

Montessori



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Montessori Children's House 2016-17 Annual Information Packet

Dear MCH Parent,

We hope you are enjoying your summer!

In this packet are forms that are specific to your child's program. Please fill out the forms and return them along with this sheet to the office **by August 15th**. *Your child will not be able to start school without all paperwork completed and turned into the office.* Please make sure you have turned in the following forms **(these forms must be filled out every year)**:

- Emergency Card – Please fill out completely, listing two separate Emergency Contacts (one has to be in state and neither can be the parent and both must be filled in completely), **both parents must sign.**
- Napper Information (for children who nap.)
- Emergency Preparedness Manual, **both parents must sign.**
- School Policies form, **both parents must sign.**
- Parent Communication
- Bloomz Code of Conduct, **both parents must sign.**
- Student Information
- Certificate of Immunization or Certificate of Exemption (if you choose not to immunize), **must be filled out on the state issued form provided in this packet. We cannot accept the print out from the doctor's office.**
- Tuition Express (if you are new.)
If you are new to MCH or are not currently signed up for Tuition Express, we have included a Tuition Express form with this packet. Tuition is due on the 1st of every month and is considered late if received after the 5th. A 10% late fee will apply to late payments. If you choose to sign up for Tuition Express' automatic withdrawal, please return the completed form at least one week prior to your first automatic payment. If you are choosing to pay by check, you will be charged a 1% administrative fee on monthly tuition.
- Children with Allergies packet (if needed.)
Please return the attached allergy form if your child has allergies. These forms must be filled out **every year**. *Please note that some of the forms must be completed by your child's primary care provider.*
- Child Asthma Plan (if needed.)
Please return the attached Asthma form if your child has Asthma. These forms must be filled out **every year**. *Please note that some of the forms must be completed by your child's primary care provider.*
- 3 Day Critical Medication Authorization Form (if needed.)
As part of MCH's continued dedication to safety, we are asking that if your child takes a medication daily you provide MCH with a 3 day supply in case of disaster. *The form attached must be signed by a physician and medication must be provided in a labeled medicine bottle from the pharmacy.*
- A copy of your Enrollment Agreement. Please note and amend any missing initials and/or signatures and send back and updated copy of your contract.

Thank you so much for your time and attention to this, and please let us know if you have any questions.

Sincerely,

The MCH Administrative Staff

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Montessori Children's House Early Childhood Program

Arrival & Dismissal:

It is extremely important that your child arrive on time to take advantage of the three hour "Great Period" of work time that allows greater concentration and engagement with the Montessori curriculum.

Classroom Hours:

Our Early Childhood classrooms support All Day Montessori with Extended Day hours 7:30 a.m.- 6:00 p.m., Full Day hours 9:00 a.m. - 3:30 p.m. Monday-Friday and 9:00 a.m.-1:00 p.m. on Wednesday, and Half Day hours from 9:00 a.m.-1:00 p.m. If you would like to have your child show you their work or to observe them in action, please schedule a time with your classroom Lead Teacher in advance. If you would like to meet with your child's Lead Teacher, please make an appointment to meet during their office hours.

Breakfast/Snack/Lunch

It is essential that your child eat a nutritious breakfast every day before school. This will enable higher brain functioning and an enhanced ability to concentrate. Children are encouraged to eat a nutritious snack that the school provides and is available throughout the day. Children bring boxed lunches to school. Please see Lunch Guidelines.

Please send the first day of school:

- Slippers:** It is important that they are easy for the child to get on by themselves and that they do not have plush animal heads, bells or whistles. Simple slippers with a rubber sole are preferred. Please check mid-year to ensure a continued proper fit.
- Extra Clothes:** Please provide two sets of extra clothes labeled with child's name and placed in a reusable wet bag. Wet clothing is sent home in your reusable wet bag with your child's belongings. Please replenish extra clothes appropriate to the season.
- Reusable Bags for Clothes:** One of our goals towards honoring our Green School certification is to eliminate the use of plastic bags for sending to school dry clothes or sending home wet clothes. Amazon offers a pack of two bags sold by the company, Kushies. We appreciate your support in helping to make our school and world a "greener" place.
- Napping:** Children napping (from 1:00 p.m.-2:45 p.m.) will be charged for and provided with a nap blanket. Nap supplies are sent home on Fridays for laundering. Please communicate your child's nap needs with your child's Lead Teacher.
- Toilet Learning:** Children entering the Early Childhood Program must be in underwear and independently toileting; however, we understand that sometimes accidents might happen. **In the case of an accident, the child changes his/her wet clothing and cleans themselves with adult encouragement and supervision. Wet clothes are sent home in reusable wet bags.** Extra clothes need to be replenished the following day.

NO CANDY, TOYS, WEAPONS, or BACKPACKS other than MCH logo backpacks (due to space limitations.)

Sharing:

When children share objects and stories from home, they build a bridge between their school and home culture. Early Childhood students receive an MCH Backpack with their printed name. If bags must be replaced there is a \$10.00 charge. Backpacks will be used to send home your children's work or certain types of communications on Fridays.

Birthdays

We celebrate birthdays with the traditional Montessori Birthday Circle in which family members are welcome to attend. The birthday circle is designed to celebrate the child's life and provide the child with the loving, nurturing attention of the classroom community. Please coordinate joining this special circle time with the classroom Lead Teacher at least one week in advance.

Edible birthday treats are not allowed in any of our classrooms. Please do not bring individual gifts for each child in the classroom. Instead, children may donate a book to the classroom library (book labels are available through your child's teacher), or procure a Wish List item in honor of the birthday child. Wish List gifts are tax-deductible through the MCH Parent Association.

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Montessori Children's House EC Extended Day Students (Before & After Care)

Dear Parent(s),

Welcome to the 2016-2017 school year at Montessori Children's House!

We are excited to share information about how Montessori Children's House provides optimal care for your child and meets your family's needs for an Extended Day schedule by using a traditional approach for children that meets the progressive needs of modern family life. MCH Early Childhood classrooms provide continuous care for your child with an "All Day Montessori" model. Your child's school day experience will begin the moment of arrival with continuous access to a small team of trained teachers and an enriched Montessori curriculum.

We have anticipated a few questions you may have regarding the differences to you and your child's experience within this model and we encourage you to continue our dialogue regarding best practices for our children.

Q. Where does my child start and finish their day?

A. Our classrooms are open from 7:30 a.m. to 6:00 p.m. Early Childhood students are dropped off in Lila between 7:30-8:00 and on the playground from 8:00-8:50. Early childhood students arriving from 9:00-9:15 will be received from your car along the sidewalk in front of Building A & B and after 9:15 you will need to park your car and walk your child to their home classroom. Pick-up between 3:30-6:00 p.m. is located either on the playground or in Lila.

Q. Does my child have to be at school at any set times?

A. Yes. Children depend on consistency in their schedule and routines. Your child's day begins and ends with a consistent routine that includes being greeted personally by their teacher, care of self-activities such as hand washing and putting on slippers, and then going to work. This routine builds community and prepares children for their day. Children arriving later than 9:15 for the Early Childhood are late and will miss an important start of their day. The last circle ends at 3:15 and children staying after that time may be picked up any time until 6:00 p.m.

Q. What if I need to drop my child off and the receiving line is backed up?

A. Please time your arrival before the 8:50 a.m. driveway arrival or plan to go through the receiving line. Please do not park and walk your child to their classroom, parking is limited and reserved for staff and visitors. Taking a staff designated parking space can cause staff to be late and compromise the staffing and ratios of classrooms, ultimately the children's safety.

Q. Do I have to sign my All Day Montessori child in and out every day?

A. Yes. State licensing requires a parent or guardian's full signature upon your child's arrival and dismissal from Montessori Children's House, with the accurate time of arrival.

Q. How long may my child stay?

A. State licensing requires children to receive no more than ten hours of care in any given day.

Q. When will my child eat throughout the day?

A. Children eat snack independently and with small groups of friends during lunch and tea time. Children have constant access to drinking water.

- With a 7:30 a.m. opening time, breakfast is not served at MCH.
- Snacks in the Early Childhood Program are offered during the work sessions in the morning and afternoon.
- Lunch is eaten either before or after recess and is 45 minutes long.
- Afternoon tea and an after school snack are served between 4:30 and 5:00.

Q. Where is my child napping and for how long?

A. Children nap in their classroom between 1:00 p.m. and 2:45 p.m. MCH provides a nap mat, a cozy place in their classroom, and a teacher dedicated to their rest time. Early Childhood parents purchase specialized MCH nap blankets.

Q. What kind of communication can my family expect from this model?

A. MCH parents can expect to receive efforts by your child's Lead teachers to connect with you in a variety of ways. While the teacher's primary focus will be on the children in his or her care, you can expect a friendly smile and wave as you drop off or pick up your child. Please direct all curriculum development or behavior questions to your child's Lead teacher and not the Before/After Care Staff. Lead teachers may communicate in the following ways: Email, phone, office hours, written messages, Bloomz, and monthly newsletters are a few of the methods teachers utilize to keep families informed. In addition, MCH offers families formal and informal conference times. MCH administration also communicates via weekly newsletter, reminder and/or announcement emails, Bloomz, MCH White Board, and Facebook.

Q. When may I drop my child off on the first day of school?

A. The Early Childhood New Student Orientation on September 6th is from 9:15-10:30 a.m. Returning Early Childhood Students starts at 11:00 a.m. and stay for the child's remaining regular schedule. If your child is a returning Early Childhood student and has an Extended Day schedule, you may drop your child off as usual on the playground between 7:30-8:45 a.m. or in their classroom after 10:30 a.m. Please **DO NOT** drop them off between 9:00-10:30 during the New Student Orientation.

If you have other questions regarding our Extended Day program, please contact me at crystal@mchkids.com or by calling (425) 868-7805.

Regards,

Crystal Doyle
Early Childhood Program Director
crystal@mchkids.com



Montessori Children's House 2016-2017 School Calendar

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| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

September

- 1 In-service Day – School Closed
- 2 In-service Day – School Closed
- 5 Labor Day – School Closed
- 6 First Day of School

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

October

- 13 Conferences – Childcare Only
- 14 Conferences – School Closed
- 28 In-service Day – School Closed

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

November

- 11 Veteran's Day – School Closed
- 23 Thanksgiving Break – School Closed
- 24 Thanksgiving Break – School Closed
- 25 Thanksgiving Break – School Closed

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

December

- 19-22 Childcare Only, Winter Break
- 23-30 Winter Break – School Closed

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

January– Re-Enrollment begins weeks of January 9th

- 2 New Year's Day Observed – School Closed
- 3 School Resumes
- 16 Martin Luther King Jr. Day – School Closed

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

February

- 2 Conferences – Childcare Only
- 3 Conferences – School Closed
- 16-17 Mid-Winter Break – Childcare Only
- 20 President's Day – School Closed

5003 218th Ave NE
Redmond, WA 98053
Ph: (425) 868-7805
Fax: (425) 516-7188
www.mchkids.com

Additional parent education events may be announced at a later date

Information subject to change as deemed appropriate by Montessori Children's House

Every Wednesday school is dismissed at 1:00pm for EC and EI Students to provide professional and curriculum development time for all teaching staff.

Dates to Notice

School Closed to all Students



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Montessori Children's House 2016-2017 School Calendar

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

March

- 9 In-service Day – Childcare Only
- 10 In-service Day – School Closed

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23/30 | 24 | 25 | 26 | 27 | 28 | 29 |

April

- 3-7 Spring Break – School Closed

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

May

- 26 In-service Day – School Closed
- 29 Memorial Day – School Closed

| June | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

June

- 23 Last Day of School
- 26-30 Childcare Only Week

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

July

- 3 First Day of Summer Camp – Session 1 Starts
- 4 Independence Day – No School
- 10 Summer Camp Session 2 Starts
- 17 Summer Camp Session 3 Starts
- 24 Summer Camp Session 4 Starts
- 31 Summer Camp Session 5 Starts

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

August

- 7 Summer Camp Session 6 Starts
- 14 Summer Camp Session 7 Starts
- 21 Summer Camp Session 8 Starts
- 25 Last Day of Summer Camp
- 28-31 In-service Day – School Closed

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Every Wednesday school is dismissed at 1:00pm for EC and EI Students to provide professional and curriculum development time for all teaching staff.

Dates to Notice

School Closed to all Students



Montessori Children's House Early Childhood Program Driveway System

Montessori Children's House is committed to a safe and efficient arrival and dismissal system. The entire community must cooperate to ensure the prevention of injury and accident. Please read through the following information carefully and provide a copy of this information to anyone picking up or dropping off your child. In the first weeks of school you are encouraged to work with your child's Lead Teacher to strategize the most effective drop off method. We ask you to drop your child off with a short goodbye. This may take 1-2 minutes. If you need to speak to your child's Lead Teacher at the end of the school day, please use the communication channels such as email, phone calls, office hours, or written notes. This enables the staff to fully supervise the children in their care.

| | | | Arrival a.m. | Dismissal p.m. |
|----------------------------------|---------------------|-----|--------------|----------------|
| (Circular Receiving & Dismissal) | HALF DAY | M-F | 9:00-9:15 | 12:45-1:00 |
| | FULL DAY | M-F | 9:00-9:15 | 3:15-3:30 |
| | | W | 9:00-9:15 | 12:45-1:00 |
| (Park Downhill & Walk-In) | EXTENDED DAY | M-F | 7:30-9:00 | 3:30-6:00 |

RECEIVING PROCEDURES

1. **AM and Full Day students may not arrive on campus prior to 9:00am.**
2. Driving 5 MPH or less, take a left hand turn into the MCH Driveway. ***If the line of vehicles is backed up, proceed up 218th to the next driveway on the right (La Casa). Please make a U-turn and form a line heading downhill on 218th. This will enable you to turn right into the driveway. Do not block our neighbor's driveway.***
3. Your child stays buckled in his/her car seat until a teacher unbuckles him/her.
4. Your child(ren) should be fully ready to depart with jackets, bags and lunch in tow.
5. Come to a complete stop at the crosswalk and continue only when any waiting children are safely on the sidewalk on either side of the driveway.
6. You will be asked to sign your child(ren) in on their class roster with your full signature.
7. Continue up driveway and follow the circular "round about".
8. Pull up as far forward as possible following the attending teacher's instructions.
9. When indicated, put your car in park and say goodbye to your child from the driver's seat. A teacher will greet you and assist your child from the car to the classroom.
10. All children will be received directly from their vehicles. To expedite the arrival of 100+ students, parents do not walk their children into the classrooms during receiving.

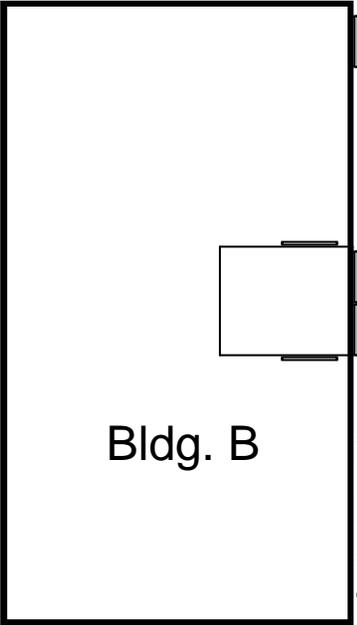
**** **Please note:** If arriving after 9:15a.m., pull forward past the crosswalk, park your car heading downhill and walk your child to his/her class. **Absolutely NO parking in the circle.**

11. Use sidewalks and the crosswalk for pedestrian crossing.

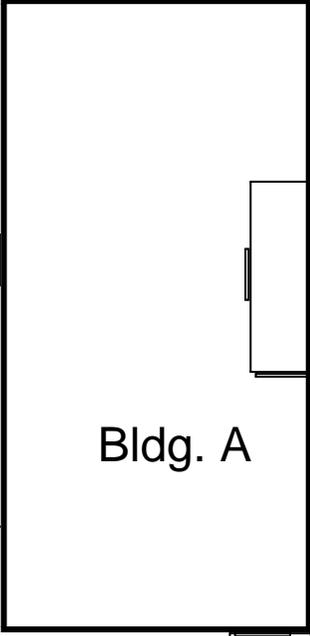
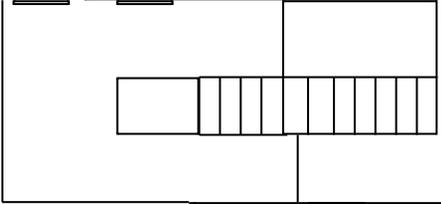
DISMISSAL PROCEDURES

1. Driving 5 MPH or less, take a left hand turn into the MCH Driveway. ***If the line of vehicles is backed up, proceed up 218th to the next driveway on the right (La Casa). Please make a U-turn and form a line heading downhill on 218th. This will enable you to turn right into the driveway. Do not block our neighbors' driveway.***
2. Come to a complete stop at the crosswalk and continue only when any waiting children are safely on the sidewalk on either side of the driveway.
3. You will be asked to sign your child(ren) out on their class roster with your full signature.
4. Pull up as far forward as possible following the attending teacher's instructions.
5. When indicated, put your car in park, turn off your engine, and wait for a teacher to bring your child to you.
6. Get out of the car so you can quickly buckle your child in their seat and then exit the MCH driveway driving 5 MPH or less.
7. If for any reason you must park and leave your vehicle, please arrive early and use a downhill parallel parking space.
8. Use sidewalks and the crosswalk for pedestrian crossing.
9. It is unlawful and unsafe to leave an infant or child in a car unattended.

**** **Please note:** All AM and Full Day cars must be off campus by 4:30pm unless there is a pre-schedule event.

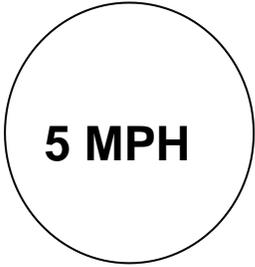
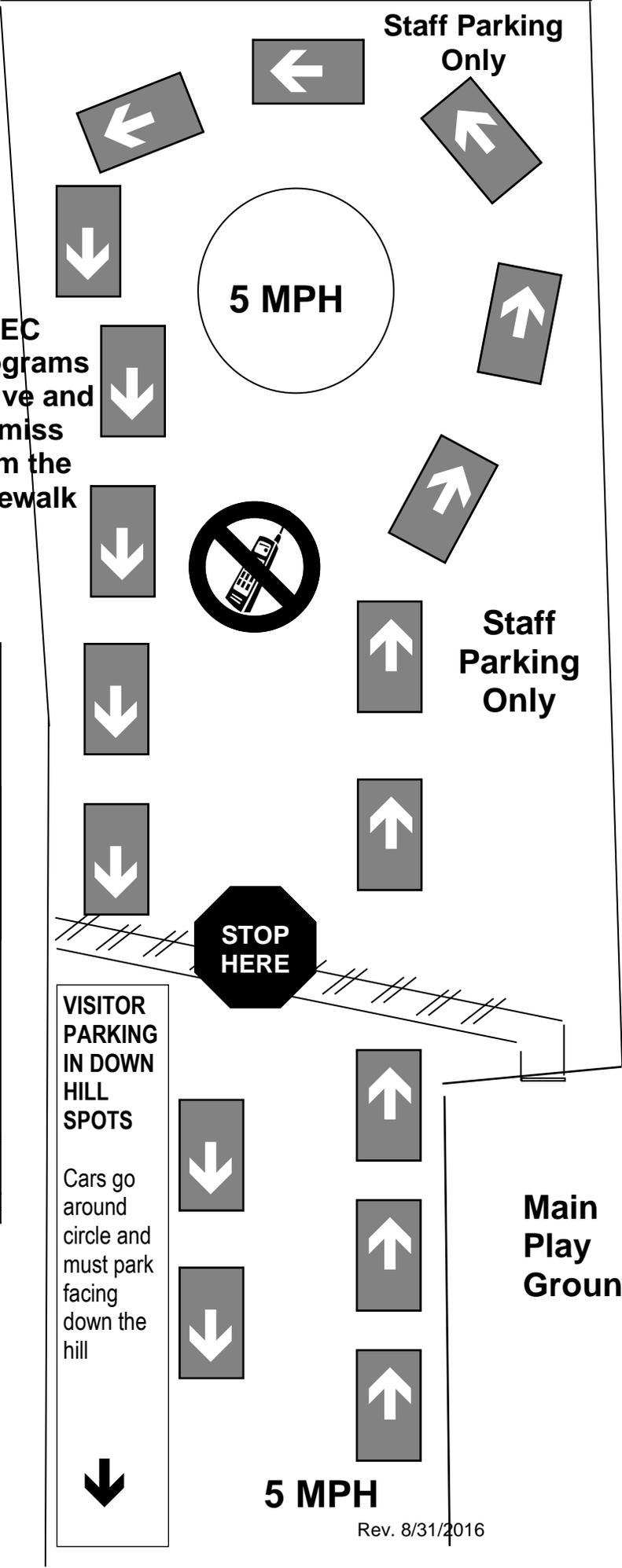


Bldg. B



Bldg. A

All EC programs arrive and dismiss from the sidewalk



VISITOR PARKING IN DOWN HILL SPOTS
Cars go around circle and must park facing down the hill

Staff Parking Only

5 MPH

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Montessori Children's House Early Childhood Program Daily Schedule

| TIME | ACTIVITY |
|------------------|-----------------------------------------------------------------------------------------------|
| 7:30-8:00 a.m. | Extended Day Students in Lila |
| 8:00-8:55 a.m. | Extended Day Students on the Playground |
| 8:55-9:00 a.m. | Extended Day Students Transition to Individual Classroom |
| 9:00-9:15 a.m. | Half Day and Full Day Students Arrival |
| 9:00-11:00 a.m. | Work Time Snack Available |
| 11:00-11:30 a.m. | Group Time Transition to Lunch or Outside Time |
| 11:30-12:15 p.m. | Lunch –Verde, Rojo, Amarillo Students Outside Time– Azul and Lila Students |
| 12:15-1:00 p.m. | Lunch – Azul and Lila Students Outside Time –Verde, Rojo, and Amarillo Students |
| 12:45-1:00 p.m. | Half Day Students Dismissal Monday-Friday & Full Day Students Early Dismissal on Wednesday |
| 1:00-3:00 p.m. | Transition to Nap or Work Time |
| 3:00-3:15 p.m. | Group Time and Transition to Dismissal |
| 3:15-3:30 p.m. | Dismissal for Full Day Students |
| 3:15-4:30 p.m. | Extended Day Students - Outside Time |
| 4:30-5:00 p.m. | Extended Day Students in Lila Snack/Tea Time |
| 5:00-6:00 p.m. | Quiet Work Time/Story Time |



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Montessori Children's House 2016-17 Annual Emergency Card

Child's Name: _____ Birth Date: _____
First Middle Last

Family's Names:

Parent A: _____ Home Phone: _____
First Middle Last

Cell Phone: _____

Email: _____

Parent B: _____ Home Phone: _____
First Middle Last

Cell Phone: _____

Email: _____

In case of Illness or Emergency – contact which parent first? _____

Home Address: _____

Parent A's Employer: _____

Parent A's Occupation: _____

Address: _____ Telephone: _____

Parent B's Employer: _____

Parent B's Occupation: _____

Address: _____ Telephone: _____

In Case of Emergency Contact: ***(Please list 2 contacts other than the Parents)***

1. _____
Name Relationship Home Phone
_____ City State _____
Address Cell Phone

2. _____
Name Relationship Home Phone
_____ City State _____
Address Cell Phone

Child's Doctor: _____

Address: _____ Telephone: _____

Hospital Preferred: _____

Child's Dentist: _____

Address: _____ Telephone: _____

Allergies: _____ Existing Conditions: _____

Date of Last Tetanus Shot: _____

Date of Last Doctor Visit: _____

Who is authorized to pick up your child: (Child will be released only to individuals indicated below):

1. _____

2. _____

Consent to Medical Care and Treatment of Minor Children

I/We, the natural parent(s) or legal guardian(s), hereby give permission that my/our child, _____, may be given emergency treatment to include first aid and CPR by a qualified child care staff member at Montessori Children's House. I further authorize and consent to medical, surgical, and hospital care, treatment and procedures to be performed for my child by my child's regular physician, or when that physician cannot be reached, by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child's health and I cannot be contacted. I waive my right of informed consent to such treatment. I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

Parent: _____ Mother Father Legal Guardian Date: _____

Parent: _____ Mother Father Legal Guardian Date: _____

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Montessori Children's House Early Childhood Program 2016-17 Annual Nap Supply Information

Dear MCH Parent,

Please complete and return this form ***only*** if your child will be napping during the day at MCH. Children will be napping in their classroom. Nap blankets with a small pillow will be provided by MCH for a \$30.00 charge. If the nap blanket is misplaced you will be charged for a new one. Due to space issues we regret that no additional nap equipment will be allowed (including stuffed animals) from home.

Nap items will be sent home every Friday for laundering over the weekend and must be returned on the following Monday.

Please answer the following questions regarding your child's nap habits:

Child's Name: _____

Child's Age: _____

At home, my child naps (approximately) from: _____ to: _____

My child is comforted to sleep in the following way(s):



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Montessori Children's House 2016-17 Annual Emergency Preparedness Manual

Please read, sign and return this document.

An emergency preparedness resource binder is available in the office for any parent to read.

Disaster Plan:

- The evacuation plan and routes are posted in each classroom.
- Fire drills are conducted on a monthly basis and documented on the Safety Inspection and Fire Drill log posted in the office.
- Staff has been trained to use the fire extinguishers. Fire extinguishers will be inspected annually following this method: (1) checking that the gauge is in the green area, (2) checking that the safety pin is in place, (3) turning the fire extinguisher upside down to verify that it is filled (listening for liquid). This inspection will be recorded on the fire extinguisher tag.
- Each classroom will have emergency flashlights and emergency kits.
- The Assistant Head of School will conduct annual earthquake drills.
- Pictures, shelving, wall hangings, and bookcases are secure or not overfilled.
- See Assistant Head of School for name of nurse consultant or Public Health nurse.

MEDICAL EMERGENCY PROCEDURES

In the Event of a Serious Injury to a Child:

- One staff member will stay with the child and, if necessary, provide first aid according to the recommendations of the American Academy of Pediatrics and the American Red Cross.
- A designated staff member will contact the Emergency Medical System (911) or local emergency number, describe the situation, give the location and phone number and stay on the line until instructed to disconnect the line. One employee will go to 218th to direct emergency services to the school.
- Emergency Medical Cards will be accessible for each child in each classroom in the Emergency Binder hanging on the wall by the door.
- The office will contact the parent or, if the parent cannot be reached, the alternate emergency contact person. The Emergency Medical Card will accompany the child if transported.
- Emergency transportation for additional medical care will be determined by the emergency response team.
- A staff member will accompany the child and remain with the child until the parent arrives.
- The teacher will complete an injury/illness report form as soon after the incident as possible. The parent or guardian and the Director will sign the form. Copies will be distributed to the parent and the child's file at the center as well as the Department of Early Learning.

Fire Procedures:

- MCH will conduct monthly fire drills at various times of day. The school is equipped with a fire alarm system and smoke detectors. In the event of a fire inside the building, the alarm should sound, call or have another person call 911.
- All employees and children will go to the designated area on the playground. During a fire (or drill) one teacher immediately ushers the children out and one stays behind to insure all children are out and to acquire the roll call log. Teachers should then begin the roll-call procedure to ensure that everyone is accounted for.

Earthquake Procedures:

MCH will conduct an annual earthquake drill. The West Coast of the US is subject to earthquakes. There will be no advance warning. The shock will be your only warning however, the fire alarm may go off. Evacuation will be to the fenced playground area used for fire drills because there are no power lines or trees over this area. Evacuation will take place after the quaking ceases. Children will practice going under tables during the quake or covering and protecting their heads.

If you are inside the building during an earthquake:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, mirrors, heavy cabinets, bookcases or dividers.
- When the shaking stops each teacher should assess the damage and available evacuation routes. The teachers will begin evacuating their classrooms to the fenced play area and follow fire drill procedures.
- Evacuation should proceed as quickly as is safe because there might be aftershocks. Teachers must take roll call and account for all students in their class. The Assistant Head of School will take roll call for non-teaching employee or employees away from the classroom.
- First aid certified employees should check for injuries and provide assistance in the evacuation of injured employees and students. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- No one will re-enter the building after the evacuation is complete. In the case of an extended emergency situation, if the buildings at MCH are not habitable the staff and children will relocate to 5024 218th Ave. NE. (MCH Event Facility.)
- Staff and children will stay away from downed power lines or objects touched by downed power lines.
- Phones will only be used for emergencies.
- Turn on the radio and listen for public safety instructions.
- The school maintains emergency kits for the students and employees. These will be accessed in the event that parents cannot come and get their children and the children must stay longer. The emergency supplies are located in the office storage room of Building A. The designated emergency coordinator is the Assistant Head of School or Head of School.
- If children and staff are outside they will stay away from buildings, trees, telephone and electric lines and move to the fenced playground.

ACCIDENT PREVENTION PROGRAM

Injury Prevention:

- The School is inspected on a monthly basis for safety hazards.
- Hazards are reported to the Assistant Head of School who then directs the correction process.
- The accident and illness log is monitored by the Assistant Head of School to identify accident trends caused by equipment or in areas of the Center.
- The Center also maintains an accident prevention program for the Health and Safety of the students and employees. A copy of this plan is kept in the School Office. This plan includes monthly safety meetings, training, accident reporting, analysis and correction, hazard communication program (a log of all hazardous chemicals and materials on location at the school), and other relevant information.

Employee Responsibilities:

- *Staff Meetings.* During weekly staff meetings one part of the meeting will be dedicated to conducting a safety meeting. During the meeting, we will discuss any reported accidents or near-misses, any potential or identified hazards, and any other operational related concerns.
- *Reporting Hazards.* All employees who observe a safety hazard must immediately report the hazard to the Assistant Head of School. A facilities request form should be completed to document that the hazard was reported. The person who takes final action on the hazard must indicate on the form what action was taken to eliminate or control the hazard.

Parent Name: _____ Date: _____

Parent Name: _____ Date: _____



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Montessori Children's House 2016-17 Annual School Policies

School/Family Alliance Agreement

As partners in the education of your children we ask that you agree to abide by a Code of Conduct.

As a parent/guardian at Montessori Children's House, I will conduct myself with honor and integrity in supporting my child's academic and extracurricular endeavors at the school. I will respect the confidentiality of which I become aware and will be honest and respectful in my interactions with all members of the MCH community—students and adults alike.

I will support, by my personal example, the school's values of respect, honor, and honesty anytime I am on-campus or at a school sponsored extra-curricular event at an off-campus site.

I will endeavor, in all of my relationships within the school community, to treat others the way I would choose to be treated.

Each Parent/Guardian must sign below.

Parent/Guardian Name (printed) Parent/Guardian Name Signature Date

Parent/Guardian Name (printed) Parent/Guardian Name Signature Date

Parent Handbook Agreement

I have read and understand the policies and procedures contained in the Parent Handbook, located at <http://www.mchkids.com/parent-handbook.html>, and I will abide by and I will always encourage my child to abide by all school policies and procedures and, if in disagreement with a given policy, will seek a forum to respectfully express my ideas with the appropriate faculty member or administrator.

I will, whenever possible, bring any concerns I have with a school employee directly to that person and will be respectful of that person's honor and professionalism.

Each Parent/Guardian must read the parent handbook and sign below.

Parent/Guardian Name (printed) Parent/Guardian Name Signature Date

Parent/Guardian Name (printed) Parent/Guardian Name Signature Date

Pet Policy

I am aware that MCH houses and maintains certain animals on campus, including but not limited to goats, chickens, ducks, birds, rodents, reptiles, and amphibians. I understand that my child may be involved in the care of such animals. MCH follows strict hand-washing culture after the care or interaction with all animals.

Parent/Guardian Name (printed) Parent/Guardian Name Signature Date

Parent/Guardian Name (printed) Parent/Guardian Name Signature Date

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Montessori Children's House 2016-17 Annual Parent Communication

We want to make sure you don't miss a thing for the 2016-2017 school year! Please let us know which email you prefer to receive all school communication.*

Student Name: _____

Class: _____

Household #1

Household #2

Parent #1 Name

Parent #1 Name

Parent #1 Email

Parent #1 Email

Parent #2 Name

Parent #2 Name

Parent #2 Email

Parent #2 Email

*If your email changes during the course of the year, please remember to send your updated email information to office@mchkids.com

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Montessori Children's House In partnership with bloomz 2016-17 Annual Code of Conduct

As a partner and participant in my child's classroom and school communities, in using **bloomz** to communicate, connect, and contribute, I pledge to adhere to the following Community Agreements.

As I am a **bloomz** subscriber by invitation of my child's classroom teacher, I understand that, failing to adhere to the **bloomz** Community Agreements, may result in my being asked to leave the network of parent-teacher partners to which I belong.

- **Bloomz is a positive forum.** I agree to respect the Teacher's bloomz page, contributing in a polite and positive manner. I will refrain from sharing hurtful or unsubstantiated information.
- **Assume good intentions.** Thank people for their efforts and contributions - before asking them to change or improve something.
- **Respect the privacy of others.** While we welcome downloading photos from class pages you belong to of your children, copy/pasting or taking a screen shot of the MCH bloomz site to share on other social networks is strictly prohibited and will result in immediate removal.
- **Present personal concerns to your child's teacher, directly and privately** - without informing, enlisting or involving other parents or staff.
- **Address the issue with the school administrator** if the problem persists.

Student Name

Date

Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Name

Parent/Guardian Signature

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Montessori Children's House
Early Childhood Program
2016-17 Annual Student Information

Child's Name: _____ Date of Birth: _____

Name child is usually called: _____

Parent's Name: _____ Parent's Name: _____

My child lives with:

Table with 4 columns: Household 1 (Name, Relationship), Household 2 (if applicable) (Name, Relationship). Includes 5 empty rows for data entry.

If parent's live separately, what is the custodial arrangement? (MCH must legally have a copy of the parenting plan on file.)

Three horizontal lines for writing the custodial arrangement.

(Please check all that apply and comment when needed.)

Language

My child's primary languages are _____

The language(s) spoke in child's home is/are _____

If English is not child's primary language:

- A. Does she or he understand English? Yes No
B. Does she or he speak English? Yes No

My child:

- Has a vocabulary of 250 or more words in primary language
Has words but they are difficult to understand
Uses words to communicate needs
Uses a normal volume when speaking

Eating Habits

My child typically eats _____ before school

- Is normally groggy and slow in the morning
Is alert and attentive in the morning
Is an active participant in feeding him/herself
Is dependent on parent for eating

Sleeping Habits

My child goes to bed at _____ and awakens at _____

- Is a consistent napper from _____ to _____
- Occasionally naps
- Does not nap

My child sleeps:

- In his/her own room
- With a sibling
- With a parent(s)

Toileting Habits

My child:

- Uses the toilet independently
- Needs reminders to use the toilet
- Has frequent accidents
- Recently started toilet learning (when?) _____

Health

Type of birth:

- Normal
- Premature; any complications? _____

My child:

- Has no known allergies
- Is allergic to _____
- Has had a serious illness or hospitalization
- Has physical disabilities
- Takes regular medication (what kind?) _____

When ill, my child behaves by _____

Stress Factors

My child is frightened by:

- Loud noises
- Dark
- Animals (what type?) _____
- Other _____

My child has experienced the following:

- Family moving residence: When? _____
- Parents' divorce or separation: When? _____
- New sibling: When? _____
- Death in family: When? _____
- Other stressors _____

My child has been cared for by the following individuals other than parent(s):

- Other family member(s) Friends
- Babysitter/Nanny Other group care environment

My child copes with separating from parents as follows: _____

On a separate page, please share any other information that would be important for your child's teacher to know. Throughout the school year, please communicate any behavioral changes that occur with your child's teacher.