

The Parent Handbook

Updated October 2022



Eastgate Montessori Garden

Preschool • Kindergarten

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Table of Contents

INFORMATION & PHILOSOPHY	4
IMPORTANT NUMBERS & ADDRESSES.....	4
SCHOOL CURRICULUM	5
EMG MISSION STATEMENT	5
CULTURAL AND RELIGIOUS DIFFERENCES.....	6
AMERICAN MONTESSORI SOCIETY	6
MONTESSORI'S THEORY.....	6-7
THE COUGAR MOUNTAIN MONTESSORI LEGACY	7
SUGGESTED READINGS	8
ENROLLMENT INFORMATION	9
ENROLLMENT	9
STATEMENT OF NONDISCRIMINATION.....	9
ENROLLMENT PROCESS	9
ENROLLMENT PRIORITIES	9
ENROLLMENT CHECKLIST	10
SUPPLIES NEEDED	10
SCHOOL DAILY OPERATIONS.....	11
HOURS OF OPERATION	11
SCHOOL CLOSURES.....	11
ALL SCHOOL CLOSURES.....	12
SNOW CLOSURES.....	12
DAILY SCHEDULE.....	13
ARRIVALS AND DEPARTURES	13
MORNING ARRIVAL.....	13
SIGN IN/OUT PROCEDURE	14
AUTHORIZATION TO PICK UP CHILD.....	14
ESCORTING YOUR CHILD TO OR FROM THE CLASSROOM	15
CHILDREN'S CLOTHING	15
PAPER WORK & HOMEWORK.....	16
MEALS	16
LUNCH	16
FORGOTTEN LUNCH	17
SNACKS.....	17
FOOD SANITATION	17
BIRTHDAYS AND CELEBRATIONS	17
SHARING AND ITEMS FROM HOME	18
SCHOOL'S LOST AND FOUND	18
FOUND ITEMS AT HOME	18
PARENTS.....	19
THE ROLE OF PARENTS.....	19
CLASSROOM VISITS	20
VOLUNTEER OPPORTUNITES	20
SCHOOL POLICIES.....	21
FINANCIAL POLICIES	21
LATE TUITION PAYMENT.....	21
RETURNED CHECKS	22
REFUND REQUESTS.....	22
ASSESSMENT FORMS.....	22
HOURLY BILLING.....	22
LATE PICK-UP FEE	22
DISCIPLINE POLICIES.....	23
SUSPECTED CHILD ABUSE AND NEGLECT POLICY	23
ILLNESS.....	23-24
MEDICATION.....	24-25

ALLERGIES.....25

EMERGENCY POLICIES.....25

 PERSONAL INFORMATION CHANGES.....25

 PORTABLE EMERGENCY CONSENT FORM.....25

 FIRST AID PROCEDURES.....26

 LIFE THREATENING EMERGENCY PROCEDURES26

 FIRE DRILLS AND EARTHQUAKE DRILLS26

PESTICIDE POLICY26

ANIMALS ON PREMISES Policy26

OBSERVATION GUIDELINES.....27-28

FORMS29

 PHYSICIAN'S ORDERS FOR MEDICATIONS.....30

 PARENT AUTHORIZED MEDICATION FORM.....31

 ALLERGIES & DIETARY FORM.....32



Eastgate Montessori Garden

INFORMATION & PHILOSOPHY

IMPORTANT NUMBERS & ADDRESSES

School Address:	Eastgate Montessori Garden 15032 SE 44 th Street Bellevue, WA 98006
Classroom Phone:	425-644-3866
Email:	eastgatemontessorigarden@gmail.com
Facebook:	Eastgate Montessori Garden/Cougar Mountain Montessori
Tuition Payment Address:	Monika Heiting 15032 SE 44 th Street Bellevue, WA 98006

SCHOOL CURRICULUM

MATH	SENSORY DEVELOPMENT	GROSS MOTOR DEVELOPMENT
SCIENCE	GRACE & COURTESY	COOKING & NUTRITION
GEOGRAPHY	ART	SEWING
MUSIC	MOVEMENT & DRAMA	POSITIVE SOCIAL INTERACTION
LANGUAGE SKILLS	GAMES	CARE SELF & ENVIRONMENT
FOREIGN LANGUAGE	FREE PLAY	

The materials in the classroom are generally arranged into the learning areas of **practical life, art, sensorial, math, language and cosmic studies** (which include all natural and social sciences). The purpose of these materials is to provide a motive for activity. It is by such purposeful activity that children learn. At the same time that they are developing physical coordination and sensory integration, they are acquiring powers of concentration and habits of order that will serve them for a lifetime.

Yearly, in Montessori tradition, studies begin with the cosmic study of the universe and overall majesty of the planets, the Earth and then focus on studying the environment of the child. The yearly curriculum shifts so that throughout the child's stay (usually 3 years) at EMG s/he will have been introduced to such topics as the seven continents, the United States, Biology, Botany, Ecology, History, Geology, Nutrition and self-esteem, among others.

Topics are explored through all the senses, fine tuning skills by movement, music and art, hands on use of tools and materials, language acquisition, and exploring taste and expanding visual perceptions. By such exposure, seeds of interest are planted to later be nourished and developed further. Parent meetings and written material will be presented throughout the year to acquaint you more fully with the learning areas.

"An interesting piece of work, freely chosen, which has the virtue of inducing concentration rather than fatigue, adds to the child's energies and mental capacities, and leads him to self-mastery."

- Dr. Maria Montessori,
The Absorbent Mind,
Holt & Company, 1995.

EMG MISSION STATEMENT

THE ROLE OF THE TEACHERS AND STAFF

For the Children: provide a safe, prepared, loving environment that creates and nurtures independence, self-esteem and respect for others, for self, and for the surroundings.

For the Parents: create a partnership with parents through communication, information, training, reassurance, and involvement.

For the Staff: create an atmosphere in which all team members are appreciated, feel free to communicate ideas and solve problems, have clear roles and experience personal and organizational growth.

CULTURAL AND RELIGIOUS DIFFERENCES

We do not promote any religious teachings. A statement such as, "Some people believe..." will accompany any remarks from our staff concerning religious beliefs. We do encourage parents and staff to share their family's celebration of a meaningful religious holiday with us. An open sharing of such customs and beliefs expands the children's understanding of the world. It is also a way to learn tolerance and appreciation for other people's beliefs and differences.

Nothing that we do at EMG is meant to supersede or interfere with your own personal teachings. The foundation laid in your home is by far the strongest basis for your child's religious growth. If you feel your child is confused by a school discussion, we encourage you to reinforce our statement that this is what "some people believe."

AMERICAN MONTESSORI SOCIETY

In 1960, the American Montessori Society (AMS) was founded. It has become the mainstay in the revival and spread of Montessori education in the United States. The AMS accredits teacher preparation courses and affiliates schools based on very high standards of quality.

AMS offers workshops for teachers' professional development and for parents' continuing education. It also functions as an advocate for the promotion of quality education for children in this country.

AMS is a non-profit organization and is self-supporting. We support the goals of this organization and appreciate the guidance and training we have received as a consequence of its high standards. We recommend that all parents look for AMS affiliation of teachers and schools as they select a school for their child.

MONTESSORI'S THEORY

Dr. Maria Montessori discovered a good deal about the learning process in young children. She observed that children delight in activities that feed their intellectual discovery. A carefully prepared environment nourishes and encourages a child's natural curiosity and development.

The attitudes and confidence developed during these formative years will serve the child throughout his/her lifetime. For a confident child, new activities are not only a challenge, but also a delight. She found a child is most apt to retain a positive attitude toward learning and acquire confidence in a relaxed atmosphere where the child sets his/her own pace, follows his/her own interest, and is free of criticism and competition.

Some basic concepts include:

1. **The small child is a lover of work**, spontaneously chosen and repeated with profound joy until his/her intellectual discovery is complete.
2. **The child has a need to learn by doing.** At each stage in the child's mental growth, corresponding physical activities help develop and refine their movements. Their natural wish, "Help me do it myself," is to be respected.
3. **The child is allowed a large measure of liberty** (not license) that forms the basis of real self-discipline. This higher discipline originates within the child as s/he gains practice making decisions and exercising his/her own will. Discipline should not be imposed from without or be based on rewards or punishments.

4. **Learning becomes its own true reward** since the children are freed from competition and rewards or praise, and the sharing of learning naturally follows. Children help and learn from each other; they do not compete. This results in a cooperative social community within the classroom.
5. **The child works from his/her own free choice**, without competition and coercion; therefore s/he is freed from danger of stress or strain. There is no pressure to gain approval or any feelings of inferiority, fear of mistakes, with the ridicule or criticism which may follow, or any other negative experiences which may cause mental or emotional disturbances in later years.
6. **The Montessori method develops the whole personality of the child**, not merely the intellectual faculties. The powers of deliberation, initiative, creativity and independent choice are fostered as the child gains skills, confidence, and awareness. The child grows into a mentally, physically and spiritually healthy and happy adult.

THE COUGAR MOUNTAIN MONTESSORI LEGACY

The founder and owner of CMM, Joan Heiting, first discovered Montessori in 1969 when she was looking for a preschool for her then 3-½ year old twin daughters. Joan felt there was something almost magical in the respect and opportunities for choices and problem solving offered to young children. She visited about 15 preschools in the Seattle area before observing Northwest Montessori across from Woodland Park Zoo.

Joan was originally educated as a high school English teacher, graduating from University of Oregon in 1963 with a BA in English. She experienced a few years of frustration trying to motivate high school students to not only read but to enjoy reading. She quickly became a Montessori convert and completed training in 1970-71 from The International Association of Progressive Montessorians, sponsored by Northwest Montessori in Seattle.

She co-founded Lake Hills Montessori Preschool in 1971 with Mary Ann Pitzler and was a lead teacher there for four years. Joan was also accredited through AMS (American Montessori Society) in 1974, and supervised or co-taught with interns and teachers, many of who have founded other Montessori schools in the area. In this respect Lake Hills and CMM have been true grandparent schools for other schools in Redmond, Snoqualmie, Issaquah, Renton, and Bellevue. Many teachers have taught here for lengthy stays, between 5 and 10 years.

In 1977, while earning her Master's in Behavioral Science, Joan began Cougar Mountain Toddlers in the family room of her home up on Cougar Mountain. In 1982 it became a small full-day group together with a toddler class and a half day group. In 2014, the City of Bellevue annexed the region from unincorporated King County around and including the CMM campus. Although the school was always inspected, licensed and accredited, the City required the school to be torn down and rebuilt. Alas, a small school was not able to afford that project, and closed its doors.

Eastgate Montessori Garden is owned and taught by Monika Heiting, one of the 'twins' and continues the legacy of CMM.

Joan continues to be a professional support in the community as an educational consultant and occasional substitute.

SUGGESTED READINGS

The following is a very brief reading list for those of you who are interested in learning more about the Maria Montessori and the Montessori Method. Many of these books are available in our school collection for check-out and at the public library. These books provide fascinating reading about a remarkable woman:

Maria Montessori: Her Life and Work by E.M. Standing; Academy Guild Press, Fresno, 1959

Montessori, A Modern Approach by Paula Polk Lillard; Shocken Books, New York, 1972

The Child in the Family by Maria Montessori; Avon Books, 1959

From Childhood to Adolescence by Maria Montessori; Shocken Books, New York, 1973

Education for Human Potential by Mario Montessori, Shocken Books, New York, 1976

Maria Montessori by Rita Kramer; Da Capo Press, 1988



Eastgate Montessori Garden

ENROLLMENT INFORMATION

ENROLLMENT

STATEMENT OF NONDISCRIMINATION

Eastgate Montessori Garden admits students of any race, color, national and ethnic origin, to all the rights, privileges, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in hiring practices, or in administration of its educational policies, administrative policies, financial aid and other school programs.

ENROLLMENT PROCESS

We want our parents to become familiar with Eastgate Montessori Garden and the Montessori theory during the enrollment process. The enrollment process is as follows:

1. Complete the **Request for Enrollment Form**.
2. Schedule an initial visit/classroom observation.
3. Complete the **Application for Enrollment Form** and pay the Supply and Registration fee to reserve your child's space in a class.
4. Eastgate Montessori Garden will confirm enrollment. Sign and return the **Parent School Contract** and remaining enrollment documents.

ENROLLMENT PRIORITIES

Eastgate Montessori Garden prioritizes enrollment as follows:

- Returning enrolled students.
- Siblings of currently enrolled students.
- Montessori transfer students.
- New full day applicants.
- Morning and Afternoon preschool enrollments.

ENROLLMENT CHECKLIST

The following documents must be completed before your child may attend school.

- Application for Enrollment Form.
- Payment of the non-refundable Supply and Registration fee.
- Portable Emergency Consent Form. The date of the last physical exam must be filled in.
- An up-to-date Certificate of Immunization Status Form from the DOH website.
- Allergies & Dietary Restrictions Form.
- Parent-School Contract.
- Food Policy form.

In the case when a child seems ready to attend EMG and is not yet potty trained, we charge a slightly higher fee. In addition to extra clothing (see page 15), parents must provide pull-ups and wipes. If you want the staff to apply diaper cream, please complete the Parent Medication Authorization form on page 31.

SUPPLIES NEEDED

The following items are needed for your child.

- Two complete sets of clothing to remain at school.
- Reusable water bottle that comes and goes with child daily.
- Two face masks (if needed)
- Comfortable slippers to wear inside – rubber or hard soled slippers/sandals as we do monthly fire drills.
- A back pack for your child to bring completed work home.
- Lunchbox with nutritious lunch and (for all children attending in the morning) Please use a regular sized lunchbox to ensure it fits in your child's bin. An ice pack is needed also.
- Students that attend in the afternoon need a small washable blanket. No sleeping bags or pillows, please.

Please label all of your child's items.





Eastgate Montessori Garden

SCHOOL DAILY OPERATIONS

HOURS OF OPERATION

Preschool	September – June
School Hours	Monday – Friday, 9:00am – 4:00pm.
Morning Preschool	9:00am – 12:30pm
Extended Day Preschool “A”	9:00am – 3:00pm
Extended Day Preschool “B”	9:00am – 4:00pm
Afternoon Preschool	12:30pm – 4:00pm

SCHOOL CLOSURES

Eastgate Montessori Garden follows the Bellevue Public School Calendar for vacation and in-service days. When BSD schools are closed so is EMG. When BSD has an in-service day, EMG is closed to students. (Please see current school calendar.)

ALL SCHOOL CLOSURES

The entire school is closed the following days

JAN	New Years Day, 1-2 days* Martin Luther King Day
FEB	President's Day, Mid-Winter Break (4-days after President's Day)
APRIL	Spring Break (5 days)
MAY	Memorial Day
JULY	Closed
AUG	Closed
SEPT	Labor Day
NOV	Veteran's Day Thanksgiving Day & the day following
DEC	Holiday Break (8-12 days)
OTHER	In-Service Days (see the current school calendar)

* Please see the current school calendar for the specific dates.

SNOW CLOSURES

EMG follows Bellevue weather emergency plans *"in general."* However, the final decision of EMG to close on emergency days (including snow, power outages, wind, and other weather related emergencies) will be left to the discretion of the school owner. The safety and care of the students are the main objectives that will be taken into consideration regarding these conditions.

On "snow days" please check your email for information stating the closure plans and hours of operation. Expect message updates after 7:00 am. We suggest each family have back-up childcare plan in the event of an all-school closure. There is no tuition refund for snow days. However, we will make every effort to provide make-up days later in the school year.

Thank you for reading all printed materials regarding emergency information throughout the school year. These will be given as we encounter health and/or weather-related emergencies.

DAILY SCHEDULE

MORNING

9:00-9:30am	Playtime/Gross motor activity (outdoors weather permitting)
9:00-9:15am	Arrival of all Morning preschool students
9:30-11:00am	Work time (snack offered at this time)
11:00-11:30am	Circle time (calendar, lessons)
11:30-12:00pm	Lunch (students eat lunch brought from home, see LUNCH, page 16)
12:30pm	Morning Students leave, Afternoon Students Arrive

AFTERNOON

12:00-1:00pm	Playtime/Gross motor activity (outdoors weather permitting)
1:00-3:15pm	Work time (snack is offered at this time)
1:30-3:00pm	Rest time as needed, optional - children go to work when they awake
3:00pm	3PM full day student pick up
3:15-3:45pm	Work time/Playtime transition
3:30-4:00pm	Playtime outside/inside play (weather dependent)
4:01pm	School Closed/Late fees assessed

Transition times are very important to the structure of the day. Please be punctual for arrivals and departure as this is essential in keeping with our schedule and pace of the day.

Any changes in this schedule will be posted.

ARRIVALS AND DEPARTURES

MORNING ARRIVAL

Please arrive before 9:15 AM. This helps the children's smooth transition for the day.

If you are late and arrive after class has begun, please allow your child to enter the classroom by him/herself so as not to disturb the group in process. We have found children do best if they have outdoor playtime before worktime each morning. Thank you for your efforts in bringing your child on time.



SIGN IN/OUT PROCEDURE

State Law requires you to sign “in” and “out” your child each day. To obey the law we need you to **use Transparent Classroom when you are on the playground.** You will receive a code to use on your smartphone once your child is enrolled.

If your child arrives before their enrolled time or stays beyond his/her scheduled time, you may be billed for the extra time at the end of the month. *Please see your current fee schedule for the hourly rate.*

AUTHORIZATION TO PICK UP CHILD

The school must be notified in writing if someone other than a parent is picking up your child.

- Please list all people authorized to pick up your child on your **Portable Emergency Consent** form. To add an additional authorization, please write a note, sign and date and return to the office to be placed in your child’s file.
- The day of pick-up, please send a note via **Transparent Classroom** that someone else is picking up your child. This is a vital step! Without this notification, your child will not be released without talking on the phone to either parent.
- The staff of EMG is not authorized to release a child to a non-parent without written notification.
- Any unknown or unrecognized persons will be asked for ID.
- We will not release a child to an adult who appears to be under the influence of drugs or alcohol.

Please, no cell phone use during pick up and drop off.

We ask that you are present during these times of transition.

**PLEASE KEEP
YOUR SPEED TO
25MPH
WHEN DRIVING
IN OUR
NEIGHBORHOODS**

AFTERNOON/EVENING PICKUP

At EMG, the children are to stay inside the gated yard until their parent enters the playground or school classroom, confirmed with an EMG staff person the child is leaving, and signed the child out on Transparent Classroom.

We realize that some days not all the children are ready when you arrive. This may be due to playing or working longer, taking longer to eat lunch, or just going more slowly getting on shoes and jackets. We ask that you be patient, as we do not rush the children.

We understand that sometimes your child may need to leave earlier or later than their regular schedule by prearrangement. Please try to keep these exceptions to a minimum. Thank you for helping us keep our daily patterns consistent so there is the least disruption to the other children and transitions are as smooth as possible.

ESCORTING YOUR CHILD TO OR FROM THE CLASSROOM

Please park leaving space for other vehicles and do not block our neighbor's driveways. Only with the engine turned off and the brake set is it safe to put a child in or out of the car.

Please do not allow older children to get out of the car to get their younger sibling. We will not allow children to walk out without a staff person or a parent beside them or holding their hand.

CHILDREN'S CLOTHING

The children are offered access to a variety of activities which can be hard on clothes. Please don't dress your child in clothes that they must keep clean. This is unfair to the child and a serious impediment to active learning.

Please send at least one complete change of clothes to be kept at school in case of accidents, labeled of course!

Please dress your child to go outside in all seasons except the heaviest rainfall. If your child is too sick to go outside, s/he should not be at school. For very rare exceptions, please see a teacher. Layered clothes are best.

Since the children like to work on the floor we try to keep this area as clean as possible. For this reason we wear slippers at all times in the classroom. On the first day of school, please send a pair of indoor shoes or slippers to be left at school. These should have a hard sole of rubber or other material. (We have a fire drill once a month and the children wear their slippers outside for this; without slippers they go in stocking feet!) Thank you for observing our school policy of **no shoes on the carpet of the classroom.**

PAPER WORK & HOMEWORK

HOMEWORK

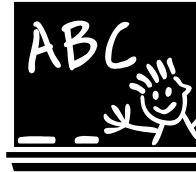
Homework is not given at EMG as a general rule. Children are process oriented and the need for homework may come from the child him/herself. Parents can be most helpful by encouraging reading, oral language (expressing feelings, what did you like or not like about a particular thing), encouraging book making (about anything!), writing thank you notes ... feel free to be creative!

Activities/homework may be sent home with our kindergarteners who are using our “Goal Sheets.” Check with the lead teacher regarding the kindergarten program.

PAPERWORK... MISTAKES AND CORRECTIONS

Please go over the work your child brings home, giving it your full attention. Review any names of things to reinforce learning. Be thoughtful about your comments and try to make them more meaningful than, "That's nice." Do not dwell on or make any reference to errors.

**WE WANT THE CHILDREN TO BE VERY
COMFORTABLE MAKING MISTAKES!**



Mistakes tell us whether or not more work is needed, they are not a reason for the child or you to feel ashamed or disappointed. In the pre-primary years, children are more process than product oriented and that should also be the focus for adult concern.

MEALS

LUNCH

All students attending our morning program eat lunch at school. Please send your child with lunch in a "regular-sized" lunch box. (This will ensure the lunchbox will fit in the provided bin).

EMG will provide each student with 2 washable placemats. The placemat is the last item placed in the lunchbox so it will be the first item the child places on the table to set lunch on.

If food in your child's lunch needs to stay cold, please use a reusable “ice pack.” There is not enough room in the refrigerator for children's lunch items.

Please consider the nutritional value of the lunch you pack for your child. You are establishing the habits of a lifetime. Some thought should be given to the basic four food groups each day. We try to see that all uneaten food is returned home so that you know what has been consumed.

Eastgate Montessori Garden has a microwave and staff will warm your child's dish if needed (referred to as a “heat-up”). **Please make sure all containers in your child's lunchbox are labeled with his/her name, especially if it is a heat up!**

Please do not send soda pop and candy in school lunches. All candy will be taken away from the child and sent home later that day.

FORGOTTEN LUNCH

EMG can provide lunch to replace a forgotten lunch for \$4.00. This lunch is prepared fresh and include an entree, fruit or vegetable and a beverage. This option is available for a forgotten lunch, and should not be relied upon daily.

SNACKS

Fresh snacks are provided by parents participating in the Snack Bag program. Snacks are offered two times throughout the day. All snacks are prepared fresh each morning and afternoon by an EMG staff person.

Our Staff documents all snack items, and files are maintained throughout the year. Food allergies and dietary restrictions are posted in the kitchen to help facilitate food preparation. Please see the **EMG Allergy and Dietary Restrictions Form** on page 32.

Nutrient concentrates and food supplements may not be given without written permission from the child's health care provider.

Part of 'Practical Life' work is the simple preparation and serving of food by the children. This might include spreading jams, cream cheese, etc., or cutting and juicing oranges, cutting and serving carrots, bananas, apples and even pickles!

FOOD SANITATION

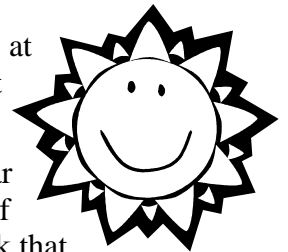
Eating surfaces are cleaned and disinfected by the staff before and after use.

BIRTHDAYS AND CELEBRATIONS

BIRTHDAYS

Each child's birthday is observed with a special "Birthday Circle" ceremony at school. During Birthday Circle the child makes one "orbit" around the sun (a lit candle) for each year of his/her life while carrying a globe (Earth).

As s/he walks, the teacher discusses the special events that highlighted each year in your child's life. This helps the children visualize this timeline. It is helpful if you note a short biography for the teacher to use or for you to read. We also ask that you bring one or two pictures from each year of your child's life on a poster board.



Some parents like to bring a special treat for the celebration or sponsor a pizza lunch for the class that day. Ideas include fresh fruit or a low-sugar snack ... packaged muffins are good. Others would rather donate a book for the EMG library with the child's name, picture and a special thought inside.

You are welcome to watch this wonderful ceremony and/or participate. Be sure to bring your camera! Please talk with your child's teacher to schedule your child's birthday circle during the month of his/her birthday.

OTHER CELEBRATIONS

Other classroom celebrations follow traditional American holidays. Classroom observances may include: Thankful Feast (November), a Celebration of Friendship (February), and Family

Fun Night (June). These celebrations are not for religious reasons, and are entirely optional. (See **CULTURAL AND RELIGIOUS DIFFERENCES** on page 6.)

SHARING AND ITEMS FROM HOME

One day a week is set aside for sharing. Sharing revolves around a designated “sound” of the week. We encourage each child to bring an item from home that begins with that sound. If your child has a special book, picture, item or collection that s/he has made or an object related to science, culture, or nature, we are glad to have it brought in at that time too. Toys are discouraged as they are distracting and tend to come out of the bins at recess or during work time.

We always welcome classroom supplies: outgrown children's clothing (especially underwear, pants, tee-shirts, matching socks, matching mittens,), margarine tubs, baby food jars, baskets, nice boxes, attractive small bottles or containers, souvenirs, nice books, toys or puzzles that your child may have outgrown.

SCHOOL'S LOST AND FOUND

Clothing and other items are frequently found and returned to the teachers. It is often difficult to find the owner if the item is not marked properly. Please mark your child's clothing and other items coming into the school and call if valuable items are missing. **We discourage children from bringing personal items such as toys, jewelry, and sports equipment to school.** We cannot be responsible for lost or damaged items.

FOUND ITEMS AT HOME

We have many small, highly appealing classroom items in the school that occasionally find their way home in a child's pocket. Often this happens unintentionally. Please let us see any small or unusual objects, cubes, beads, shells, or rocks before discarding them. They may be a part of very expensive equipment or of an important activity.



Eastgate Montessori Garden

PARENTS

THE ROLE OF PARENTS

Parents are a child's first and best teachers. Your attitude toward school and your child's work impart a strong message to him/her. Parents who want to ensure their child's educational success will be certain to convey a positive message by:

1. Attending educational meetings, school events and conferences to gain the knowledge needed to support the educational practices of the school.
2. Fostering your child's autonomous and independent behavior.
3. Supporting the school and volunteering time as your personal schedule allows.
4. Ensuring that your child arrives at school regularly and on time.
5. Reading all e-mail correspondences, the EMG notices, and any updated material. These methods of communication allow us to reach the greatest numbers of parents in the shortest time to convey any changes or new developments that may occur. We know that parents schedule trips and vacations around our scheduled events, and we promise at least a month's lead if changes need to be made. In order for these communications to work announcements need to be read.
6. Limiting your child's time spent with television and videos.
7. Reading daily to or with your child.
8. Notifying your child's teacher of events at home that may affect a child's emotional state. Events as simple as a parent's temporary absence or house guests can totally derail a child's behavior and functioning at school.
9. Directing complaints or disagreements to the staff involved and the school owner. We prefer to resolve conflict before bad feelings and permanent harm is the result. Gossiping with other parents instead of going to the source is both a great impediment to finding out the truth and is potentially damaging. The staff at EMG strive to work closely with the parents.

CLASSROOM VISITS

We welcome you to schedule a classroom visit and observation any time after November 1, or at least 60 days after your child has been attending regularly. Visiting the classroom allows you to see your child interact at school and see the activities of a typical day. You have access to all areas used by the children at all times. Please plan classroom visits with your child's teacher. Before your visit, please review the **OBSERVATION GUIDELINES** on page 27.

VOLUNTEER OPPORTUNITIES

We love our parent volunteers! After school is in session, please feel free to speak with your child's teacher if you would like to help in the classroom. There are a variety of areas in which you can help: such as playground, lunchroom, teaching sandpaper letters & numbers, listening to children read, art and cooking. Some parents like to come in weekly, every-other week or monthly - whatever works into your schedule.

Keep in mind, some children do not respond well with their parent in the classroom. After a short time, they may become used to your presence and go about their day. Some parents prefer to help outside of the classroom. Teachers often need help with projects such as cutting out shapes, making materials, and contacting other parents.





Eastgate Montessori Garden

SCHOOL POLICIES

FINANCIAL POLICIES

TUITION

Please see our current Fee Schedule, available from the office.

A **5% discount** is given to siblings in the school if the first child is charged full 5-day tuition.

EMG charges tuition based on your child's schedule for:

- Half Day, Morning or Afternoon, paid monthly 10 times a year
- Extended day (9am-3pm or 9am-4pm) paid monthly 10 times a year
- Mornings with 2, 3, or 4 afternoon add-ons, paid monthly 10 times a year

Tuition may be paid annually, semi-annually, quarterly or monthly. Monthly tuition is always due **on the 1st of the current month** ... for example, September tuition is due on September 1st, October's tuition is due October 1st, and so forth.

A late fee will be assessed when tuition payment is received after the 8th of a current month.

Yearly receipts will be emailed in January.

RATES

School rates will be evaluated each January. New rates will be posted with the registration and contracts each February. Payment of the supply fee due at that time will confirm your child's registration with us for the following school year.

LATE TUITION PAYMENT

A **\$35.00 late** fee will be added to payments received after the 8th day of the month, plus an additional \$1.00 per day for each day thereafter.

Eastgate Montessori Garden operates on a very close and carefully balanced budget. Please pay tuition on the 1st and before the 8th of each month.

We are unable to extend credit for tuition beyond a four-week grace period. Therefore, tuition due on the first of the month can only be left uncollected until the first day of the following month (payments made late are still subject to late charges). Payment in full, including late charges, must be received by this date or the school will be obligated to fill that child's position. We regret the need for such a policy, but experience has shown it is the only way we can assure a consistently high quality environment for staff and students alike. If you ever have trouble making a tuition payment on time, please come and see us in advance. We will be happy to try and work something out with you.

RETURNED CHECKS

Checks returned by the bank will be subject to a **\$35.00 charge**.

REFUND REQUESTS

Eastgate Montessori Garden relies on tuition to cover the cost of running an educational program and meeting payroll expenses. When tuition is interrupted it impacts every aspect of our budget. We have highly qualified staff on a yearly basis and need to ensure them a contracted salary. On that note, we do try to grant requests for early withdrawal and refunds when family emergencies occur. The following requests may be considered for partial compensation: illness, death in the family, medical needs, relocation, or loss of employment. We ask for requests in writing at least one month in advance when possible.

Eastgate Montessori Garden does not prorate tuition due to absence for family vacations.

ASSESSMENT FORMS

Eastgate Montessori Garden completes application/assessment forms for attendance at your child's next school, at no charge for all kindergarten students. Completing these forms is very time intensive. Therefore, for non-kindergarten students there is a \$50.00 charge for completing each set of forms, for each different schools.

HOURLY BILLING

Sometimes parents need extra time for appointments or are delayed in picking up their child. Please notify the school if your child will be staying beyond their scheduled time so the teachers are aware of the change. This time is charged in quarter hour increments and payment should be added to the following month's tuition. *Please see your current fee schedule for the hourly rate.*

LATE PICK-UP FEE

Please pick up your child before school closing at 4:00pm.

If you pick up your child after 4:00 pm, you will be charged a late fee of \$20.00 at 4:01 and then \$1 per minute thereafter.

If you do not arrive by 4:15pm and have not contacted the school and cannot be reached, we will begin calling the people on your emergency list.

DISCIPLINE POLICIES

The growth of self-discipline in the child is a primary goal of Montessori education. Self-discipline is attained at school by clearly establishing limits and by organizing the child's environment to minimize frustration, disorganization, and the need for adult assistance. The teacher's job is to encourage the children to remain occupied and interested. We like to remind our parents that children need equally clear limits and expectations in their home if they are to attain self-discipline.

Cooperative and respectful behavior is required of staff toward children and of children toward staff and each other. Specifically, foul language and violent behavior toward others is not accepted. If a child does not respond to a positive suggestion or redirection, he or she may be assigned to remain next to a staff member for a time, or near another child who can model the correct behavior.

If this does not suffice, the child may need to have "thinking time" by sitting in a quiet part of the room, unable to use the materials until he or she has become calm. "Thinking time", if implemented, are limited to one minute per year of the child's age.

No corporal punishment is used at school.

All children are accepted at EMG on a trial basis. Parents will be notified in writing, by telephone or in person if there are continuing behavior problems. If joint staff and parental efforts to resolve such problems remain unsuccessful, a change of environment may be required. Our years of observing children and families have convinced us that firm, consistent discipline is one of the best gifts you can give your child.

"This is the period in which discipline becomes established: a form of active peace, of obedience and love, when work is perfected and multiplied, just as when the flowers in spring get their colors and prepare a distant harvest of sweet and nourishing fruit."

- Dr. Maria Montessori,
The Absorbent Mind,
Clio Montessori Press, 1994

SUSPECTED CHILD ABUSE AND NEGLECT POLICY

As educators and child care providers, we are required by law to report all known and suspected incidences of child abuse or neglect to Child Protective Services (CPS).

Child abuse or neglect is defined as any injury, sexual abuse, sexual exploitation, or negligent treatment or mistreatment of any child by any person such that the child's health, welfare and safety is harmed. Hitting a child hard enough to leave marks, for example, is a reportable offence.

ILLNESS

Please keep your child home if he or she is ill. State law requires that a contagious child be kept in a separate room with a separate staff person to care for them. We do not have such facilities and therefore cannot accept any child who is running a fever, has active diarrhea, or who is in the infectious stages of an illness.

Additional examples of symptoms that indicate the need for your child to stay home:

1. Fever of 100 degrees F or higher.

2. Vomiting within the past 24 hours.
3. Diarrhea - 2 or more watery stools in 24-hour period.
4. Draining rash.
5. Eye discharge or pink eye (conjunctivitis) – child may return to school after clear or after 24 hours of antibiotic treatment.
6. Too tired or sick to participate in daily activities.
7. Nits or lice.
8. Discharge of discolored or profuse amounts of mucous from the nose.
9. Excessive coughing.

If your child becomes ill during school we will call you to come and pick him/her up. When a parent cannot be reached we will call those listed as emergency contacts on the child's **Portable Emergency Consent form**.

EMG follows best management practices as suggested by King County health department, licensing requirements, and CDC recommendations.

Head lice have, in past years, is a common problem among children. It is also a great nuisance. We check all children whenever there is an outbreak. Children who are found to have head lice will need to stay home until all nits have been removed from their hair. We also recommend that you get in the habit of checking regularly for lice. Even daily shampooing is not a protection. We can provide detailed information on what to look for and how to treat it, so please do not hesitate to ask.

Please help us try to contain the spread of disease by reinforcing good hygiene habits at home. Teachers also provide constant reminders to your children to wash their hands upon first arriving at EMG, after playground time, after using the toilet or blowing their nose, cover their mouths (with their arm) when coughing and sneezing, and to blow their nose when needed. Children will also be required to wash hands before eating.

MEDICATION

State Licensing requires we follow specific guidelines when administering medications. For short term medication administration (two weeks or less) you must complete the **Parent Medication Authorization form**.

Medication (both prescription and non-prescription) that must be “kept on hand” at school (example, asthma medication, allergy medications) requires doctor’s authorization using the **Physician’s Orders for Medication form**. Both forms are located in the last section of this manual.

Prescription medication must be in its original bottle. The **Parent Medication Authorization form** must match the number of days stated on the medication bottle. Staff may not give medications past the days prescribed on the medication bottle, even if there is medication left.

Non-prescription medication must be in the manufacture’s original container with manufacture’s label stating amount of medication given based on the child’s age and weight. The medication must be administered following the manufacture’s direction. (Administering medication outside of the manufacturer’s directions requires doctor’s authorization using the **Physician Orders for Medication form**.)

Only the following non-prescriptions may be given using the **Parent Medication Authorization** form.

- Antihistamines
- Non-aspirin fever reducers/pain relievers
- Decongestants
- Ointments or lotions intended to reduce or stop itching or dry skin
- Ointments and non-talc powders intended only for use in the diaper area
- Sunscreen.

All other non-prescription medications require written doctor consent using the **Physicians Orders for Medication Form**.

When medication is given, our staff records the date, time, and dosage. This information is maintained in the child's school file. Medications are kept in locked boxes in the refrigerator or a non-refrigerated area away from the children's reach.

Any unused medication must be picked up by the parent or it will be properly discarded after the stop date on the consent form.

ALLERGIES

Please complete the **Allergies and Dietary Restrictions** form (located on page 32) to notify Eastgate Montessori Garden if your child has any known allergies.

Information regarding children's allergies is posted in the kitchen. Steps are taken to follow special diets and other procedures according to your child's needs. If an enrolled child has peanut allergies, the entire campus will be peanut-free.

EMERGENCY POLICIES

Our detailed **Disaster Preparedness Plan** (Incident Command for Disaster in Child Care) is available in the office.



PERSONAL INFORMATION CHANGES

Please immediately update with the school office any changes in address or phone numbers including: home, work, cellular phones, emergency contacts, or physician.

We must be able to reach you in case of emergency!

PORTABLE EMERGENCY CONSENT FORM

All parents must complete the **PORTABLE EMERGENCY CONSENT Form**. In addition to emergency contact information, this form provide written authorization to act according to the best judgment of staff if immediate action is necessary in case of illness or accident and the parents cannot be reached. It provides permission to transport your child by an ambulance or aide car to an emergency center for treatment (Overlake Hospital unless you request an alternative facility). This form also gives consent to any medical, surgical or hospital care, and treatment or procedures performed by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard your child's health.

FIRST AID PROCEDURES

First aid, according to instructions by the American Red Cross, will be administered by staff in case of injury. Minor injuries will be treated, and the child will remain at school.

All minor, non-emergent injuries are reported to parents in writing the same day, typically when child is picked up. Eastgate Montessori Garden maintains a record of all accidents.

In the event of an injury requiring the attention of a physician, the parent will be notified and asked to take responsibility. If the parent cannot be reached, the staff will try to reach the other people listed on the **Portable Emergency Consent** form on file.

If none of the parties can be reached, staff will call 911 and your child will be transported by ambulance to the emergency room of Overlake Hospital (or the hospital designated by the parent on the **Portable Emergency Consent** form).

The **Portable Emergency Consent** form will accompany the child to the hospital. The hospital and the child's physician should be notified that the child is being transported to the hospital. The staff will continue to try and reach the parents to notify them of the emergency and the action taken.

LIFE THREATENING EMERGENCY PROCEDURES

One staff person will stay with the injured/ill child and send another staff person to call 911. Staff will provide first aid as needed according to the American Red Cross until paramedics arrive. The staff will call the parents to notify them of the emergency.

The **Portable Emergency Consent** form will accompany the child to the emergency room (either Overlake Hospital or the hospital designated by the parents on the form.)

FIRE DRILLS AND EARTHQUAKE DRILLS

Fire drills are completed monthly and earthquake drills are completed quarterly. Evacuation plans are posted in each room.

To be earthquake prepared we have available:

- Stored water
- Flashlight with batteries
- Fire extinguishers
- Battery operated radio
- Food

In case of an earthquake (or other) emergency, EMG will remain open and all children will be cared for until they are picked up or other arrangements are made.

PESTICIDE POLICY

Eastgate Montessori Garden does not use pesticides.

ANIMALS ON PREMISES POLICY

Our classrooms hosts pets. We currently have 2 guinea pigs: Snowball and Patches.

OBSERVATION GUIDELINES

WHEN OBSERVING, PLEASE:

Enter quietly, respecting the child's world.

Hang coat and purse on an empty hook if you haven't left them in the car.

Take a chair carefully, carrying it with two hands (a child may be watching you and will later imitate you) and place it in a corner or by a wall out of the way of shelves and tables.

Have a note pad and pencil with you so that you will be busy with "your work." Take notes on children as much as possible, as it will give you something to do. If a child asks you why you are there or what you are doing, you can simply say you are doing "some writing, and this is my work."

Try and take objective notes. There is probably no right or wrong way for a child to behave if he has chosen a task himself and seems purposeful about it. Try and be specific. Perhaps you might note the following:

Is a child outgoing today or quiet?

Is a child choosing his own work or following another?

Is he choosing to be by himself today, or to work in a group?

If he is in a group, is he leading or following?

Does he need more movement, seem restless; or is he peaceful and contented?

Does he require help to complete his work and return it to the shelf, or does he follow through himself?

Can you tell if he is what Montessori termed "normalized", i.e.: free and relatively independent, secure in his own choices and feelings. (Does he use his freedom or misuse it?)

Which children is the teacher still imposing discipline on today and which ones seem to have some internalized discipline of their own today?

Is any particular child staying with one activity quite a long time? What is the activity? Can you determine the age of the child?

Which children are balancing their day between the work areas and among a variety of activities?

Feel free after observing for a time in one room, to take your chair back and move to another room. You may sit on a mat on the floor also if you prefer. Merely use care when moving that you go slowly and gracefully, taking special care in the hallway to give the children who are carrying water trays or buckets the right of way.

If a child wants to talk to you or asks you to read a story, just smile and continue to be busy. You do not need to entertain or help a child since that will interfere with your observation and may also tend to allow the child to become dependent on you when he needs to be free to choose work of his own.

Keep in mind that any given child may or may not be having a "regular" day. (S)he may be quite excited and act silly, perhaps trying to get your attention as you are a "new face" in the

classroom. Don't be concerned or bothered at all; just be busy with "your work". You might suggest softly to him that he needs to choose some work of his own, but if he wants to remain near you, just enjoy observing the others. Trust him that he will do as he feels best he should. If his behavior gets no extra attention, he will soon choose work that will truly interest and satisfy him and lose interest in gaining either your approval or disapproval.

Please relax and enjoy your visit. And please don't feel the teacher is ignoring you. Her attention will be with the children. If you have questions, please write them down to be addressed after your visit. The teacher probably won't say much to you during class because time won't permit and adults talking may distract the children working.



Eastgate Montessori Garden

FORMS



Eastgate Montessori Garden

PHYSICIANS ORDERS FOR MEDICATIONS

Eastgate Montessori Garden must have physician's authorization to keep on hand and administer long-term prescription medications. Medication must be in the original prescription bottle. Non-prescription medications must be in manufactures' container with a label.

Please use terminology familiar to lay persons, i.e. twice a day, every 4 hours, etc.

Child's Name	
Name of Medication	
Medical Condition	
Form and Dose	
If medication is given daily, at what time?	
If medication is to be given "when needed," describe indications	
How soon can it be repeated?	
Special Instructions	
Side effects of drug (if any) can be expected	
Date	Physician's Signature

I authorize the day care staff to administer the above medication to my child per the doctors dosing instructions.

Parents Signature _____ Date _____

THIS FORM MUST BE COMPLETED EVERY SIX MONTHS



Eastgate Montessori Garden

PARENT MEDICATION AUTHORIZATION FORM

Eastgate Montessori Garden must have parent's authorization to administer medications. Prescription medications must be in their original bottle. Staff may not give medications past the days prescribed on the medication bottle, even if there is medication left.

Non-prescription medication must be in manufacture's original container with manufacture's label stating amount of medication to give based on the child's age and weight.

This form can only be used for short-term prescription medications and the following non-prescription medications: Antihistamines; Non-aspirin fever reducers/pain relievers; decongestants; ointments and non-talc powders intended only for use in the diaper area; and sunscreen.

Child's Name	
Name of Medication	
Reason for Medication	
Method of Administration	<input type="checkbox"/> Oral <input type="checkbox"/> Topical <input type="checkbox"/> Other:
Time(s) to be given	
Amount to be given	
Requires Refrigeration	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Instructions	
Possible side effects	
Start Date:	Stop Date:

I authorize the day care staff to administer the above medication to my child per the above instructions.

Parents Signature _____ Date _____



Eastgate Montessori Garden

ALLERGIES & DIETARY RESTRICTIONS

Child's Name _____

This form must be completed and returned to the Eastgate Montessori Garden Office before your child's first day of school.

ALLERGIES

- My Child has NO Known Allergies
- My Child had the following Allergies or Food Restrictions:

ALLERGEN	REACTION & TREATMENT

DIETARY NEEDS

- My Child has NO Specific Food Restrictions
- My Child has the following Food Restrictions

FOODS	DETAILS

Parents Signature _____ Date _____