require the children to go outside and play in all kinds of weather, which means that even in rain, children need to go outside and play. Children also participate in art and other movement activities in school.

Please save dressy, expensive clothing or clothing that inhibits free movement for non-school occasions. Children should be able to run, climb, and play without restrictions. Choose comfortable clothing that allows your child to play, work and use the bathroom freely. Pants with elastic waist are recommended so you children can dress themselves independently. Young children have a hard time with pants with buttons.

### **PRESCHOOL CLOTHING**

There is no uniform requirement. Extremely short or costume-like clothes can cause distraction in class. Please help your child to make sensible choices for appropriate attire that fits the learning environment.

#### **Shoes:**

All Children should wear shoes that are sturdy with good support. Velcro slip-ons or winter boots are easy for the children to put on and off independently. **No tie shoes or high tops. Children must wear socks at school.**

Please provide an extra closed toe pair of shoes with simple designs and rubberized soles to keep as **'inside shoes'**. No animal fronts or open backs. Your child will wear these in the classroom and keeps them at school.

**EXTRA Clothing:** Please provide an extra change of clothes (shirt, pants, underpants, & socks) in a gallon zip lock bag labeled with your child's name.

**Label all items-extra clothes, shoes, slippers, coats, etc.**

## **DISCIPLINE POLICY**

Our staff at Lake Meridian Montessori practices positive discipline with consistency. We guide the children in making appropriate choices and resolving conflicts. We encourage the children involved to talk it out and resolve the conflict peacefully with as little adult interference as possible. Children who are disruptive or out of control will be asked to sit aside and think about what other choices they can make. We also let the children know that they can return to the activity in class as soon as they are ready. Sometimes children just need a gentle redirection or a quiet place to regain control. Please refer to the sections on Ground Rules. If a child continually makes inappropriate choices, we will set up a conference with the child's parents/guardians to discuss the matter. We do not administer physical discipline.

### **Behavior Management and Discipline**

Spanking or any form of corporal punishment, physical or mechanical restraint, withholding of food, or any form of emotional abuse is prohibited by anyone on the school premises, including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking, or any other means of inflicting physical pain. Teachers may ask a child to sit and regroup for a couple of minutes after three warnings have been given. Teachers will provide coaching to help the child manage and learn appropriate behavior for future situations. Children are asked not to run in the classroom for safety purposes.

### **School disciplinary practices**

Lake Meridian Montessori school's goal is to provide a safe and enriching environment. LMM is not a daycare. It is a structured program, teaching preschool and kindergarten curriculum. We need to carry on our schedule and help children learn in uninterrupted manner. Parents are required to drop/pick up children on time. Appropriate behavior is expected from every child and parents coming to school. No hitting, kicking, biting, scratching is allowed use of appropriate language is must all the time. Students are required to come to school on time, follow the teacher's direction all the time, show respect for themselves, others and their environment, use 'walking feet' in the classroom and play in safe manner on the playground.

### **Disruptive behavior policy**

If a child's behavior becomes an ongoing issue, school will confer with the parents using the following steps:

The first occurrence will result in conversation with child and/or parent to discuss right behavior and the incident report will go home to parent.

The second incident of disruptive behavior will result in calling the parents for conference to go over expected behavior and may require immediate pick up of child from school.

We may ask for behavior counseling process and complete plan for this should be submitted.

When parents are called to pick up their child, we require parents to pick up child within one hour.

We may call parents to pick up child if child behavior is extreme and dangerous to other children.

## **SNACK & LUNCH**

Parents are encouraged to provide the snack for all the children in the classroom at least once per month. A snack schedule will be provided so that all parents know when and what to bring for snack. Please provide unopened, dated, ingredient labeled, store packaged snacks only.

The school serves nutritional snacks each day. Children practice hand washing, counting the amount of snack to take, pouring drinks, cleaning up, and table manners. The purpose is to encourage independence and to practice grace and courtesy. If you child is staying for lunch please bring it in a lunchbox and NO BACKPACKS. Please make sure they have a drink (water, juice) and a protein (sandwich, etc.) as well as a fruit (apple slices, etc.) & vegetable (carrot sticks, etc.).

### **Food Allergies and Dietary Restrictions**

Parents are required to notify the school of any allergies or adverse reactions their child may have with certain foods or beverages.

Parents are responsible for providing an allergy free lunch and snack every day, should the child have any dietary restrictions or allergies. The school staff will ensure that your child sits at a separate table for lunch if he/she has an allergy to food. However, school is not responsible for the special dietary needs of the child.

### **Food allergies and special dietary needs [\(WAC 110-300-0186\)](#)**

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC [110-300-0300](#) must include the following:

- (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;
- (b) Identify foods that can be substitute for allergenic foods; and
- (c) Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction.

The specific treatment plan must include the:

- (i) Names of all medication to be administered;
- (ii) Directions for how to administer the medication;
- (iii) Directions related to medication dosage amounts; and
- (iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

We require that the parents or guardians of a child in care ensure that the program has the necessary medication, training, and equipment to properly manage your child's food allergies.

If your child suffers from an allergic reaction, we must immediately:

- (a) Administer medication pursuant to the instructions in that child's individual care plan;
- (b) Contact 911 whenever epinephrine or another lifesaving medication has been administered; and
- (c) Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:

- (i) The child is having an allergic reaction; or
- (ii) The child consumed or came in contact with a food identified by the parents or guardians that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.

### **Food Handling Practices [\(WAC 110-300-0195\)](#)**

Anyone preparing food for the children will be required to maintain a current and valid Food Handlers Permit and will follow all procedures. Proper hand washing procedures will be followed during food handling. Safe food, bottle and formula storage, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with current department of health Washington State Food and Beverage Workers' manual and current foundational Quality Standards WAC 110-300.

### **Dishwashing Practices (WAC110-300-0198)**

Dishes are washed in an automatic dishwasher using the sanitizing cycle.

### **Policies for Food Brought from Home (WAC 110-300-0190)**

A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. All food and drink items brought from home must be labeled with child's first and last name and the date it was prepared. If you choose to provide alternative food for your child, we will need a written plan. Any meal or snack brought from home that does not meet USDA CACFP requirements will not be served to your child. If items are brought from home to share such as birthday cakes or cupcakes a written permission must be obtained by all parents of children who will consume the item.

## **BIRTHDAYS**

Each month we celebrate birthdays close to the children's actual birthdays. On your child's birthday, or a day close to his/her birthday, you may bring a special snack (store bought, in original container) to share with the class; you might consider bringing in a book for the classroom in lieu of a snack. The teacher will set up a schedule and talk to you prior to the date.

Please consult Miss Amrutha before distributing any home birthday party invitations at school in order to avoid hurt feelings of those who are not being invited.

## **FIELD TRIPS**

We have field trips planned during the year - some are away and some are at school. The monthly newsletter gives information about that the upcoming field trip and costs related to the trip. We have one permission slip for the whole year, please sign the field trip permission form during the registration process.

For all away field trips a parent/guardian must transport his/her child to the field trip and stay with him/her. For away field trips siblings can attend. Please look at the field trip website to see the cost for the sibling and provide the amount at least one week prior to the field trip. (Since the web is such a great source of information, we will not provide details about directions, phone numbers, general info, etc. of our field trip places. However, we will always give you their website.)

Please arrive at the field trip location at the designated time as stated in the information. Please be prompt. Please remind your child to use walking feet, quiet voices, and good listening ears on field trips. You are responsible for your child.

## **SHOW & TELL**

Your child's day for sharing will be in the monthly newsletter. It is a good opportunity for the children to learn to speak in front of a group and to practice their listening skills. Children also learn to take turns and respect others' point of view. Children can only bring **ONE** item to show at one time or may choose to talk about a topic without any item.

Some suggestions of Show & Tell items are:

- Natural artifacts (bird's nest, shell, flower, rock, etc.)
- Books related to some current area of study, current event, nature study, cultural or scientific area of interest. (Please help your child choose **ONE** page to discuss.)
- Cultural items (basket, items from foreign countries, etc.)
- **No toys, electronics or weapons please.**

**Please do not have your child bring items to school unless it is her/his Show & Tell day.**

### **Health Care Practices (WAC 110-300-0500)**

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as Immunization tracking, and medication management, storage, administration and documentation. We have established handwashing and hand sanitizer use, the observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy, the care for pets and animals that have access to licensed space policy and the health risks of interacting with pets and animals documented.

Our health policy is reviewed and approved by the department and can be found in our office.

## **MEDICAL PROCEDURE**

### **Health Policy**

Your child should not attend school if:

1. Child has a fever. Must be without a fever for at least 24 hrs.
2. Child has green mucus. This is a sign of some type of infection. Must have clear mucus for at least 24 hrs.
3. Child has regular flu or really bad cough. Must be over it for at least 24 hrs.
4. Child feels very tired or not her/his usual self. Best to allow a day to rest.
5. Child has any contagious illness such as Pink Eye, Lice and such. Please call the school immediately so we can notify all parents and staff.

We follow the guidelines of Seattle & King County Public Health ([www.kingcounty.gov/health](http://www.kingcounty.gov/health)). Another good web site is [www.webmd.com](http://www.webmd.com).

Colds cannot be avoided. Good hand washing habits helps. Also learning to blow ones nose.

Parents/Guardians will be notified if the child becomes ill or has a serious accident at school. If you cannot be reached we will call the emergency contacts on your child's registration form.

Staff has current CPR and First Aid training.

### **Medicine Policy**

The only medicines we will administer are for life threatening reasons. If your child needs to have this type of medicine, such as an EpiPen, you must fill out an Administration of Medications form. The medicine must be in its original container and labeled with your child's name, instructions for administration, and dated. Please contact Miss Amrutha for information.

### **Injury or Medical Emergencies**

1. School staff has First Aid, Child CPR, and HIV/Aids, Blood-borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified upon arrival. With some minor injuries, parents will be called to help decide whether the child should go home.
3. In the event of a serious injury or emergency, school will call 911 and administer first aid or CPR if needed. It will then notify you as soon as possible and tell you where your child is being treated.
4. If injury results in medical treatment or hospitalization, school is required to immediately call and submit an "Injury/Incident Report" to Department of Social and Health Services Licensor and child's social worker, if any. Parent will be receiving a copy of the report.
5. Your child's records are accessible to staff in case we need it in emergency. Parents also have access to their own child's records if needed.
6. If child is sick with fever we will call parent and child must be picked up as soon as possible.

### **Medicine Management**

1. Lake Meridian Montessori School does not administer any medication to the children, and we hope parents can give their children any regular medication before or after school.
2. No medication of any kind is to be put on, administered by child, or can be placed in lunch boxes, backpacks or pockets including Tums, chap sticks, any over-the-counter medicines sunscreens, and ointments.

### **Allergies**

3. All allergies must be notified to the school and proper forms must be completed incase Epi-pen is required. We request parents to get the allergies checked with doctor if you have suspicion and confirm if allergy exists or not. A medication plan for an allergy must be in place before the start of school. We cannot let a child with an allergy come to school without proper forms are filled and action plan is in place.
4. PLEASE LET THE ADMINISTRATION & STAFF KNOW IF YOUR CHILD HAS HAD AN ACCIDENT OF ANY KIND OR BROKEN ARM, LEG, ETC.

### **Children with illness**

1. Please inform the school if your child will not be coming due to illness. If you are not sure whether your child should come or not, please call the school.
2. Each child will be observed daily for signs of illness.
3. Sick child must stay at home. Parents as well as the Health Department will be notified by phone of communicable diseases or food poisoning.
4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, your child will be isolated from the other children until you arrive.
5. The parent is responsible for finding substitute care in case of the child's illness.
6. The following illnesses are not accepted in school per instruction of the Department of Public Health:

**Diarrhea:** Three or more watery stools in a 24-hour period.

**Vomiting:** Vomiting within the past 24 hours.

**Rash:** Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.

**Eyes:** Thick mucus or pus draining from the eye, or pink eye.

**Appearance/Behavior:** Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

**Sore Throat:** Especially if associated with fever or swollen glands in the neck.

**Fever:** Temperature of 101 degree F. or higher and sore throat, rash, vomiting, diarrhea, earache, irritability or confusion.

**Lice: Children who have lice may not return to school until they are lice and nit (egg) free and have had two complete treatments of medication.**

Parents can help control the spread of lice in children by:

1. Checking their child's hair routinely for signs of head lice.
2. Informing the school office if their child gets head lice.
3. Informing family and friends so they can check their children.
4. Treating it immediately.

5. Examining all household members and treat anyone infested.
6. Disinfecting clothing and bedding by machine washing and drying using the hot cycle.
7. Soaking brushes, combs and hair clips in hot water above 120 degrees for 10 minutes.
8. Vacuuming all rugs, carpet, furniture, car, car seats and stroller. Discard the vacuum bag. If using a bagless vacuum, securely bag vacuum contents immediately after vacuuming.
9. Avoiding the use of environmental sprays (due to toxicity).
10. Calling the school /your Health Care Provider for information, resources and questions.
11. Removing all lice and nits (head lice eggs) from the head. The only cure for lice is the removal of all lice and nits from the head.

Any child, staff or their house hold member if diagnosed with contagious disease as per WAC 170-296A3210 will be immediately removed from the center and appropriate agency and parents will be notified.

### **Immunization**

All children must be update on the immunization; it is parent's responsibility to notify school of any change in Immunization. If you have chosen to not give any immunization and there is outbreak of that particular disease your child is required to stay home until it is safe to come back to school.

### **Safe cleaning and disinfecting procedures**

To reduce the risk of spreading the sickness we follow a regular cleaning and disinfecting schedule. Cleaning of toys and most used items are on daily cleaning schedule. **We do not use harsh chemicals for cleaning purpose.**

### **Safe and environment friendly practices are strictly enforced for cleaning.**

Procedure for cleaning:

1. Any plastic toys are washed with soap and sprayed with disinfectant solution for minimum 1 minute and allowed to air dry.
2. Cloth items are washed daily in the washing machine.
3. Hard floors are cleaned/moped daily with disinfectant solution.
4. Toilets and sinks are washed daily and disinfected on timely manner throughout the day.
5. Tables used for food serving are disinfected before and after meal or snack.
6. Carpets are vacuum cleaned daily.

### **Hand Washing Practices**

Staff members are required to wash hands before and after, preparing food, when handling pets, after playing outdoors, or using the toilet, and whenever in contact with body fluids. Children are required to wash hands as soon as they arrive in the classroom after use of toilet, after playing outdoors and before eating snack and lunch, after coming in contact with body fluids. Detailed health care practice booklet is available upon request for review.

### **Injury Prevention**

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All medications, cleaning products and chemicals will be inaccessible to the children.

### **Food Handling Practices**

Food will always be handled under hygienic conditions, on clean surface; hands will be washed before handling any food for the children. Food brought by parents for sharing must be commercially prepared with clear label of ingredients in it.

### **Reporting and Notifying Conditions to Public Health (WAC 246-110-010)**

We are required to notify the Department of Health, my licenser, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter **WAC 246-110-010(3)**).

## **Pesticide policy (WAC 110-300-0255)**

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Our pest control steps include: Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both the Indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found; we will document all steps taken to remove or exterminate the pests; and provide notification to all parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest). Pesticide will only be applied when children are not present. We will always comply with the Washington Pesticide Application Act chapter [17.21](#) RCW. We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

## **Hand Washing Practices and Hand Sanitizers (WAC 110-300-0200)**

To reduce the spread of germs and infections we will help direct, assist, teach, and coach, your children to wash their hands. We will use the following steps

Wet hands with warm water, apply soap to the hands, rub hands together to wash for at least twenty seconds, thoroughly rinse hands with water, dry hands with a paper towel, single-use cloth towel, or air hand dryer, turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and properly discard paper single-use cloth towels after each use.

We will have all children wash their hands at the following times:

- (a) When arriving at the early learning premises;
- (b) After using the toilet;
- (c) After diapering;
- (d) After outdoor play;
- (e) After gardening activities;
- (f) After playing with animals;
- (g) After touching body fluids such as blood or after nose blowing or sneezing;
- (h) Before and after eating or participating in food activities including table setting; and
- (i) As needed or required by the circumstances.

Staff will wash their hands

- (a) When arriving at work;
- (b) After toileting a child;
- (c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);
- (d) After personal toileting;
- (e) After attending to an ill child;
- (f) Before and after preparing, serving, or eating food;
- (g) Before preparing bottles;
- (h) After handling raw or undercooked meat, poultry, or fish;
- (i) Before and after giving medication or applying topical ointment;
- (j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;
- (k) After handling bodily fluids;
- (l) After using tobacco or vapor products;
- (m) After being outdoors;
- (n) After gardening activities;
- (o) After handling garbage and garbage receptacles; and
- (p) As needed or required by the circumstances

Please set a good example for your child and help them to wash their hands with the steps above.

Hand sanitizer will be used in accordance with **WAC 110-300-3650** and will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom the parent has signed parent permission form and it is on file. Hand sanitizers will not be within reach of the children.

### **Cleaning, Sanitizing, and Disinfecting Procedures **(WAC 110-300-0240,0241)****

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets and other laundry will be cleaned, sanitized and disinfected weekly or more often if soiled. If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow department of health's current guidelines for mixing bleach solutions for child care and similar environments.

### **Blood Borne Pathogen Plan **WAC110-300-0400****

All staff caring for children in my program have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care. Our Staff program policies handbook has the Blood Borne Pathogen Plan.

### **Injury Prevention **WAC 110-300-0475****

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products, chemicals, and personal hygiene products will be inaccessible to the children and stored. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

### **Pets **(WAC 110-300-0225)****

We do not have pets

## **EMERGENCY PROCEDURES/ EVACUATION PLAN**

You will find our programs evacuation plan posted at exit doors. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Please refer to my posted evacuation plan for a full list of details, floor plan, and gathering place outside of our facility so you are aware of our emergency and natural and unnatural disasters /evacuation procedures.

We have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. We continually check our facility for potential hazards on a regular basis.

Should this facility become inhabitable in a disaster, we will be located at Lake Meridian Part & Ride, 26805 132<sup>nd</sup> Ave SE, Kent, WA-98042 if possible.

Our emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency and when it is appropriate to evacuate **WAC 110-300-0470(1)(c)**.

## Evacuation Plan: (WAC 110-300-0470)

### When On-site:

All children will be gathered and escorted to the designated meeting spot located: Lake Meridian Part & Ride, 26805 132<sup>nd</sup> Ave SE, Kent, WA-98042 if possible.

- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- If safe to do so, the whole facility will be checked, to ensure that all children have left the building safely.

### When Off-site:

- All children will be gathered and escorted to the designated meeting spot with the grab and go bag and our daily attendance log
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all children are safe and accounted for
- Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location
- If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out.

Lake Meridian Montessori has prepared a Disaster Plan to provide a safe place for your children. In any emergency we would never leave your child unattended for any reason. No matter how long it takes for you to reach the school, we would always be with your child. In the event of a disaster that may cause us to keep your children for many hours beyond the school day, we ask you to provide an Emergency(Comfort) Kit for your child as described in your welcome letter. Please take the time to provide an Emergency/Comfort Kit for your child (ren).

School requires emergency items for the child from the parents before school starts. The pack should have minimum following items:

1. Photo of parent and child together
2. Water bottle
3. Food items e.g. snack bars, canned fruits and cracker packets etc.
4. Space blanket
5. Small flash light

Above items should be packed in a gallon size zip lock bag with child's name on it.

You are required to keep our landline telephone and cell phone number all the time with you. Please provide extra clothes for your child before school begins. The emergency information given by you must be current and updated; any changes in information must be updated promptly.

## **FIRE AND EARTHQUAKE DRILLS**

Fire or earthquake drills are held monthly throughout the school year to ensure the safety of the children. The children practice the procedure as follows. **PLEASE PRACTICE THESE WITH YOUR CHILDREN.**

### **Fire Drill Rules**

1. When a teacher says "Fire" leave your work immediately and stand in line quietly at designated exit.
2. When the teacher says to do so, walk orderly in a line to your assigned fence in the schoolyard.
3. Line up against the fence.
4. When the teacher talks, be quiet, look with your eyes, and listen with your ears.

5. When all is safe, walk in line back to the building and return to work. The teacher will tell you when.

## Earthquake Drill Rules

1. When a teacher says “Earthquake” or “We are having an earthquake.” leave your work immediately and go under the closest table to where you are working.
2. Curl up like a ball.
3. Cover your head with both hands.
4. Be quiet at all times.
5. When the teacher talks, listen with your ears. Do not look up but keep curled up with your head covered.
6. When all is safe, return to work. The teacher will tell you when.

## Earthquake Plan **(WAC 110-300-0470)**

### **When Indoors:**

- Move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
  - **DROP** to floor
  - **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
  - **HOLD ON** to furniture if under it until shaking stops
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over

### **When Outside:**

- Move to clear area, as far as possible from glass, brick, and power lines.
- **DROP & COVER.**
- Adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over
- A head count of the children will be taken to ensure all children are present

### **After earthquake:**

- Account for all children, staff, and visitors
- Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate building calmly and quickly to our designated meeting spot located: Lake Meridian Part & Ride, 26805 132<sup>nd</sup> Ave SE, Kent, WA-98042

### **If gas is smelled; the main gas valve will be immediately turned off**

- We will monitor our portable radio or cell phone for information and emergency instructions
- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of building until it has been inspected for re-entry and determined safe.

**Director will evaluate the situation with the help of responding agencies (fire, police, etc.) or the Building Team and determine if it is safe to enter the building. If it is not safe, Director will determine if it is necessary to move to the alternate site location, follow Site Evacuation Plan (above) or if children and staff should stay where they are until it is safe to reenter the building.**

## Fire Evacuation Plan: **(WAC 110-300-0470)**

- We will activate our fire alarm or alert staff that there is a fire (yell, whistle, etc.).
- We will evacuate the building quickly and calmly:
  - If anyone’s clothes catch on fire they will be instructed to STOP, DROP, & ROLL until the fire is out

- We will take our grab and go bag including attendance sheets and emergency forms as we are exiting the building
- A designated staff member will check areas where children may be located before they leave the building
- Once everyone has evacuated the building safely a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.

**Lockdown Plan: (WAC 110-300-0470)**

- We will lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, and all lights will be turned off;
- We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor;
- When possible, we will bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to our safe lockdown area;
- To maintain a calm atmosphere in the room we will read or talk quietly to children;
- If a phone is available, we will call 911 to ensure emergency personnel have been notified;
- We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
- We will notify parents and guardians about any lockdown, whether practice or real. If real we will notify parents and guardians when it is safe to do so.

In the case of a disaster of any kind, we have prepared our facility for evacuating the children and have a three day/72-hour supply of food and water for each child and staff. We will keep the children at our facility until the parents are able to safely arrive to pick up their children after a disaster, and will not leave your child unsupervised.

**Photography, Videotaping and Surveillance (WAC 110-300-0450)**

We do take pictures of the children for facility use only

We do take pictures of the children for social media post

**Insurance Coverage (RCW.43.215.535 WAC 110-300-0410)**

Lake Meridian Montessori is covered by Liability and Accident/Medical Insurance

**Safe water sources (WAC 170-300-0235)**

We have a copy of the water testing results on the premises.

**PHONE CHAIN**

Sometimes there are situations like emergencies due to bad weather or earthquake etc., where there is a need to contact all parents in a short amount of time. We have set in place a Phone Chain system for immediate emergency contact. **DO NOT** call the school as it will tie up our phone lines. Whenever your contact information changes please let us know right away by email, text, or written note.

## Religious Activities

No religious belief will be emphasized. We welcome ethnic and cultural diversity at Lake Meridian Montessori. It helps to raise children's awareness as well as gaining an understanding and respect toward all peoples in the world.

## CHILD ABUSE REPORTING

Washington State law requires that we report child abuse to the proper law enforcement agency if we have reasonable cause to believe that a child has suffered abuse or neglect **suspect** the occurrence of physical, sexual, or emotional child abuse, or exploitation.

The staff may *not* notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

## CHILD'S SPECIAL BAG

Each child will receive her/his own special bag to use to carry her/his work home each day. Please have your child bring her/his bag to school each day. Parents of returning students please have your child use their bag from the previous year. If your child's bag needs to be replaced during her/his first or second year, please provide \$5.00.

**Please Note:** Velcro is such a good idea. However, it can cause problems such as getting caught on the handles of your child's school bag making them frail. Please be aware of this.

## School Closure

If Lake Meridian Montessori ever needs to be closed due to inclement weather or other unforeseeable circumstances, please listen to the radio to find out what is happening in the Kent School District.

1. If Kent schools are closed, Lake Meridian Montessori is closed.
2. If Kent schools are 2 hours late, Lake Meridian Montessori cancels the AM program and full day program starts 2 hours late.
3. If Kent schools are 1 hour late, Lake Meridian Montessori is open and will start on time at 9am with no before care.

Also there will be an email sent out.

## OBSERVATIONS

Once you have registered your child, you are welcome to observe your child's classroom at any time with an advance notice. We strongly recommend you to call in advance and set up a time. We prefer to keep distractions to a minimum and would limit observation time to one half hour. During the observation please do not interact with the teacher or children. All questions will be answered afterwards.

## MISCELLANIOUS

No chewing gum at school.

All children must wear socks at school.

Items from home should **NOT** be brought to school except for Show & Tell.

Please help us. Sometimes small items that look insignificant, but are vital to our classroom materials, end up in pockets. Please look for tiny cubes, cylinders, beads, etc. and return them to school. The children and staff thank you.

## **PARENT INVOLVEMENT**

### Curriculum Night

1. Good opportunity to meet the staff, to meet other parents, to see the classroom, to learn about the coming year, etc.
2. Adults only, no children please.

### Field Trips

1. Take digital photos and email them to Amrutha at info@lakemeridianmontessori.com
2. Post comments about field trips on Facebook. No photos please before consulting Ms Amrutha/ - some parents do not wish having their child (ren)'s photos in public.

### School Maintenance

1. Twice a year yard clean up--Fall & Spring
2. Pressure washing sidewalks, building, and play equipment.
3. Vegetation: weeding, pruning, planting, and gardening.
4. Help refresh classroom materials: touch up paint, sewing items, etc.

### Inside the Classroom

1. Provide a talk on your occupation.
2. Help in the classroom when a teacher is sick.
3. Assist teacher with classroom activities. (Ex. Help with making gingerbread houses, applesauce, etc.)
4. Provide a talk about culturally related subjects.

## **Parent/Teacher Communication**

### Newsletters

At the beginning of each month parents will receive a newsletter explaining what is happening in the classroom and upcoming events such as field trips. Newsletters will be sent by email between the 1<sup>st</sup> and 5<sup>th</sup> of the month. Please remember to let us know right away if you do not receive the newsletter or if your email has changed. Please take the time to check your email often so you do not miss any communication from school.

### Notes & Emails

If you have any questions please feel free to write a note, text, email, or call the school. However written notes are the best way to communicate. Please **write notes** to inform the staff if in advance you know your child will be absent, if in advance you know someone other than yourself will be picking up your child, to inform us that a new vehicle needs to be added to the Child Pick Up Form, etc. We prefer notes rather than emails so the whole staff is informed and the note can be available at the entrance. Please enclose notes inside an envelope.

Also if you have any questions, **please call, text, or write a note instead of asking them during the drive through.** This will allow us to answer them more fully and keep the traffic going.

### **School Roster**

A School Roster will be issued early in the school year and will include the student's name, birthday, parents/guardian's names, address, phone number, and email. This is helpful for connecting with other parents for play dates, birthday parties, etc.

### **Curriculum Night**

This is in the evening in September for parents to meet other parents, to see the classrooms, to talk to the teachers, to learn about the coming year, etc. THIS IS FOR ADULTS ONLY.

### **Parent/Teacher Conferences**

This gives you the opportunity to discuss your child's growth and progress at school with the teacher. THIS IS FOR PARENTS ONLY, NO CHILDREN.

### **Parent Handbook**

It provides parents with information about the school's organization, programs, policies and procedures. Refer to it often.

## **READING LIST**

Reading about the Montessori approach helps you to gain a better understanding about the learning method in which your child is involved. Other suggested readings are general topics on child development, education and upbringing. Some of them may be available for borrowing from our school for a period of three weeks at a time. These books can also be found at your local library or bookstore.

Britton, Lesley. Montessori, Play and Learn

Hainstock, Elizabeth. Teaching Montessori in The Home (The Pre-school Years)

Hainstock, Elizabeth. The Essential Montessori

Lillard, Angeline Stoll, Montessori, The Science Behind The Genius

Lillard, Paula Polk. Montessori Today

Montessori, Maria. The Absorbent Mind

Montessori, Maria. The Discovery of The Child

Montessori, Maria. The Secret of Childhood

Standing, E. M. Maria Montessori: Her Life and Work

Nelsen, Erwin & Duffy. Positive Discipline for Preschooler

Turecki, Stanley & Tonner, Leslie. The Difficult Child

Eissler, Trevor. Montessori Madness: A Parent to Parent Argument for Montessori Education

## **Staff**

Amrutha Kanumuri – Director/Program Supervisor

Amrutha Kanumuri – Lead teacher

Leslie Ward – Lead teacher/Assistant

## **SCHOOL CALENDAR/HOLIDAYS (In accordance to Kent School dist. calendar)**

### **\*WE ARE A YEAR-ROUND ENROLLMENT\***

- Labor Day
- Teachers In service day
- Veterans Day
- Thanksgiving break
- 1<sup>st</sup> Winter break
- New Year's Day
- M.L. King Day
- Presidents' Day
- 2<sup>nd</sup> Winter break
- Spring break
- Memorial Day
- Independents Day
- Staff Orientation and Preparation
- Conferences
- Field Trips

# Lake Meridian Montessori School

13125 261<sup>st</sup> ST Kent WA 98030

## Parent Handbook Read Receipt

I have received copy of Parent Handbook and childcare agreement contract copy for Lake Meridian Montessori. I have read and understood the rules, regulations and policies in the Parent handbook for Lake Meridian Montessori, and I agree to follow them. I understand that failing to follow the school policies may result in disenrollment of my child from Lake Meridian Montessori. I have also received school-year calendar and my child's daily schedule copy with this handbook. I am aware of following policies and will follow them (please initial)

Emergency/Disaster/Evacuation policy, \_\_\_\_\_

Medicine/allergy \_\_\_\_\_

Sick child policy \_\_\_\_\_

Teaching policy \_\_\_\_\_

Payment policy \_\_\_\_\_

Holidays/breaks policy/vacation \_\_\_\_\_

Child withdrawal/termination policy \_\_\_\_\_

Schedule Change Policy \_\_\_\_\_

Dismissal(Expulsion) Policy \_\_\_\_\_

Behavior issue \_\_\_\_\_

Late pick-up policy, \_\_\_\_\_

Toilet/Potty training policy \_\_\_\_\_

Parent 1 name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return this form to the school.