



Independence. Discovery. Nature.

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 along with this sheet and return them to the office **by August 15, 2016**. 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
- Diaper Cream Authorization Form
- 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 (For New Students Only)
- 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 an updated copy of your agreement.

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



Independence. Discovery. Nature.

Montessori Children's House Infant Program

Arrival & Dismissal:

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

Classroom Hours:

Our Infant classrooms support All Day Montessori Extended Day hours from 7:30 a.m. – 6:00 p.m. and Full Day hours from 9:15 a.m. - 4:15 p.m. If you would like to meet with your child's teacher, please feel free to schedule a time to meet directly with her/him.

Breakfast/Snack/Lunch

Infants follow their own individual eating schedules. Bottles must be labeled with the infants name and dated. Bottle must be taken home every evening. New food must be introduced at home for two weeks prior to being brought to school.

Please send the first day of school:

- Extra Clothes:** Please provide several 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 frequently.
- 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:** Infants nap as needed throughout the day and follow individual sleep plans. Please provide a crib sheet and a blanket (for infants 12 months or older) or a sleep sack (for younger infants) in a pillowcase every Monday for your Infant. Nap supplies are sent home on Fridays for laundering. Please communicate your child's nap needs with your child's teacher.
- Diapers:** Parents are required to supply their own disposable diapers. Parent must supply diaper cream/ointment.

Montessori



Independence. Discovery. Nature.

Montessori Children's House Infant Extended Day Students

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 Infant 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 your 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. Infants are dropped off and picked up in the Ambarino classroom.

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

A. Yes. Children from 0-6 years old 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.

Q. Do I have to sign my Extended Day 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. Infants are fed according to their own unique schedule.

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

A. In their classroom according to their own schedule.

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, they will take the time to share information with you about their day. Please direct all curriculum development or behavior questions to your child's Lead teacher and not the Assistant Staff. Lead teachers may communicate in the following ways: Email, phone, office hours, written messages, Bloomz, daily sheets, and weekly 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

Rev. 9/7/2016

weekly newsletter, reminder and/or announcement emails, Bloomz, MCH White Board in the driveway, and Facebook.

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

A. Infants follow their own Slow Start schedule their first week of school.

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

Regards,

Kim Berude
Infant/Toddler Program Director
kim@mchkids.com



Montessori Children's House 2016-2017 School Calendar

Independence, Discovery, Nurture

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



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

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

Montessori



Independence. Discovery. Nature.

Montessori Children's House Infant-Toddler Program Ambarino 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. It is imperative that children arrive to school on time: allow 5-10 minutes for drop-off. Drop your child off with a short goodbye. This may take 3-5 minutes. 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. If you need to speak to your child's Lead Teacher, 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.

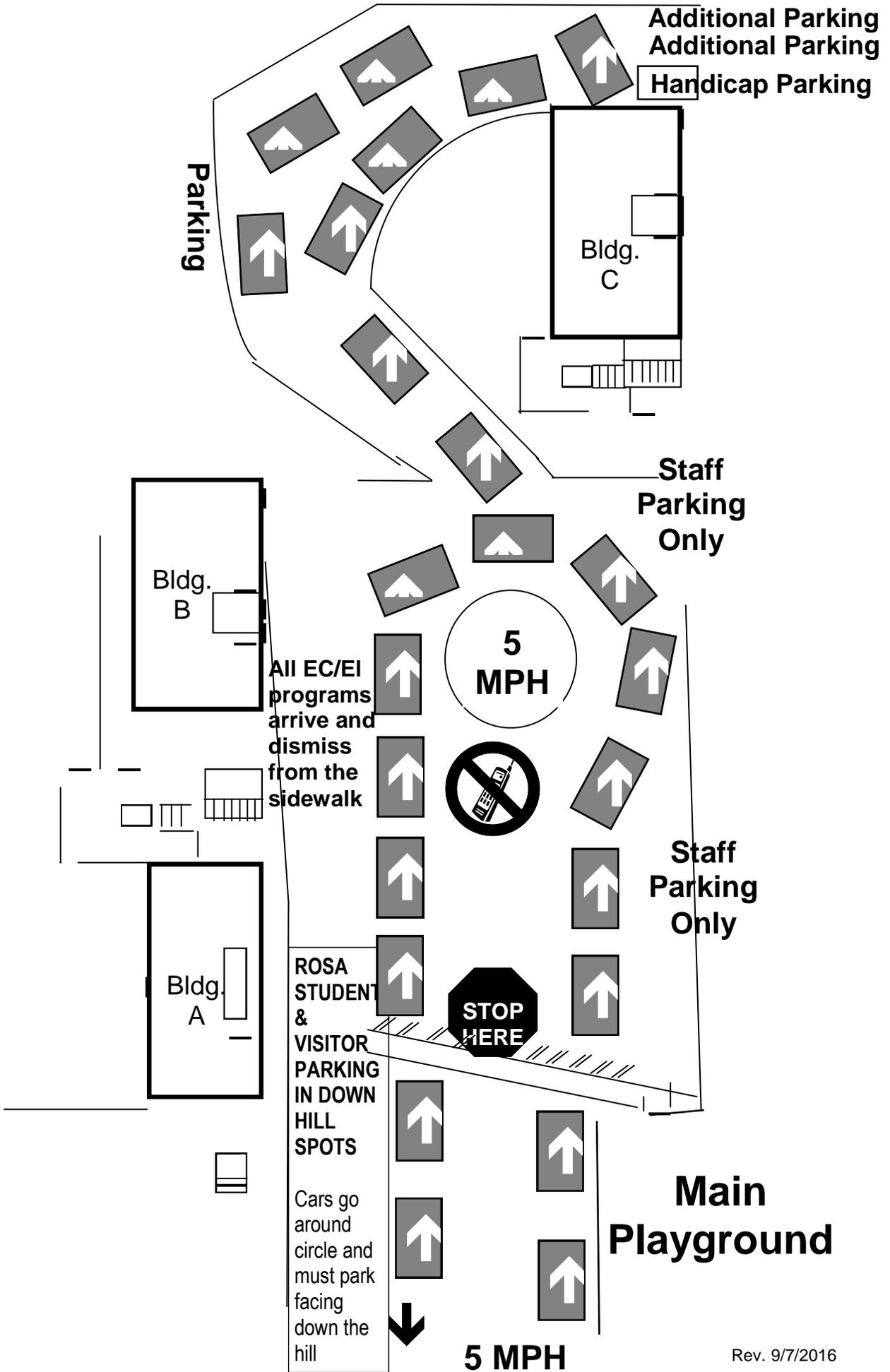
			Arrival a.m.	Dismissal p.m.
(Park & Walk to Class)	FULL DAY	M-F	9:15-9:30***	4:00-4:15
(Park & Walk to Class)	EXTENDED DAY	M-F	7:30-9:15	4:15-6:00

RECEIVING PROCEDURES

1. **AM and Full Day students may not arrive on campus prior to 9:15 am.**
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. Please make a U-turn in the driveway and form a line heading downhill on 218th. This will enable you to turn right into the driveway.***
3. 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.
4. Do **NOT** sign in on the surface laptop with the staff member in the driveway.
5. Continue up the driveway, around the circle and to your right at the top of the circle.
6. Park in one of the parking spaces by the fence or in the handicap space or unmarked spaces to the left of the handicap space.
7. Walk your child up the ramp.
8. Sign your child in on the surface laptop.
9. Your child will be received in their classroom.
10. Please make goodbyes brief in order to open up parking to other parents.

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. Please make a U-turn and form a line heading downhill on 218th. This will enable you to turn right into the 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. Do **NOT** sign out on the surface laptop with the staff member in the driveway.
4. Continue up the driveway, around the circle and to your right at the top of the circle.
5. Park in one of the parking spaces by the fence or in the handicap space or unmarked spaces to the left of the handicap space.
6. Retrieve your child from their classroom.
7. Sign your child out with a full signature on the surface laptop.





Independence. Discovery. Nature.

Montessori Children's House Infant-Toddler Program 2016-17 Infant Program Visits, Conferences & Schedules

Montessori Children's House is committed to a comprehensive and collaborative approach to assessing and communicating students' performance. Montessori Children's House provides two evaluations of the child's physical, emotional, cognitive, and social development over the course of the year.

Within First Months Starting at MCH - Home Visits

Home visits are held within the first month of the child's start and are scheduled with the child's Lead Teacher. This is an opportunity for your child's Lead Teacher to come to your house for 30-45 minutes and form a stronger bond with both you and your child.

October 13 & 14, 2016 - Fall Conference

30 minute conferences will be held in the fall. This is a time that you can sit down and have a scheduled check-in alone with your child's Lead Teacher and talk about your child and their adjustment to the class and/or school year.

February 2 & 3, 2017 - Winter Conference—Developmental Checklist

30 minute conferences will be held in the winter. Lead Teachers communicate the current status of the child's development and they provide an up-to-date assessment regarding the child's developmental progress.

June 23, 2017 - End of Year Assessment Report

Lead Teachers provide a thorough report in June regarding the child's development over the course of the school year.

Infant Daily Schedule

The infants in the Montessori environment follow their own individual, unique schedules. The Infant Room caregivers communicate the specifics of each child's daily schedule and experiences to their parents directly.

During the course of the day in the Infant Room, children have the opportunity for:

Gross motor development
Freedom of movement
Sensory development
Building independence
Napping
Building confidence

Fine motor development
Outside time
Self-feeding
One-on-one time with the caregivers
Building self-esteem
Building concentration



Independence. Discovery. Nature.

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: _____

Work Address: _____ Telephone: _____

Parent B's Employer: _____

Parent B's Occupation: _____

Work 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: _____



Independence. Discovery. Nature.

Montessori Children's House Infant-Toddler Program 2016-17 Infant Room Annual Nap Guidelines

Please complete and return this form. Please provide the following labeled nap supplies:

- Sleep sack for younger infants
- Blanket for infants 12 months or older
- Crib Sheet
- The blanket and sheet must be inside a large pillowcase with your child's name clearly marked on the outside of the pillowcase. (This will be your child's nap bag for storing your child's nap items separately from other children's)

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 during the day (approximately)

from: _____ to: _____

from: _____ to: _____

from: _____ to: _____

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



Montessori Children's House Infant-Toddler Program 2016-17 Annual Diaper Cream/Ointment Authorization Form

Child's Name:	Date of Birth/Age:
Name of Medication:	
Start Date:	Stop Date: (up to 6 months after 'start date')
Apply topically: <input type="checkbox"/> when rash is present <input type="checkbox"/> with every diaper change <input type="checkbox"/> other:	Amount to be applied:
Possible side effects:	<input type="checkbox"/> Above information consistent with label?
Special Instructions:	

For diaper rash prevention or treatment.
Store at room temperature.

Parent/Guardian Signature

Date

Daytime Phone Number

Physician Signature*

Date

Physician Phone Number

* Necessary only for diaper creams/ointments not labeled for use in the diaper area. (Pharmacist label on prescription medication indicates consent of health care provider.)



Independence. Discovery. Nature.

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 Facility Center)
- 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: _____



Independence. Discovery. Nature.

Montessori Children's House School Policies 2016-17 Annual 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



Independence. Discovery. Nature.

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



Independence. Discovery. Nature.

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



Independence. Discovery. Nature.

Montessori Children's House Infant-Toddler Program New Infant Student Information

Child's Name: _____ Date _____ of _____
Birth: _____

Name Child is usually _____
called: _____

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

My child lives with:

Household 1		Household 2 (if applicable)	
Name	Relationship	Name	Relationship

If parents live separately, what is the custodial arrangement? (MCH must have a copy of the parenting plan on file)

(Please check all that apply and comment when needed)

Language

The language(s) spoken in the child's home is/are: _____

If English is not the child's primary language:

- | | | |
|----------------------------------|-----|----|
| A. Does s/he understand English? | Yes | No |
| B. Does s/he speak English? | Yes | No |

My child speaks the following words: _____

My child understands the following American Sign Language Sign: _____

Eating Habits

My child feeds _____ times a day

My child drinks:

- | | |
|--|---|
| <input type="checkbox"/> Breast milk only | <input type="checkbox"/> Formula from a bottle |
| <input type="checkbox"/> From a cup with a lid | <input type="checkbox"/> From a cup without a lid |

My child eats the following table foods: _____

My child is fed by:

- A parent or caregiver
- His/her self with fingers
- His/her self with utensils

Sleeping Habits

How many times a day does your child nap? _____ For how long? _____
When? _____

My child sleeps through the night: Yes No
He/she wakes up _____ times per night

We handle wake-ups by _____

My child:

- Is sensitive to noise while sleeping Sleeps soundly regardless of noise

My child sleeps:

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

My child soothes him/herself by _____

My child likes to be soothed by a care provider by _____

My child has an attachment to:

- A blanket A special toy
 Stuffed animal N/A
 Other _____

My child uses a pacifier:

- When he/she wants Only when upset
 Only for naps and night sleeping Only at night
 Not at all

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 _____
 What arrangements can be made for your child's care during illness? _____

Stress Factors

My child has experienced the following:

- Moving residence: When? _____
 Parents divorce or separation: 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 parental separation as follows: _____

Gross/Fine Motor Development

Please fill in the age your child did the following:

Rolling over from back to front	_____	Rolling over from front to back	_____
Rolls from place to place	_____	Sits up with support	_____
Sits up unsupported	_____	Scoots across the floor	_____
Rocks on hands and knees	_____	Crawls	_____
Walks	_____		

My child primarily:

- Crawls Sometimes walks, sometimes crawls
 Walks wobbly Walks on toes
 Walks confidently

My child:

- Is dressed, etc. by parent(s) or other caregivers
 Is an active participant in caring for him/herself

Please comment on any other information that would be important for your child's teacher to know. Use another sheet of paper if necessary.

Please communicate any behavioral changes that may occur during the school year with your child's teacher.



Independence. Discovery. Nature.

Montessori Children's House Infant/Toddler Program Parent Resources for Materials

These are just a few suggestions for resources that may help your child adjust into the classroom. Please feel free to find substitutions that may work better for your child's needs.

Labeling

<http://www.labeldaddy.com/>

School Pack: 7 sizes- 132 labels plus 4 zipper tags.
Everything you'll need to head back to school! Our School Pack is loaded with labels... lots of sizes too! Over 130 labels, 7 different sizes.



Extra Small Label: 1/2 x 5/16 (75 in each pack). A Label Daddy favorite, the Extra Small Label was designed to be great for practically all clothing. Like all of our clothing labels, this label is machine washable. The application process is a cinch, peel n' stick only, no ironing necessary, no sewing necessary. These labels are great for school, great for camp, and will be great for you too.

Wet Bags

http://www.kellyscloset.com/Wet-Bags-Pail-Liners_c_811.html

<http://www.mypreciouskid.com/wet-bags.html>

Wet Bags - Cloth Diaper Accessories: Wet bags are a great way to travel with wet or dry cloth diapers. They can also be used for swimming, sports and other family activities.



Naptime (any local store or online shop)

Labeled Pillowcase: Any pillow case will work please make sure it is labeled with a permanent marker or a label with your child's name. Nap things can be transported to school in the pillowcase, and will be returned in the pillowcase.



Crib Sheet: Please make sure the crib sheet is full sized and fitted.

Blanket: Any blanket will work. Take into consideration a favorite of your child's, something they are familiar with, the size and weight they are comfortable with, etc.

Rain Gear

<http://www.kohls.com/product/prd-1063702/i-play-solid-waterproof-rain-pants-toddler.jsp>

<http://www.rei.com/product/861056/rei-rainwall-rain-pants-toddlers>

Rain Boots and Rain Coat: The Pacific Northwest brings rain constantly. The toddlers play outside and explore their environment rain or shine. It's important to have these items available for your child to use every day.

Rain Pants: The rain pants offer full-blown waterproof coverage for active little ones. Allows for fewer changes in clothing and a protection from being cold and wet.



Family Picture

Information: Please provide a family photo so that your child can feel more at home in our classroom environment. We will place these on our classroom shelves, so please make sure that they are safe and sturdy for your child to carry around.

