

MONTESSORI CHILDREN'S HOUSE

New Parent Orientation 2023-24



WHAT'S NEW AT MCH?



SPECIALISTS



Burt Davis
(he/him)
Farm Manager



Becky Greenstein
(she /her)
Music Specialist



Diana Caramat
(they/them)
Art Specialist

SNACK IS BACK!



Shilpa Bhargav
(she/her)
Culinary Specialist

MCH provides:

**A nutritious snack 3
times a day during:**

- 1. Morning worktime**
- 2. Afternoon worktime**
- 3. Afternoon extended
day (between 4:30–
5:30)**

You provide:

- lunch**
- utensils**
- napkins**
- reusable water
bottle**

****note: we can not heat up
food or keep food cool**



EVENTS TO KICK
OFF THE SCHOOL
YEAR

Parent Nights



Infant/Toddler

SEPTEMBER 13

6-8PM

Early Childhood

SEPTEMBER 7

6-8PM

Lower Elementary

SEPTEMBER 11

6-8PM

Upper Elementary

SEPTEMBER 13

6-8PM

Middle School

SEPTEMBER 12

8PM

CONNECTION WEEK - SEPTEMBER 18-22

empathy/caring



responsibility/agency



community/global citizenship



fairness/equity

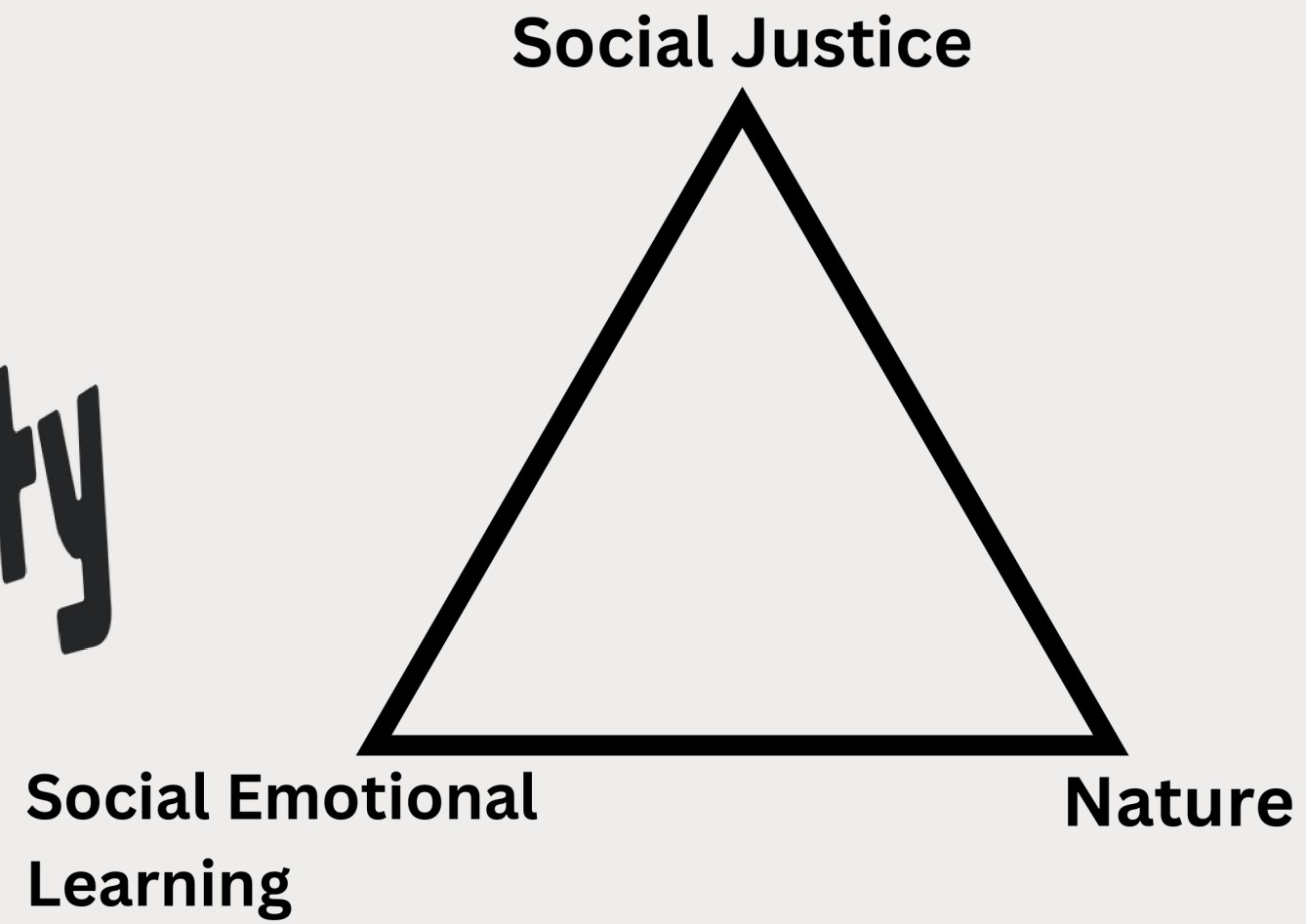


respect/integrity



stay tuned for
volunteer
opportunities!

Wonder & Responsibility



IN-SERVICES AT MCH - WHY?

September 29

October 27

March 7 & 8

May 24



PARENT-TEACHER CONFERENCES:

October 11, 12 & 13

HARVEST FEST: OCTOBER 28



OTHER VOLUNTEER OPPORTUNITIES

classroom
Volunteers



Adopt
a
Highway



Other
Community
Happenings





PARENT ASSOCIATION



Heather Sabotta



Darla Watanabe



Emily Nelson
Secretary



Taryn Rathbone



Daniel Steinberg
Vice President



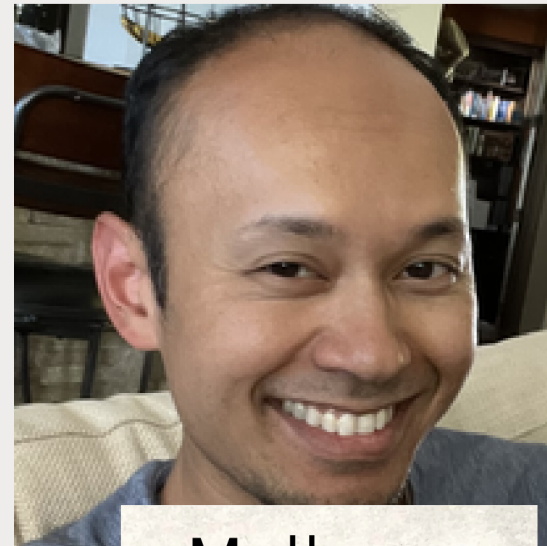
Jessica Lin-
President



David Forrester
Treasurer



Sid Kulkarni



Mullyvan Samrith



Joy Zhang



John Cramer



Hila Alkalay

Hello!



<https://www.mch-pa.org/>

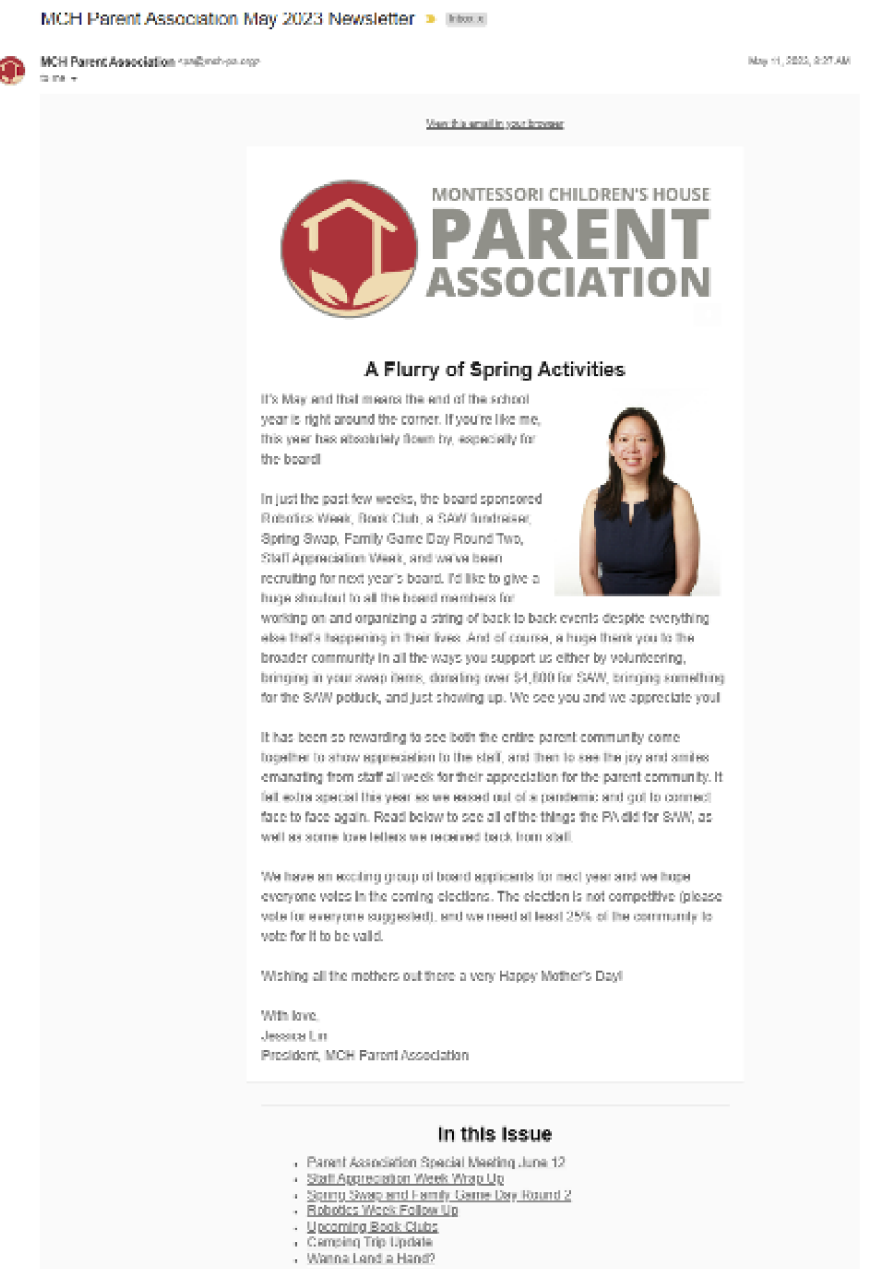
Your 2023-2024 Parent Association Board of Directors!

The Board would like to thank all the members of the Parent Association for their participation in certifying the election for your **board of directors** for the 2023-2024 school year. We are excited for the year with refreshed ideas and much excitement.



Upcoming PA Activities for 2023-2024

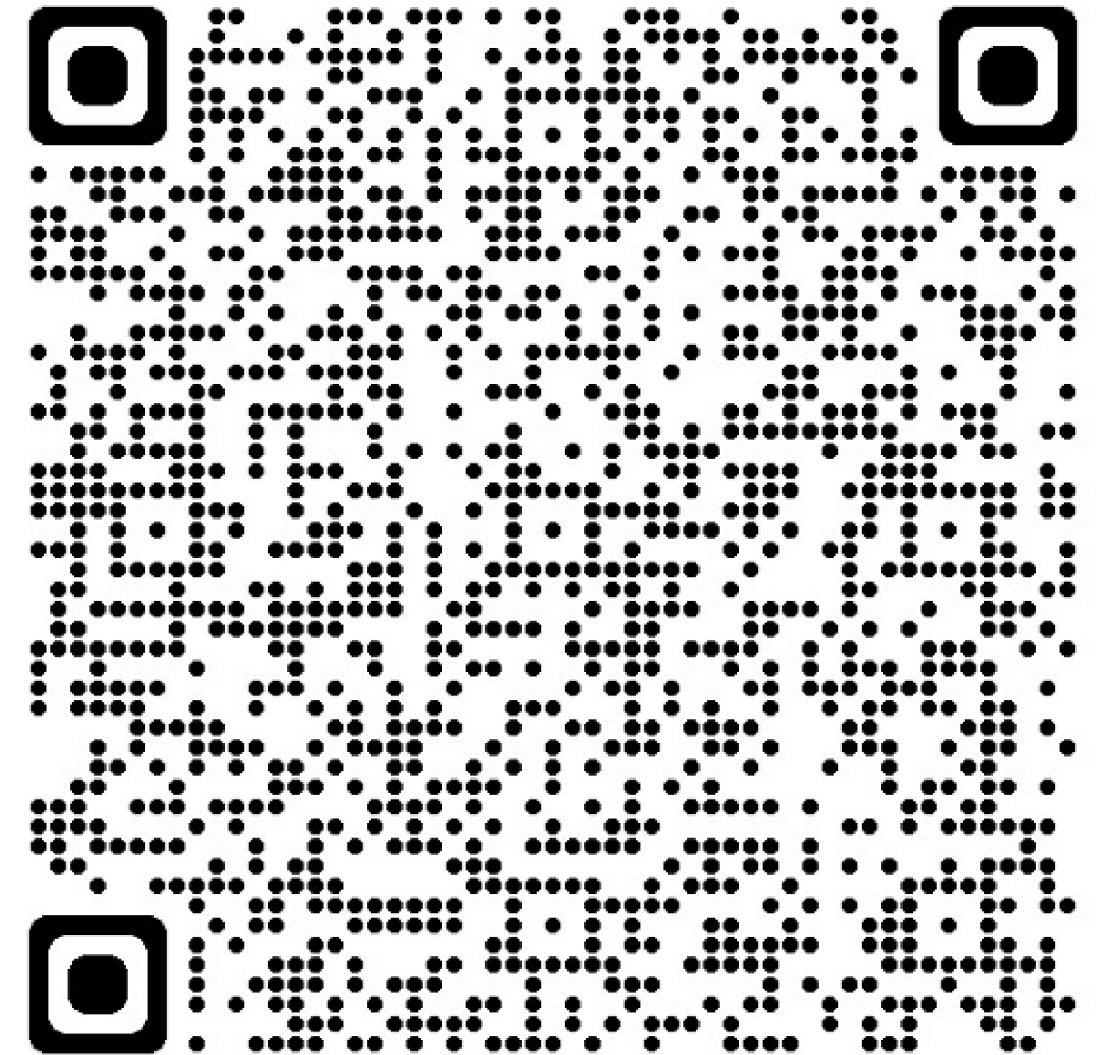
- **Walk & Talk at Farrel-McWhirter Park** – Saturday, September 9th from 10:30am to 1:30pm
- **The PA pumpkin patch at Harvest Fest** – Saturday, October 28th
- **The 2023 SEED Fundraiser Campaign** – October 29th- November 17th
- **Staff Appreciation Week (SAW)** – May 6-10th
- **Family Camping Trip at Tolt MacDonald Park** – June 21st-23rd
- **And many, many more** – Read our newsletter!

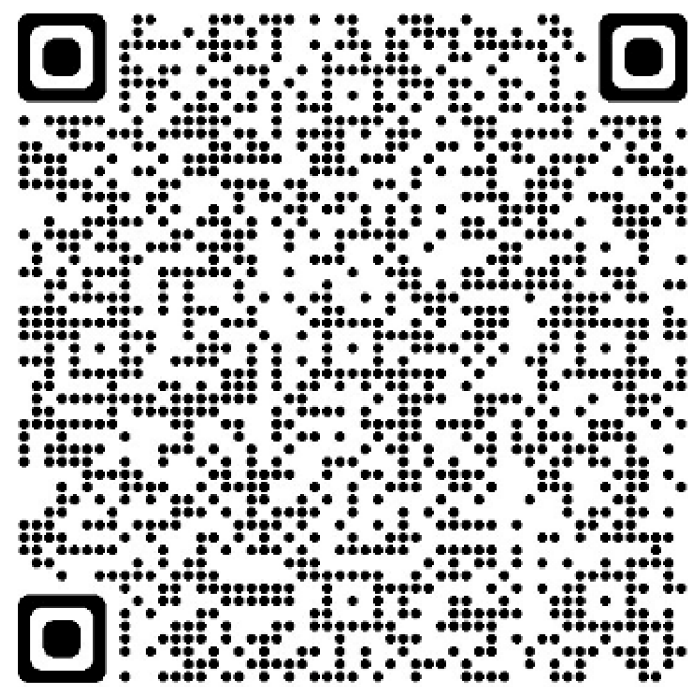


What We Ask of You

1. Fill out our annual parent survey ASAP
2. Give during our fall SEED fundraiser
3. Come and participate in our events!
4. Join our volunteer list or become a board member.

Email: pa@mch-pa.org





Thank you!
Questions?

<https://www.mch-pa.org/>





M C H F A C E S T O

K N O W

(and a bit about our governance
model)

Educational Leadership



**Head of School
Student Support Director
Interim EC Program
Director
Angela Spayde (she/her)**



**Owner/Head of Strategic
Planning
Interim Elementary Program
Director
Jennifer McConnell
(she/her)**



**Middle School Program
Director
Marc Cobb (he/him)**



**Advancement Director
and Infant Toddler
Program Director
Keely Strohl (she/her)**

**Parent Education & Support ~ Child Development & Guidance
Educational Standards & Curriculum ~ Faculty & Program Oversight**

Student Support Team



Jackie Charbonneau
(she/her)



Maddie Burke
(she/her)

Early Childhood



Robin Spayde
(he/him)



Hana Toko
(she/her)

Upper School

Administration



**Business and Operations Director
Kelsey Corey (she/her)**

- **Financial Management**
- **Manages Business Office**
- **Legal**
- **Insurance**
- **Human Resources**



**Financial Manager
Robin Clark (she/her)**

- **Billing**
- **Tuition Payments**
- **Miscellaneous Charges**



HR Coordinator
Katie Taylor (she/her)

- **Hiring**
- **Staff Onboarding**
- **Employment Agreements**



Registrar
Libby McCalmont (she/her)

- **Enrollment**
- **Attendance**
- **Schedule Changes**
- **Withdrawal Notice**
- **School Records Compliance & Release**



**Operations Coordinator
Reilly Chamberlein (she/her)**

- **Scheduling & Staffing**
- **Operations support & management**
- **Field Trips & Volunteers**



**Communications & Office
Coordinator
Ana Bolinder (she/her)**

- **School wide communications**
- **Event management**
- **Front Office**



**Director of Advancement
Keely Strohl (she/her)**

- **Tours**
- **Admissions**
- **DCYF Regulatory Oversight**
- **family and alumni relations**
- **marketing/advertising oversight**



**Marketing Coordinator
Jimmi Sivia (she/her)**

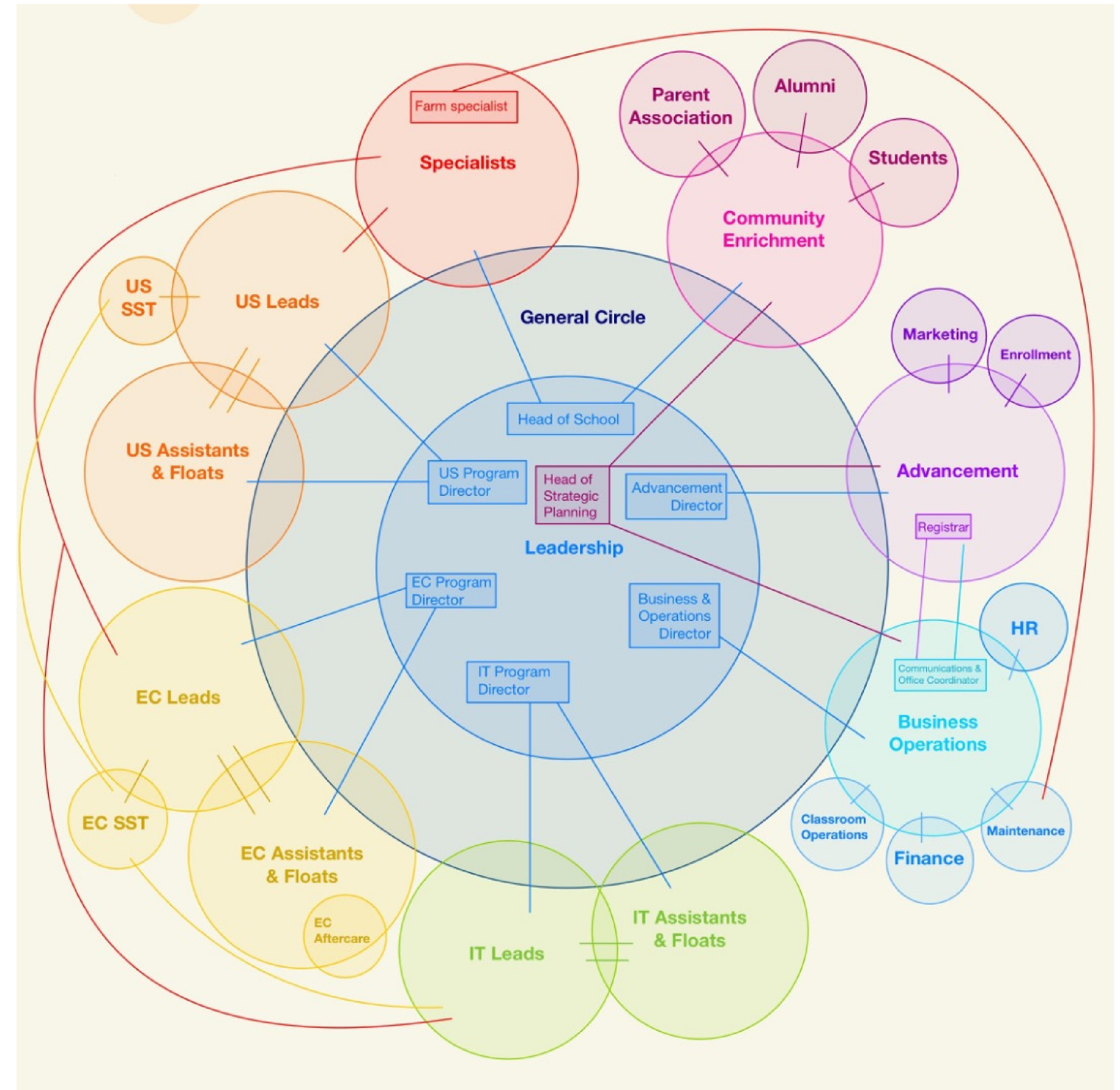
- **Social Media**
- **Website**
- **Other marketing**

SOCIOCRACY

Governance is the system by which an organization is controlled and operates, and the mechanisms by which it, and its people, are held to account.

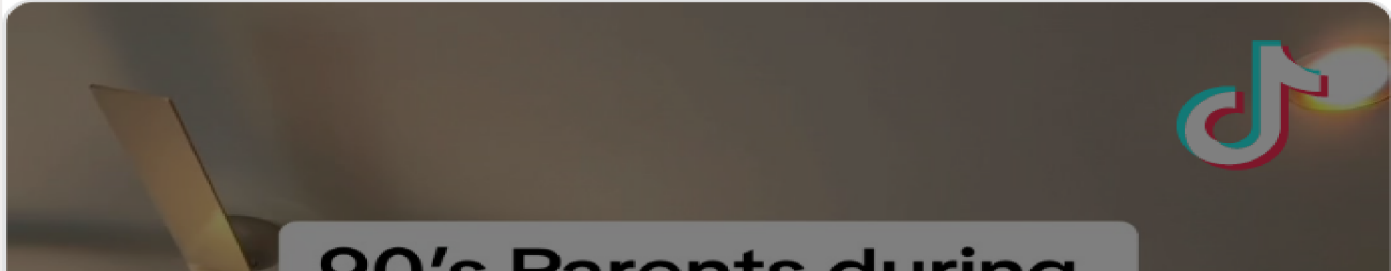
Ethics, risk management, compliance and administration are all elements of governance.” -

Old Business Models Have Proven Insufficient For Empowering And Engaging All Stakeholders And Inefficient In An Ever-Changing Environment.





COMMUNICATION



PARENT SQUARE

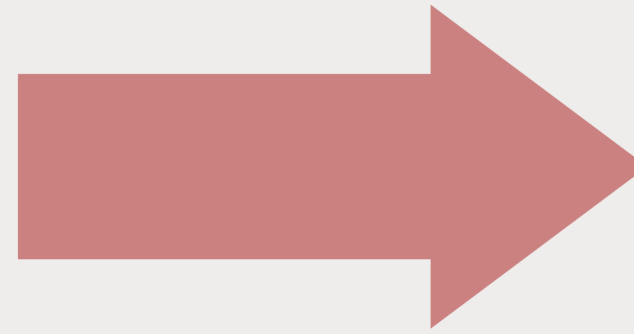
VS

TRANSPARENT CLASSROOM

- **Calendar
(events)**
- **Newsletter**
- **Teacher
communication
(2 ways!)**

- **Important forms
and information**
- **Photos**
- **Lessons**

PARENT SQUARE



Calendar (events)

Newsletter

Teacher communication (2 ways!)

ParentSquare Home Admin Add-ons Search Posts Español Angela Spayde

Montessori Children's House

Montessori Children's House THE SCHOOL YOU'VE BEEN SEARCHING FOR

My School, Classes and Groups

Send updates and announcements, share pictures or request participation New Post

MO **New Parent Orientation**
Mch Office • 21 hours ago • Friday, Sep 1 at 4:15 PM • Montessori Children's House

SEP 05 Tuesday 1:30 PM - 2:30 PM

New Parent Orientation
Tuesday, September 5th from 1:30-2:30 pm

We'd like to invite new families to our New Parent Orientation on **Tuesday, September 5th from 1:30-2:30 pm**. Join this meeting hosted by our Head of School (Angela Spayde) to learn more about optimizing your...

EVENTS view all

SUN	MON	TUE	WED	THUR	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

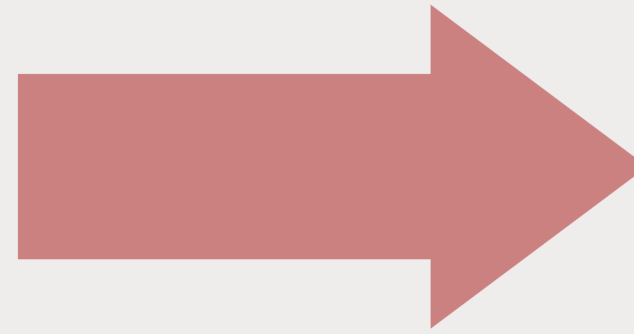
- Sep 4 Labor Day Observed (School ...)
- Sep 5 First Day of School
- Sep 5 New Parent Orientation
- Sep 7 Early Childhood Parent Night

PHOTOS view all

FILES view all

Parking 6.1.pdf

PARENT SQUARE



Calendar (events)

Newsletter

Teacher communication (2 ways!)

ParentSquare Home Admin Add-ons Search Posts Español Angela Spayde

Montessori Children's House

Joby Spayde
Kindergarten • Montes...

Sawyer Spayde
6th Grade • Montessor...

COMMUNICATE

- Posts
- Scheduled & Draft Posts
- Messages
- Alerts and Notices

EXPLORE

- Directory
- Calendar**
- Photos, Videos, Files
- Links

PARTICIPATE

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 10:00a - 12:00p Back to School Picnic	28 In-Service (School Closed, No Childcare Offered)	29	30	31	1	2
3	4 Labor Day Observed (School Closed, No Childcare Offered)	5 First Day of School	6	7 6:00p - 8:00p Early Childhood Parent Night	8	9

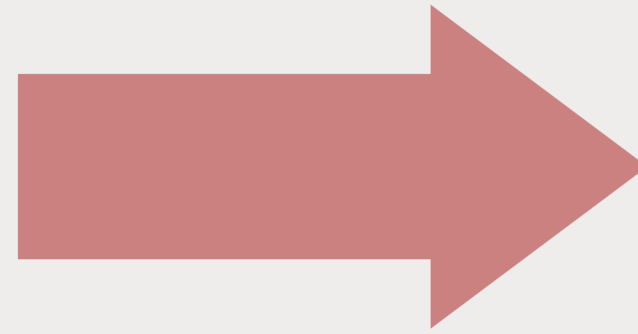
Events List:

- Mon 9/4 • Labor Day Observed (School Closed, No Childcare Offered)
- Tue 9/5 • First Day of School
- Tue 9/05, 1:30 pm - 2:30 pm • New Parent Orientation
- Thu 9/07, 6:00 pm - 8:00 pm • Early Childhood Parent Night
- Mon 9/11, 6:00 pm - 8:00 pm • Lower Elementary Parent Night
- Tue 9/12, 6:00 pm - 8:00 pm • Middle School Parent Night
- Wed 9/13, 6:00 pm - 8:00 pm • Upper Elementary Parent Night
- Wed 9/13, 6:00 pm - 8:00 pm • Infant/Toddler Parent Night
- Mon 9/18 - Fri 9/22 • Connection Week
- Mon 9/18 - Fri 9/22 • DIBELS
- Mon 9/25 - Thu 9/28 • Upper Elementary: IslandWood
- Thu 9/28, 6:00 pm - 8:00 pm • Current Kindergarten Night
- Fri 9/29 • In-Service (School Closed, No Childcare Offered)

October 2023

- Wed 10/4 - Fri 10/6 • School Pictures
- Wed 10/11 - Fri 10/13 • Conferences (School Closed, Childcare Offered)
- Thu 10/19, 6:00 pm - 8:00 pm • Middle School Curriculum Night

PARENT SQUARE



Calendar (events)

Newsletter

Teacher communication (2 ways!)

The screenshot shows the ParentSquare interface for Montessori Children's House. The main calendar for September 2023 displays several events:

- Sun 27:** 10:00a - 12:00p Back to School Picnic
- Mon 28:** In-Service (School Closed, No Childcare Offered)
- Thu 31:** 10:00a - 11:00a Meet & Greets: Infant/Toddler; 11:30a - 12:30p Meet & Greets: Elementary; 11:30a - 12:30p Meet & Greets: Elementary; 11:30a - 12:30p Meet & Greets: Middle School; 11:30a - 12:30p Meet & Greets: Middle School; 2:00p - 3:00p Meet & Greets: Early Childhood; 2:00p - 3:00p Meet & Greets: Early Childhood
- Fri 1:** 10:00a - 11:00a Meet & Greets: Infant/Toddler; 11:30a - 12:30p Meet & Greets: Elementary; 11:30a - 12:30p Meet & Greets: Elementary; 11:30a - 12:30p Meet & Greets: Middle School; 11:30a - 12:30p Meet & Greets: Middle School; 2:00p - 3:00p Meet & Greets: Early Childhood; 2:00p - 3:00p Meet & Greets: Early Childhood
- Mon 3:** Labor Day Observed (School Closed, No Childcare Offered)
- Tue 4:** First Day of School
- Thu 7:** 6:00p - 8:00p Early Childhood Parent Night

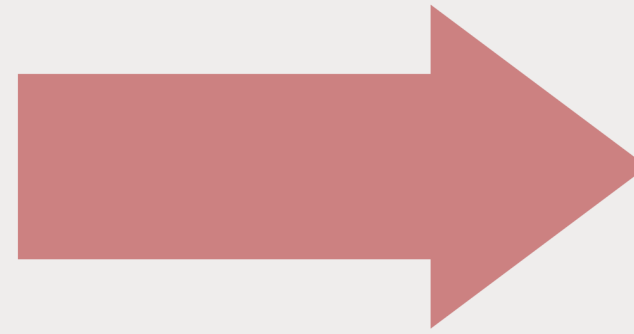
On the right side, a list of events is provided:

- Mon 9/4 • Labor Day Observed (School Closed, No Childcare Offered)
- Tue 9/5 • First Day of School
- Tue 9/05, 1:30 pm - 2:30 pm • New Parent Orientation
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October 2023

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PARENT SQUARE



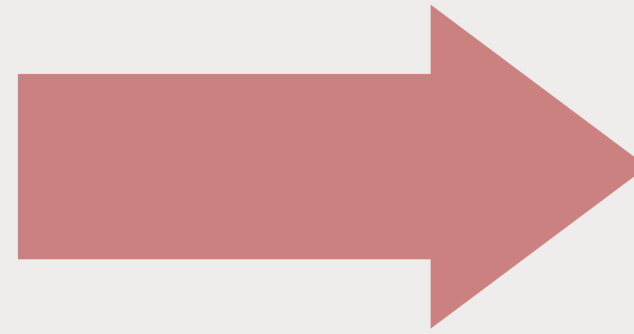
Calendar (events)

Newsletter

Teacher communication (2 ways!)

The screenshot displays the ParentSquare interface for 'Montessori Children's House'. At the top, there is a navigation bar with 'ParentSquare', 'Home', 'Admin', and 'Add-ons' on the left, and a search bar, 'Español', notification bell, heart icon, help icon, and user profile 'Angela Spayde' on the right. Below the navigation bar, a sidebar on the left lists user profiles: 'Joby Spayde' (Kindergarten • Montessori) and 'Sawyer Spayde' (6th Grade • Montessori). A red arrow points from the 'Joby Spayde' profile to a larger profile card for 'Joby Spayde' (Kindergarten) which has a red '+' icon. Below the sidebar, there are three main content panels: 'STUDENT INFO' for Joby Spayde (Student Id: 95433, Contacts: Angela Spayde, Robin Spayde), 'CLASSES' for 'Pacific Willow', and 'TEACHER MESSAGES' (circled in red). The 'TEACHER MESSAGES' panel shows a message from Tyler Buchanan (Thu 2/2) saying 'Oh hi!' and a message from Mch Office (Wed 8/16) about Pacific Willow Families. A 'New Message' button is at the bottom of the messages panel.

PARENT SQUARE



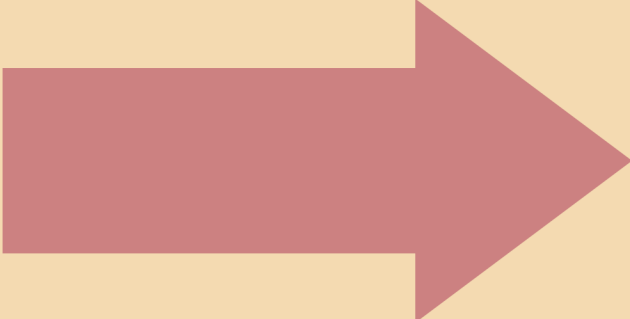
Calendar (events)

Newsletter

Teacher communication (2 ways!)

The screenshot displays the ParentSquare interface for Montessori Children's House. The top navigation bar includes 'ParentSquare', 'Home', 'Admin', 'Add-ons', a search bar, and user options for 'Español', notifications, help, and 'Angela Spayde'. The left sidebar lists users 'Joby Spayde' and 'Sawyer Spayde', and navigation options like 'COMMUNICATE', 'Posts', 'Messages', and 'Alerts and Notices'. The main content area shows a post titled 'Welcome to Madrona!' by Carly Rachal, dated Thursday, Aug 31 at 6:29 PM. The post text reads: 'Dear Madrona Families, Welcome to the exciting new school year of 2023-2024! We are Carly Rachal and Eli Page, the lead teachers in Madrona. The assistants in the classroom will be Yuying Tao in the morning and Joyce Lam in the afternoon. We are thrilled to welcome our new families joining our wonderful Madrona community. Carly has been the lead teacher in Madrona since last year and is excited... Read More'. Below the post, it shows '47 Notified' and '3 people appreciate this post'. A second post titled 'Meet & Greets: Staff Reminders and Carpool' by MCH Staff is partially visible at the bottom, featuring a 'MEET' banner.

TRANSPARENT CLASSROOM



Important forms and information
Photos
Lessons

Montessori Children's House

Search [] Jimmi []

- To-do []
- Events []
- School Info []**
 - MCH School Calendar
 - Kinnikinnick Classroom Information
 - Dogwood Class Information
 - Paper Birch Classroom Information
 - Salmonberry Classroom Information
 - Pacific Willow Class Information
 - Nootka Rose Class Information
 - Snowberry Class Information

Snowberry Class Information

Dear MCH Early Childhood Parents,

Welcome to MCH! Please find information specific to your child's program here. If you have any questions or concerns, please don't hesitate to contact the front office.

Sincerely,

The MCH Admin Team

Early Childhood Program Documents

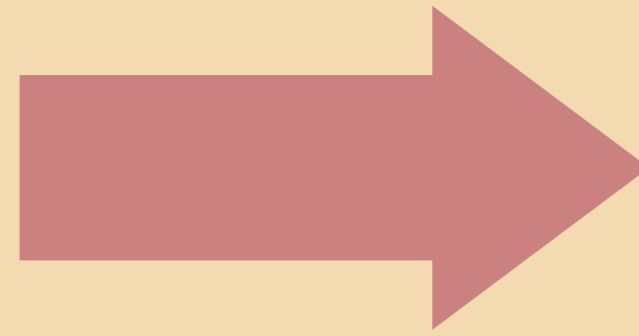
- EC Program Information
- EC Daily Schedule
- EC Driveway System
- Extended Day Student Information
- Sound of the Week Calendar
- Parent Night Packet: Coming soon!
- New Parent Orientation Presentation: Coming soon!

All School Documents

- MCH Parent Handbook
- MCH Child Guidance Policy
- MCH Distance Dropoff Instructions

Program Documents

TRANSPARENT CLASSROOM



Important forms and information
Photos
Lessons

PHOTOS & LESSONS

Children's House

Search

Jimmi

Profile Photos Portfolio Daily Tracking Conference Reports Immunizations Forms Attendance

Atlas

▼ Info

Age

First Day
9/20/2021

Parents

Normal Hours
8:00AM - 6:00PM M-F

Approved Adults

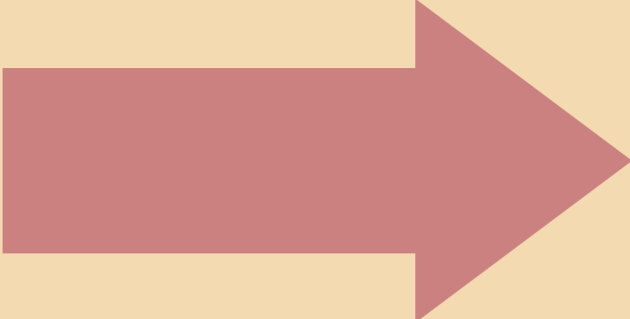
Emergency Contacts

Yuki O Aug 23
Atlas S Washing the table.

Yuki O Aug 23
Rigel S Atlas S Found a tiny grasshopper on the bike.

Yuki O Aug 23
Alina X Anaayra S Atlas S Gunner T Itai B James N Josephine D Macsen Y Oscar P Rigel S Sara S Shey E This Sunday, August 27th, 10 am--12 pm please join [Show more](#) t annual Back

TRANSPARENT CLASSROOM



Important forms and information
Photos
Lessons

Montessori Children's House

Address

Don't share

Language/Locale

English (US)

Password *

Change

Dropoff PIN

Resend Generate new PIN

Notifications

Push notifications ?

- My child's photos
- My child's presentations & observations

Email

- Notifications from the school (forms, conference reports, etc.) ?
- My child's photos
- My child's presentations & observations

Profile

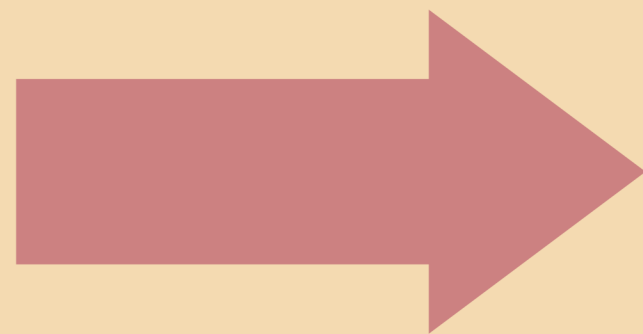
Change language

Privacy

Logout

Pin number for Drop off & Pick up

TRANSPARENT CLASSROOM DROP OFF TOOL IS DIFFERENT THAN TC WEBSITE



DRIVEWAY PROCEDURES: DISTANCE DROP-OFF AND PICK-UP TOOL



OR

<https://www.transparentclassroom.com/dd/NFg9cKUFzMBQ3HPXrsTX?locale=en>

Need to
access your PIN?
Log into your
Transparent
Classroom account
to find it on your
parent
profile

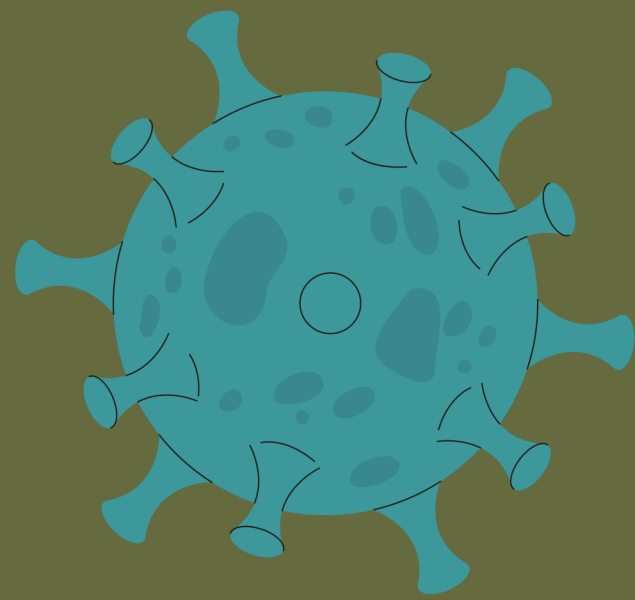
- 1 Use the above QR code (hold your phone's camera up to code) or url to access the web-based drop-off/pick-up app
- 2 Enter your family's unique PIN number
- 3 Click on your child's name (if you have more than 1 child at MCH, you will need to do this for each child)
- 4 Press "Drop-Off", and then you will be prompted to "sign" your name. After you sign, you will press "done", and your child will be signed in for the day. You will follow the same procedure for pick-up, selecting "Pick-up" at the end of the day.



ATTENDANCE@MCHKIDS.COM

Any absences, illnesses, late arrival notifications should go to the attendance@mchkids.com email address and cc your child's teacher.

All COVID Positive notification must be sent as soon as identified.

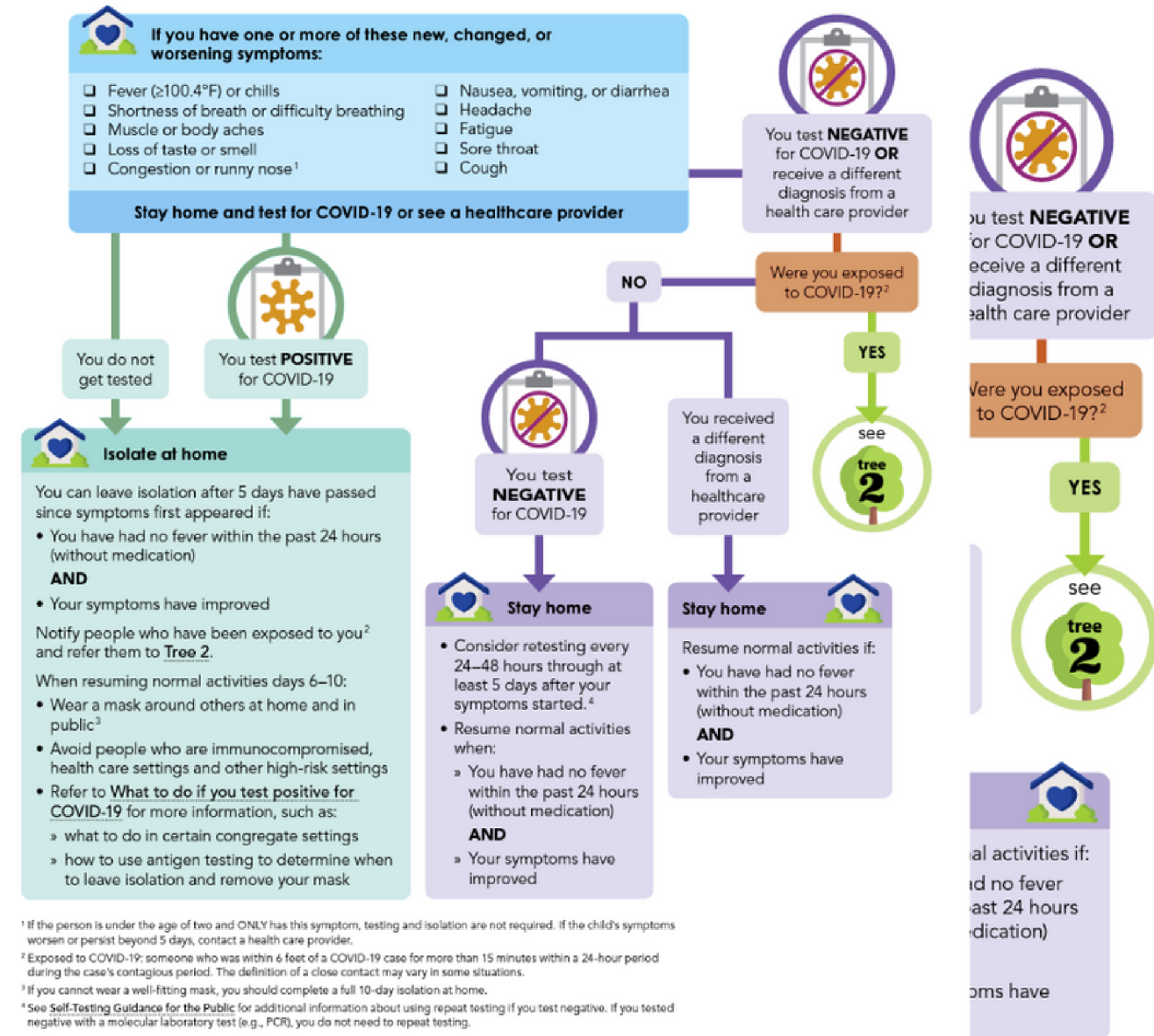


Wow...only one Covid slide this year?

MCH strictly adheres to all WADOH guidance for schools. If your child or someone in your household has tested positive for Covid 19 please email attendance@mchkids.com immediately, so that we can collect information that will allow us to respond to you with guidance on next steps.

What to do if you have COVID-19 symptoms

This decision tree is for the general public and non-health care settings, such as schools and child cares.



¹ If the person is under the age of two and ONLY has this symptom, testing and isolation are not required. If the child's symptoms worsen or persist beyond 5 days, contact a health care provider.
² Exposed to COVID-19: someone who was within 6 feet of a COVID-19 case for more than 15 minutes within a 24-hour period during the case's contagious period. The definition of a close contact may vary in some situations.
³ If you cannot wear a well-fitting mask, you should complete a full 10-day isolation at home.
⁴ See **Self-Testing Guidance for the Public** for additional information about using repeat testing if you test negative. If you tested negative with a molecular laboratory test (e.g., PCR), you do not need to repeat testing.

» what to do in certain congregate settings
» how to use antigen testing to determine when to leave isolation and remove your mask

AND

» Your symptoms have improved

¹ If the person is under the age of two and ONLY has this symptom, testing and isolation are not required. If the child's symptoms worsen or persist beyond 5 days, contact a health care provider.
² Exposed to COVID-19: someone who was within 6 feet of a COVID-19 case for more than 15 minutes within a 24-hour period during the case's contagious period. The definition of a close contact may vary in some situations.
³ If you cannot wear a well-fitting mask, you should complete a full 10-day isolation at home.
⁴ See **Self-Testing Guidance for the Public** for additional information about using repeat testing if you test negative. If you tested negative with a molecular laboratory test (e.g., PCR), you do not need to repeat testing.



ARRIVAL
&
DISMISSAL

Driveway System



5 MPH

Toddler parking only

YIELD

Please Yield to traffic turning right from the upper driveway

Designated staff stands in driveway directing traffic to parking spots during arrival and dismissal

Visitor parking in down hill spots
Cars go around circle and must park facing down the hill

STOP

5 MPH playground

Staff Bathrooms

Staff Parking

Staff Parking

EC

Arrival

8:45-9:00 - Upper School
(Elementary & Middle
School)

9:00-9:15 - Early
Childhood

9:15-9:30 -
Infant/Toddler

Dismissal (M,T,Th,F)

12:00-12:15 – Toddler AM Schedules

12:45-1:00 – Early Childhood AM Schedules

3:15-3:30 - Lower School (Early Childhood &
Infant/Toddler)

3:30-3:45 - Upper School (Elementary & Middle
School)

Wed Early Dismissal for AM and Full Day
Schedules

12:45-1:00 – Early Childhood & Upper School

Infant/Toddler

Toddler Arrival

Arrival: 9:15-9:30
Half Day: 12:00-12:15

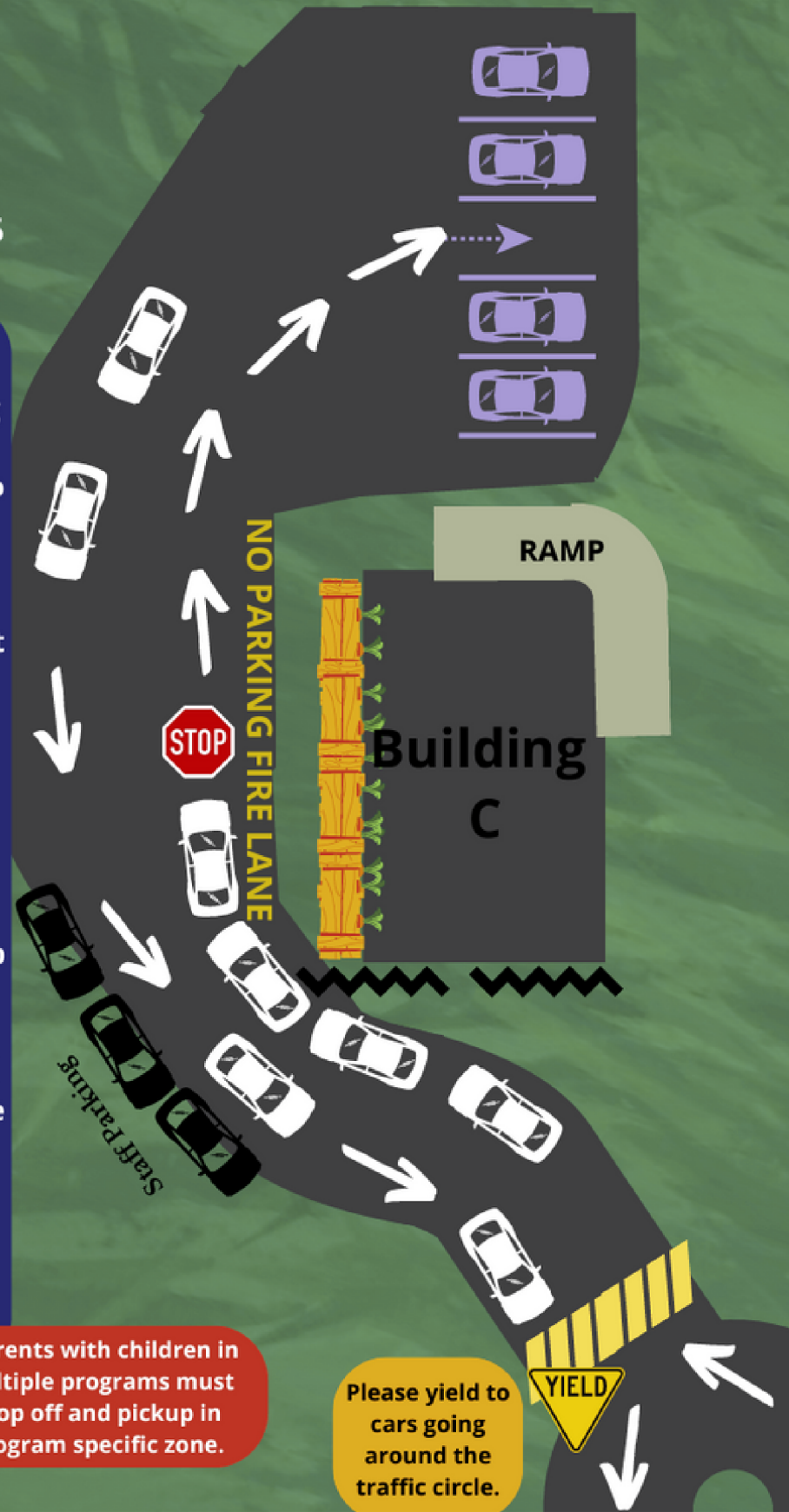
Parents need to stop at the word **"FIRE"** to allow space for the cars pulling out and wait for one of the five parking spaces to open up.

When walking to the ramp please walk in front of your car for safety reasons.

After dropping off your child at their classroom, please sign them in **BEFORE** getting in your car to leave. This will help us maintain a quick and efficient flow, ensuring we can accommodate all cars within the 15-minute window. Thank you for your cooperation in making the drop-off process seamless for everyone.

*Parents with children in multiple programs must drop off and pickup in program specific zone.

Please yield to cars going around the traffic circle.



Toddler Carline Dismissal

3:15-3:45

During toddler dismissal, students will be brought out to the carline.

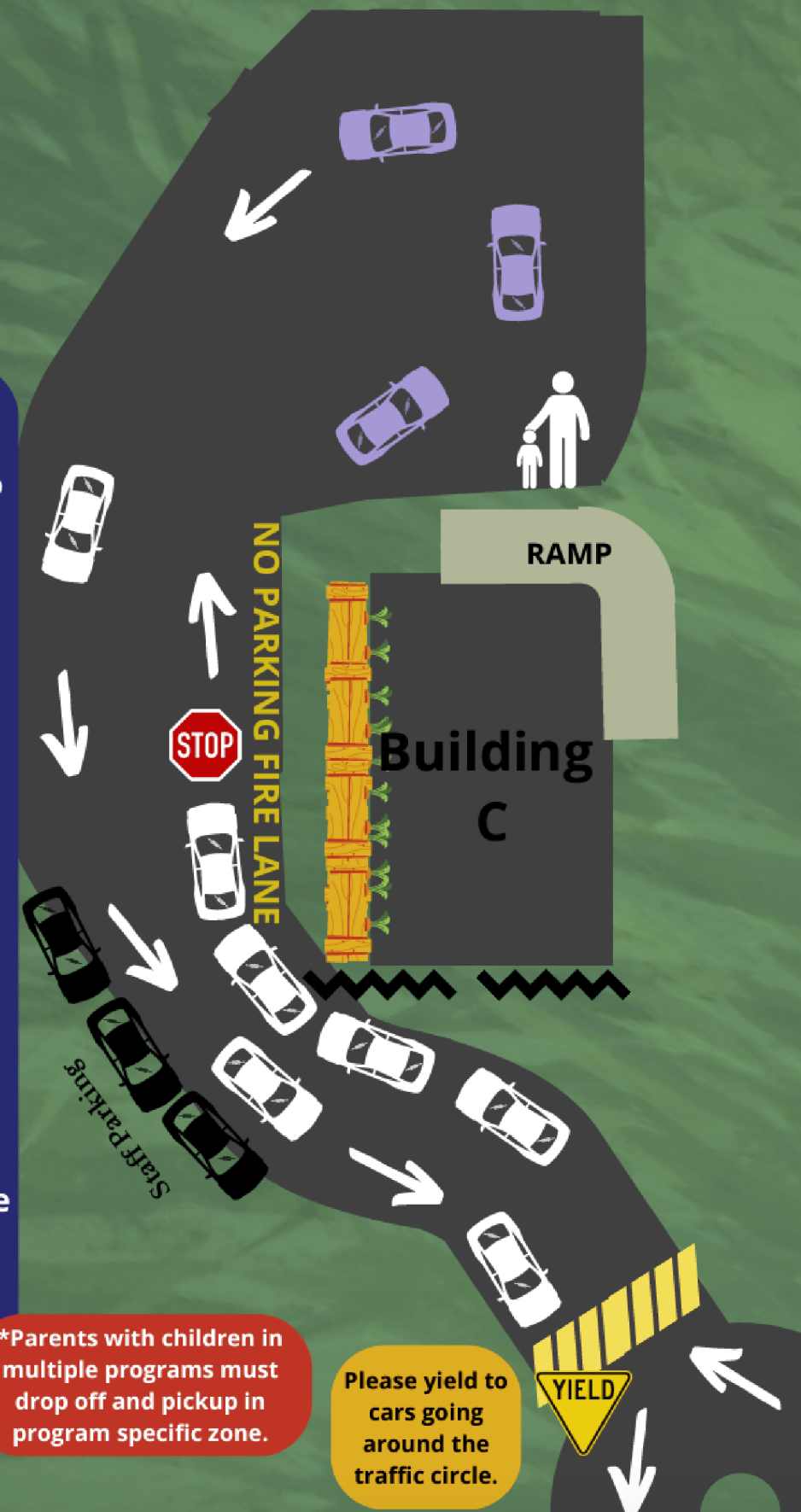
Please park and wait as demonstrated by the purple cars.

Parents will remain inside the car until their child is brought to them for traffic efficiency.

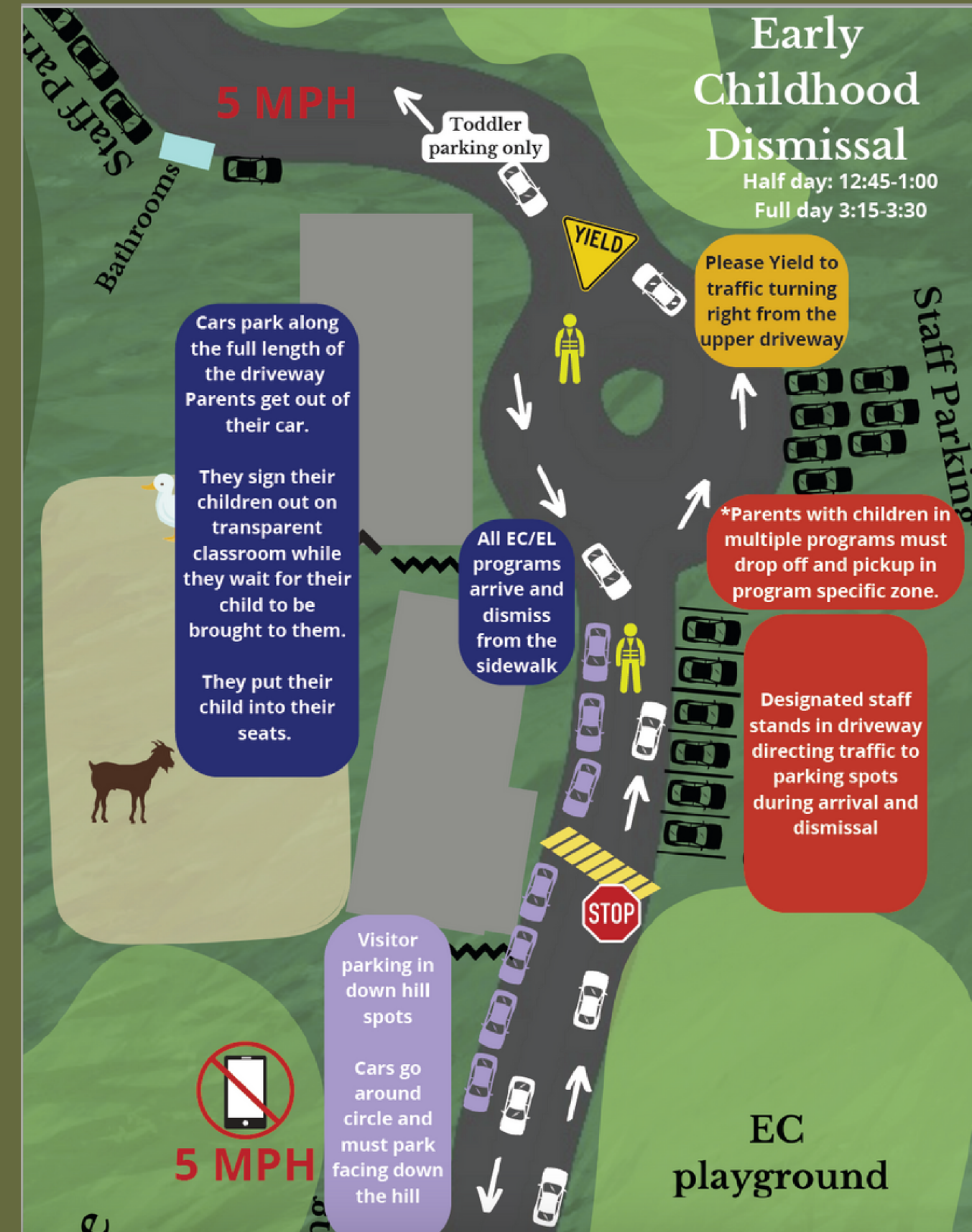
Please be mindful of time spent in the process of buckling your child so everyone gets through the carline in the dismissal time window.

*Parents with children in multiple programs must drop off and pickup in program specific zone.

Please yield to cars going around the traffic circle.

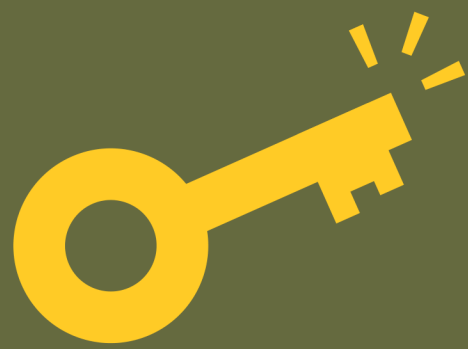


Early Childhood



Elementary & MS





Key Take-Aways

Enter driveway **ONLY** in your designated drop-off window

Put your car tag in your window.

Listen to these people!



Do not park in Staff Parking.

If there is a line outside of the driveway, go **ALL** the way up 218th to turn around. Do not cut the line.

Sign your child in and out as soon as they are with a teacher or with you.

Read “Driveway Guidelines” **CLOSELY** on Transparent Classroom.

Be mindful of time.

Late Pick Up

No Fees Charged September

Late Pick-up Fees

Staffing Schedules, Child Ratios & Teacher's Personal Time, Overtime

\$1.00 per minute before or after your scheduled pickup time until 6:00PM

\$3.00 per minute after 6:00 PM



Aftercare staff at end of day



BUT WAIT...
THERE'S MORE?
(Miscellaneous Policies and Procedures)

Emergency Closures

Power Outages

1 Hour

Text Alert

Email

Calls

Flooding

Text Alert

Email

Calls

Air Quality & Heat

Text Alert

Email

Calls

Snow Days

Lake WA School District

Local news – school closure listing

No School if LWSD is closed

- 2-hour delay if LWSD is delayed by two hours
- No Half Day Schedules
- 1-hour delay if LWSD is delayed by one hour

Notice Posted by 6:00 AM

Text Alert

Website

Facebook

Email

Administrative and Financial Info

- Tuition Due – 1st of the Month
- Tuition Express – Automatic withdrawal option
 - NSF Fee – \$30
- Tuition Late – After the 5th of the Month
- Late Charge – 10%
 - \$100 Schedule Change Fee
- Replacement of Early Childhood MCH Backpack
- \$20.00 per backpack

Napping - it's what we're all doing by now at this point in the presentation...



- \$30 Nap Blanket Charge for Early Childhood
- Infant & Toddler Nap Supplies (parent provided)
 - Blanket
 - Crib Sheet
 - Pillowcase with Child's Name
- Nap supplies sent home every Friday to be washed or when soiled
- Return on Monday AM or the next day

Random & potentially helpful information...



Lost and Found:

- Covered Porch by the Business Office (Downstairs Building B)
- Label all clothing, shoes, lunch boxes etc. with your child's name.

Spare Clothing:

- Send in Reusable Bags or Gallon Ziploc bags or with child's name on front
- Seasonally appropriate
- Return new clothes when soiled clothes are sent home

PLANTING

SEEDS

OF

WONDER