



**MONTESSORI SCHOOLS OF SNOHOMISH COUNTY**

1804 Puget Drive  
Everett, Washington 98203-6600

Over 54 years educating children!

**School Location**

1804 Puget Drive  
Everett, WA 98203  
Directors - Mr. and Mrs. Gunnell  
(425) 355-1311  
<http://mymssc.com>

**School year**

2016 - 2017

**PLEASE RETAIN FOR YOUR RECORDS**

## **THE MONTESSORI METHOD**

The Montessori Method is the method of teaching developed by Dr. Maria Montessori. She was one of Italy's first female M.D., and was given the assignment to work with young children. Over her more than three decades of educating children, she established many ideals and a philosophy to help children learn. She encouraged individualized teaching through the use of concrete materials rather than abstract theory. Through the use of the five senses and manipulative (hands-on) materials, the child is allowed to progress at his/her own, individual learning rate. The prepared environment encourages the child to use the abilities that are innate to him or her.

## **POLICY STATEMENT**

Montessori Schools of Snohomish County follows the Montessori Method of Education. Our Montessori classrooms are prepared environments for enriched learning experiences. The program includes the following subject areas: practical life, sensorial, reading, grammar, penmanship, creative writing, math, geography, botany, zoology, history, anatomy-physiology, experimental and natural science, classification, movement, puppetry, music, drama, art and handwork, Spanish and miscellaneous units.

Montessori Schools of Snohomish County has been established since 1962 to provide an education for children ages 6 weeks to 18 years. We reach out to each individual child and cultivate an environment that promotes academic, social, and emotional enrichment.

Though we are primarily an educational environment, we also recognize the need for extended care before and after school. We realize that today's world often requires that both parents work, and especially a single parent. We wish to give our children an enjoyable, safe atmosphere in the absence of the parents and strive to provide this.

## **CERTIFICATION**

Our staff is trained through Montessori Schools of Washington Teacher Preparation Program. This school is approved by the Office of the Superintendent of Public Instruction (OSPI). The Department of Early Learning (DEL) is the licensing agency for extended care.

## **NON-DISCRIMINATION POLICY**

Enrollment is available to all children without regard to race, ethnicity, color, creed, religion, national origin, gender, and the presence of any sensory, mental or physical disability.

## **RELIGIOUS POLICY**

The school believes that the religious doctrine of each household should be taught to the child by the parents. The school maintains high moral standards of conduct and speech. The Pledge of Allegiance is said every day. The reference to God is said in the pledge and in various songs throughout the year.

## **RESPECT OF AUTHORITY**

School policy is to address all adults by Mr./Mrs./Miss/Ms. Please use this method of addressing all staff so the children learn the proper form to communicate.



# Montessori Schools of Snohomish County

2016-2017 SCHOOL CALENDAR *(revised 3.5.16)*

**FIRST DAY(240 Days):JUNE 6, 2016**

**LAST DAY: JUNE 9, 2017**

**School is NOT in session**  
**for the following days:**

- ❑ Independence Day – July 4
- ❑ Labor Day – September 5
- ❑ Thanksgiving Day – November 24
- ❑ Day after Thanksgiving – November 25
- ❑ Winter Break – December 21 through January 2
- ❑ Presidents' Day – February 20
- ❑ Spring Break – April 3, 4, 5, 6, 7  
(Subject to change)
- ❑ Memorial Day – May 29

The following days are NOT included in the school schedule, however,  
**Extended Care will be available** on these holidays:

**SUMMER BREAK**

August 29, 30, 31, Sep. 1, 2

**WINTER BREAK**

December 21, 22, 23

**SPRING BREAK**

April 3, 4, 5, 6, 7

(Subject to change)

Extended Activity is available - - IF REGISTERED PRIOR TO THE PERIOD - - for the above nine (9) days (Winter Break & Spring Break) at an additional fee of **\$40.00 per day** (over and above any monthly tuition and Extended Activity fees). Those who register but do not show WILL BE CHARGED for the time.

*Please note that all Extended Activity is dependent upon a minimum pre-registration of 10 children.*  
(All dates subject to change)

**SNOW**

Snow eventually becomes a part of our school year. School will usually be in session (only in extreme situations will it be canceled by means of radio/TV snow announcements). We always try to have the snow removed from the walks. We ask that extreme caution be emphasized by the parents for children on sidewalks, in the parking lot, and everywhere in general. If conditions permit, children **MUST** have snow attire to play outside when snow is on the ground. Boots or a second pair of shoes is a must.

## ENROLLMENT PROCEDURES

Enrollment is based on a 5 day week, 12 month contract: 3 month program (June-August) and 9 month program (Sept.-May). June openings take priority in registration and assures your child's enrollment for the 9 month program. Enrollment can take place anytime there is an opening available. The tuition is prorated according to the days which remain in the school year.

A registration fee is paid with the enrollment agreement and extended care agreement.

Yearly registration for June openings takes place in the spring. Current students re-enroll beginning in March, with the remaining openings available to the public on a first-come first-serve basis, as of April 1st. See attached holiday schedule for exact beginning and ending dates.

## RECORDS AND SUPPLIES

We need to establish and/or up-date information and health records on your child each year. We also request that you provide certain supplies (to remain at school) for your child.

	<b>Infant/Toddlers</b>	<b>Beginners</b>	<b>Pre-Elem.</b>	<b>Elem./Academy</b>
Child Information Packet	X	X	X	X
Lunch pail with drink or Hot Lunch (at a charge)		X	X	X
Lightweight Sleeping Bag		X	X	
Change of Clothes	X	X	X	
Diapers or Pull-ups	X	X		
A cup/bottle to stay at school	X	X		

The school is equipped with the activities to be used during the school day. Please leave toys and stuffed animals at home. The children are understandably saddened when their special items get broken or lost. The children may bring books of an educational nature, or articles, which coincide with the listening time subjects, used in the classroom. (If your child feels the need to sleep with a special blanket, it is helpful if it can BE LEFT AT SCHOOL with his/her sleeping bag.)

Elementary, Middle and High School students: Very rarely are special supplies needed. Your teacher will let you know when special projects are coming up.

## PAYMENTS

Tuition and extended care payments are due on the 1st of each month, and are late after the **5th**. Any balance owing on the 6th of each month will be assessed a finance charge of 1½ % or a minimum charge of \$5.00 on the current balance.

**Please note: Each tuition payment covers a 20 day period, not simply each month.**

# SCHEDULE OF TUITION & FEES

## **REGISTRATION or RE-ENROLLMENT FEE** (for each child enrolled)

First Child Enrolled (Infant thru High School)	\$150.00
Each additional child enrolled	\$100.00

## **OTHER FEES**

Additional fees that occur during the year are for such items as:  
Elementary/Academy Field Trip transportation & entrance fees (amount varies, billed per semester).  
Academy curriculum fee billed per semester.

## **5% CASH DISCOUNT**

If the FULL YEAR tuition is paid within 5 working days of the interview or return of re-enrollment forms, 5% will be deducted from the tuition portion of enrollment agreement charges. Registration fees and extended activity charges are not discountable.

## **MONTHLY DISCOUNT**

If your monthly tuition check is RECEIVED (**NOT** postmarked) at the office (or given to the director) BY the 24th of the month PRIOR to the month in which it is due, **AND** your account balance is "**ZERO**", you will receive a \$20.00 discount per child for All Day students; or a \$10.00 discount per child for Half Day students. The most important point to remember is that you pay BY the 24th of the month prior to the due date of the first of each month!

## **CREDIT CARDS**

We are able to accept VISA, MasterCard, and Discover credit cards for payment of tuition and fees. No monthly discount is offered when paying monthly tuition and fees with credit cards.

## **HOLIDAYS, VACATION & TUITION**

Please note the holiday schedule. No credit is given for missed days due to illness or vacation. **Tuition is based on a 20 day period** and due whether your child is in attendance or not.

## **CANCELLATION**

**NOTICE:** Thirty (30) days written notice is REQUIRED to terminate the enrollment agreement before the end of the current calendar school year. - - - **ABSOLUTELY NO EXCEPTIONS!!**

## TUITION CHARGES

### Payment Plans

**HALF DAY** First child in family:  
 (Pre-elem: \$525/mo. - - Beginner: \$550/mo. - - Toddler: \$575 mo. - - Infant: \$600/mo.)  
**(HALF DAY TIMES: AM: 8:30-11:30)**

**PRE-ELEMENTARY** **(Ages 2½ thru 5)**  
**ALL DAY** 240 Day Tuition  
 First child \$10,800.00 \$900 monthly  
 in family  
**(ALL DAY TIMES: Pre-Elem: 8:30-3:00)**

**ELEMENTARY**  
 240 Day Tuition  
 First child \$11,400.00 \$950 monthly  
 in family  
**School Times: 8:30-3:00**

**MIDDLE thru HIGH SCHOOL**  
 240 Day Tuition  
 First child \$12,000.00 \$1000 monthly  
 in family  
**School Times: 8:30-3:00**

**INFANT** **(Ages 6 weeks thru 11 months)** (10 hour day)  
 First child \$14,100.00 \$1175 monthly  
 in family

**TODDLER** **(Ages 12 months thru 23 months)** (10 hour day)  
 First child \$13,500.00 \$1125 monthly  
 in family

**BEGINNER** **(Ages 24 months thru 35 months)** (10 hour day)  
 First child \$12,900.00 \$1075 monthly  
 in family

**Infant/Toddler/Beginner, over 10 hours requires extended care agreement for balance of time.**

Monthly Discount Available on all TUITIONS paid in advance.

**Family Discount available on multiple children in a family. Please ask.**

**Please note: Each tuition payment covers a 20 day period, not simply each month.**

## **EXTENDED ACTIVITY**

Extended activity is available to our all day students between 6:30 - 8:30 am and 3:00 - 6:00 pm - before and after the school session hours previously noted. An additional fee, over and above tuition is required. The times agreed upon and stated in the enrollment agreement **MUST BE MET DAILY**. If not, a permanent time change to a higher category will be instituted by the management.

Please note: If you pick up your child late, a late charge of \$1.00 per minute will be added to your account.

### MONTHLY RATES

½ hour or less daily	\$ 20.00/month
1 hour or less daily	\$ 30.00/month
2 hours or less daily	\$ 60.00/month
3 hours or less daily	\$ 90.00/month
4 hours or less daily	\$120.00/month
5 hours or less daily	\$150.00/month

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**Half Day Students Extended Activity:**  
 Available for AM class from 6:30 a.m. to 8:30 a.m. - - - OR 11:30 a.m. to 12:30 p.m. The above rates apply.

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## DAILY SCHEDULE

### Infant/Toddler/Beginner

(Note: All times are approximate.)

These programs are designed to fit the developmental needs of the children while using the Montessori theory. The activity periods alternate with large muscle and small muscle activities, stories, music and beginning lessons. Snacks are given in the morning and afternoons. Infants are fed as needed. Nap times are scheduled as needed. One time-a-day nappers go down between 12:00 noon and 2:00 p.m.

### Half-Day Students

- 8:30 Opening time: Talk about days activities, calendar, flag, etc.  
Individual activities using Montessori materials takes place after the opening time. There are 2 listening times for approximately 10-15 minutes each, during this activity period. A snack is provided in the middle of the morning.
- 11:20 Outside play, weather permitting.

### All-Day Pre-Elementary

- 6:30-8:30 Extended care time consists of manipulative activities, i.e., Lego, blocks, small games, etc. Videos are available to those children who wish to watch.
- 8:30 Individual activities using Montessori materials takes place at this time. There is an opening time and 2 listening times for approximately 10-15 minutes each, during this activity period. A snack is provided in the middle of the morning.
- 11:20 Lunch time and outside activities, weather permitting.
- 1:00 Naptime or story time & activity time – depending on age.
- 2:30 Music time and snack take place during this time.
- 3:00-6:00 Extended Care activities, videos, or outside activities, weather permitting. Another snack is provided during this period.

### All Day - Elementary

- 8:30 Individual activities using Montessori materials takes place at this time.
- 11:30 Lunch time and outside activities, weather permitting.
- 12:30 Individual activities using Montessori materials again. The children help prepare the room for the next day's work, just before the end of school time.
- 3:00-6:00 Extended Care activities, videos, or outside activities, weather permitting.

### All Day Middle and High School Day

Class time is from 8:30 to 3:00. Programs are designed to individual needs and grade level.

## **PLEASE CLOSE THE GATE ANY TIME YOU ENTER OR LEAVE THE CAMPUS!**

Please use caution in the parking lot while picking up or dropping off your child. Please make sure your child is safely inside the building before leaving. Please drive slowly and with care. We recommend you turn off and lock your vehicle. Do not leave any valuables in your car. We are not responsible for theft or damage.

## **SIGN-IN/SIGN-OUT POLICY**

The school sign-in/sign-out book is inside the front door of Building A. Parents are required to sign their COMPLETE SIGNATURE when they bring and pick-up their child. **Children ARE NOT PERMITTED to sign themselves in and out of the school.** Children will ONLY be released to adults authorized on the pick-up form, unless written permission is given that day to release the child to another adult by the parent or guardian who enrolled the child. We may need to ask for verification of identity.

## **ATTENDANCE**

Full attendance is important for a consistent learning environment. Since you are paying directly for this education, we're sure it is important to you as well (tuition is the same if absent or present). Learning is enhanced if your child can start the school day: (a) rested and well nourished, (b) in reasonable good health, free from illness, (c) in clean, appropriate, school clothes.

## **VISITATIONS**

You are welcome to visit your child at any time. You may have free access at all times to all areas of the school, which your child uses. We prefer that you do not simply "drop in" for an extended visit. Each parent needs to make an appointment. Visitation time is from 9:00 to 11:00 a.m. If you have questions at the end of that time, please request that we call you. The teachers will not be able to answer your questions after your visit since they will be working with the children.

## **PARENT-STUDENT OPEN HOUSE NIGHTS**

We will be having two parent-student open house nights throughout the course of the year. October's will give you a chance to meet the teaching staff and your child will have an opportunity to show you his/her activities. The Spring open house will allow your child to show you the new activities he/she has learned during the school year.

## **PARENT-TEACHER CONFERENCES/PROGRESS REPORTS**

We will have one parent-teacher conference time for elementary and academy students during the school year. It will be scheduled in January. You will have an opportunity to ask any questions about your child's progress. At the end of the school year, you will receive a written report in June. This report gives an overview of the year and explains your child's progress. Any questions can be answered after 3:00 p.m., any school day, over the phone, or the director can set a special time for a conference, if necessary.



## **LUNCHES**

The need for a complete lunch has been emphasized by health officials and educators. Children respond and work better when their nutritional needs are met. **Please make sure your child has a lunch each day with a drink included.** Some suggestions might be: sandwich, yogurt, crackers & cheese, soups, leftovers from the night before, fruits and vegetable. These types of foods are given to the children first. After they have eaten a portion of these, then they are allowed to eat chips, popcorn, fruit roll-ups, desserts, etc. A school hot lunch menu is available as an option.

## **SNACK**

The children are provided snacks each day. The school is given guidelines in preparing these snacks. Snacks are also given to all children during afternoon extended care. Snack lists are prepared in advance and kept in Unit A. Beginner/Toddler snacks are prepared in that building.

## **BIRTHDAYS**

At birthday time, we sing "Happy Birthday" and the children often like to pass out a treat to their classmates. **The state requires that snacks provided by parents must be limited to store/bakery purchased foods.** Cakes, cupcakes and cookies can be purchased from a store bakery. Please send vegetables, fruits, and cheeses uncut. Crackers and other finger foods must be prepackaged in original manufacturer's containers. Please ask the teacher for the amount of birthday treats to send for your child's class near the time of your child's birthday.

## **SCHOOL PICTURES**

Each year school pictures are taken in early September. Proofs are made available with an order form. The packets have a variety of picture sizes and a class picture. They make ideal gifts. More details are sent out as the time grows closer. Usually spring pictures are available as well. A yearbook is available at the end of the year for purchase which will use these pictures. We also take pictures through the year to publish in the yearbook of events and activities

### **Picture release**

There are times pictures are taken of the students. These pictures may be posted on our website, in the annual yearbook or for other school events. Please notify us of any restrictions you have regarding picture taking/publishing.

### **Pictures during school activities**

There are many challenges in today's environment regarding pictures. Some have restrictions on pictures taken and others have no restrictions. There seems to be cameras everywhere we go. In order to show respect to all and help meet the many challenges, we ask that no pictures be taken by students or parents at school.

## **PRIVACY POLICY**

At Montessori Schools of Snohomish County, we respect your privacy. We do not sell or give your information to anyone or any organization except what is required by law to share with government agencies. We emphasize to our employees the importance of keeping all your private information confidential. The confidentiality of student records shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).

## **MOVIE/VIDEO POLICY**

There are times we show movies in the classes. It is increasingly difficult to find only “G” rated movies. We have added some “PG” movies to our library, but we are very cautious to be sure they are appropriate for the children to view.

## **ELECTROINICS**

Cell phones, MP3 players, CD players, laser pointers and most other personal electronic devices are not to be used at school. Students are expected to give their full attention to classroom activities and the use of these items detract from the classroom environment. Failure to comply with this will result in the device being confiscated and may result in disciplinary action. The school will not be responsible for locating or replacing lost or stolen devices. PLEASE do not contact your child on their mobile phone. Contact the school and we can then get you in contact with your child. This prevents many classroom challenges.

## **TRANSPORTATION/FIELD TRIPS**

The school does not provide transportation of any type to and from school. In the event of a field trip, we will ask for your written permission (and at times, your assistance) for the trip we take. The school provides 2 buses for field trip transportation. If admission fees are required, we will notify you of the cost.

## **PARTIES**

We have five parties during our school year: Halloween, Winter, Valentines Day, and Spring, plus, an end of the year party. We ask you, as a parent, to help provide part of the refreshments for some of these parties. We will indicate on the bottom of the party notice how you can assist us. Many times the children will go home saying they are supposed to bring something, however, if there is no request on the bottom of the notice, they are just excited about wanting to participate.

## **PESTICIDE APPLICATION**

In compliance with state law, we are required to notify interested parents or guardians of students and employees at least forty-eight (48) hours before a pesticide application to a school facility. Montessori Schools of Snohomish County shall, at the time of application, post notification signs for all pesticide applications. These signs shall remain in place for 24 hours or as restricted entry dictates.

Any interested parents or employees may request written pre-notification of pesticide application by submitting a request in writing to the director of the school. Appropriate records of all pesticide applications will be maintained by the school. When an emergency application is made, posting shall occur as soon as possible after the application. The pre-notification requirements do not apply if the school facility application is made when the school is not occupied by students for at least two consecutive days after the application.

## DRESS POLICY

Our school strives to have student's dress in modest, non-distracting clothing and hair styles. To ensure attire that is appropriate for school, please be advised of the following guidelines:

1. Age appropriate attire needs to be taken into consideration.
2. Students are expected to be suitably attired with a neat, tasteful appearance.
3. Weather conditions need to be taken into consideration, i.e. coats for cold weather, boots for snow, modest clothing to lessen sun exposure, etc.
4. **Shirts should cover the mid-drift tummy area and back.** "No-sleeve" shirts need to be fairly closed at the armholes, with non-gapping necklines. Shirts that are too low in the front are not appropriate. (If you are not sure, stand in front of your child, have them bend over and see how far you can see down their shirt.) Net or lace shirts need to have another shirt under them. Halter tops are not appropriate for school. We prefer spaghetti straps not be worn at school, especially for girls of elementary age and older. Shirts need to be long enough to cover the tummy and lower back when the child sits or bends. Shoulder straps from undergarments are not to be visible.
5. **Shorts should not be too short in length or too low on the tummy area.** A gauge for shorts should be your child's fingertips when his/her arms are straight down to their sides. This prevents embarrassment when bending over.
6. **Pants need to come up to a respectable level at the waist.** Low waists are very revealing when bending and sitting down. Tummies and bottoms should not be showing.
7. Attire that draws undue attention to any part of the body is not appropriate, i.e. tight clothing, too short of a skirt or short-shorts without leggings. Please be considerate of fellow classmates and staff by wearing appropriate attire.
8. Please see girls have on shorts under their dress for outside playtime. It is difficult to climb on bars, use the slide, etc. when wearing a dress.
9. **Hats are not to be worn in the buildings.** Dress or accessories which bring undue attention from other students are not acceptable.
10. Any dress or accessories, which are deemed to be dangerous, will not be allowed.
11. The use of hair coloring as an accessory (i.e. green, purple, stripes) is restricted to appropriate holiday costuming. Extreme hair styles, cuts or mohawks are not approved.

These standards are applicable to the young and old as well as male and female.

Personal appearance should be a matter of concern for each student and his/her parents. A nice appearance bolsters poise and self-confidence, and enhances ones self-image.

The school reserves the right to determine the appropriateness of dress and appearance.

## **DISCIPLINE POLICY**

Sometimes adults confuse the term discipline with that of punishment. Discipline is teaching. Children learn from acceptance, encouragement, example, and guidance in new experiences. Discipline is more than just setting limits, enforcing rules or behavior, or curbing impulses. Discipline is a process of gradually imparting values about living and of guiding the child toward a sense of meaning and purpose in living. Thus, self-discipline is developed.

Control means regulation of certain processes. It is not an innate attribute we possess; it is a learned process. At every age, children want and need to have their parents, teachers and other adults in their environment give guidance on what they can and cannot do. Thus, self-control or inner-control can be developed.

It is necessary to recognize specific behaviors in children and help them complete each development stage of growth. Children cannot learn until they are ready to learn. We must learn to be aware of the stage of development of the individual child and forget the chronological age of the child. We need to teach the children what behaviors are acceptable and help them gain the self-control to follow through as their stage of development allows.

Each adult must be consistent about each and every rule, then the child will understand and will be able to develop self-discipline and self-control. When the adult has stated the rules, and follows through with consistency in enforcing the rules, the child then begins to be obedient. Children do what is expected of them by adults, if they are treated with dignity, respect, and consistency. Thus, we develop obedience in the highest form, that of being anxious, eager, and happy to obey.

If any of the children continue to oppose the rules, after they understand them, they are asked to sit down, and told by the teacher that he/she will return in a few minutes to discuss why they are sitting there. Almost always the children realize, and can tell you, why they are sitting there and what they did (if they are not sure why, then we help them understand). If a child will not follow a verbal instruction, the teacher will physically help him/her move to the activity, chair, or area that he/she is to be in. We require the children to do as they are asked. Telling a teacher "no", or refusing an instruction is not permitted. In the upper classes, the children will practice writing the rule they have forgotten, i.e., "I will follow directions", as an additional consequence.

If the deviant behavior is persistent, then the parents are conferenced with. It is then determined, as near as possible, what the problem is and what corrective action the parent(s) recommends for the child. We can request these recommendations in writing and proceed from that point. We have no choice but to insist that the parent of the child which does not adhere to school discipline, come to the school (leaving work, if necessary) and remove the child from the environment until such time as the child agrees to abide by school rules and guidelines. Children will be dismissed from the school if behavior does not improve. We require your assistance in helping your child comply with discipline procedures.

## **HEALTH POLICIES**

At enrollment, the parents will fill out the 6 page information sheet which contains: Emergency Medical information, the Washington State Immunization sheet, the Medical Insurance Waiver, an information sheet of non-medical information, a "Sanitizer Use" form and the "Who May Pick-Up" sheet. A health form must be updated each year.

Notification to the parent will be given if the child's immunizations are not up to date, and if not, the child may not attend school until the proper immunization is completed. The child needs to have had a physical exam within one year of enrollment, and should have a dental exam before the year is out.

Children will be checked for communicable conditions (head lice, scabies, chicken pox, etc.) when there is sufficient reason (possible exposure, outbreak in the community, etc.). Parents will be notified of positive results. The director will give notification of any possible exposure to a communicable disease situation. (REPORTABLE COMMUNICABLE DISEASES are posted for your review. Please check the information.)

The school must exclude children with the following symptoms from attending:

- a. Diarrhea (three or more watery stools or one bloody stool within twenty-four hours)
- b. Vomiting (two or more times within twenty-four hours)
- c. Open or oozing sores, unless properly covered with cloths or with bandages
- d. For suspected communicable skin infections such as impetigo, pinkeye, and scabies: The child may return twenty-four hours after starting antibiotic treatment;
- e. Lice or nits;
- f. Fever of 100 degrees Fahrenheit or higher, and who also may have one of the following: earache, headache, sore throat, rash
- g. Fatigue that prevents participation in regular activities

All health information furnished by the parent regarding their child is for the sole purpose of detecting existing or potential health problems, and is regarded as CONFIDENTIAL and shared only with the staff and/or emergency treatment persons.

## **MEDICAL POLICY**

At least one staff member, with a current First Aid card and a current CPR card must be on the premises at all times.

**ILL CHILDREN:** Children who become ill, when at school, shall be properly attended until arrangements can be made for return to their own homes, or to the care of a person specifically designated by the family as soon as arrangements for doing so can be made. All utensils, activities, bedding and equipment used by a sick child shall not be used by other children until properly disinfected.

**HAND WASHING & SANITIZING:** To aid in the prevention of illness spreading, we promote hand washing and the use of a hand sanitizer. A permission slip authorizing sanitizers is enclosed in your registration packet.

**RECORD OF ILLNESS AND MEDICATION:** Any injury will be recorded with whatever detail is needed to explain the situation, and a serious injury/hospitalization will be reported to the DEL licenser. All medication given will be recorded on the sheet provided for that specific purpose.

**MEDICATION: ALL MEDICATIONS MUST** have a completed & signed authorization form **BEFORE** they can be given to your child. All medications must be delivered to school in an **original container, properly labeled, with full names, expiration date, legible instructions, and handed to a teacher, not left in a lunch pail or “cubby”.** Medication is stored in locked containers (one container is refrigerated, one is not). Unused medication will be sent home. Authorization forms are kept by the medication containers until medication is finished. For non-prescription medication, the following classifications of medication can be given with written parent consent, only at the dose, duration, and method of administration specified on the manufacturer’s label for the age or weight of the child needing the medication (children under the age of 2 will need a physician’s signature if the correct dosage is not on the label.):

1. Antihistamines
2. Non-aspirin fever reducers/pain relievers
3. Decongestants
4. Ointments or lotions, intended to reduce or stop itching or dry skin.
5. Diaper ointments or lotions, intended specifically for use in the diaper area of the child.
6. Sun screen for children over six months of age.
7. Non-narcotic cough suppressants.

Minor injuries such as scratches, abrasions, and bruises should be cared for as outlined in the First Aid Manual. Potentially serious illnesses and injuries requiring immediate care by the staff, and by a physician, will be handled according to the following:

Emergency Care:

Priority on the illnesses described above is as follows:

1. Apply initial first aid.
2. Dial 911 to summon professional help.
3. Notification to the child's parents.
4. Notify the family physician.

The staff will never take it upon themselves to make the decisions concerning serious illnesses or accidents.

Each child's personal history and his/her information and health record are available, and can be taken with, if the child is to be transported to the hospital.

Suspected Child Abuse will be reported to the Child Protective Services, or other enforcement agency. Notification of parent may not be possible according to Washington State Law.

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