

MONTESSORI SCHOOLS OF SNOHOMISH COUNTY

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Over 60 years educating children!

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. These materials aid children with all types of learning abilities and styles, and assist those with language challenges.

Montessori Schools of Snohomish County has been established since 1962 to provide an education for children ages 6 weeks to 18 years. Our classrooms have multi-age groups. 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 for all ages. 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.

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.

CERTIFICATION

Our school is approved by the Office of the Superintendent of Public Instruction (OSPI). The Department of Children, Youth and Families (DCYF) is the licensing agency for extended care.

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.

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. Ratios for staffing are 1:4 for infants and 1:7 for beginners.

All-Day Pre-Elementary

- 6:30-8:30 Extended care time consists of manipulative activities, i.e., Lego, blocks, small games, train tracks, etc.
- 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.
- 3:00-5:30 Extended Care activities, videos, or outside activities, weather permitting. Another snack is provided during this period.
Ratios for staffing is 1:10

All Day - Elementary

- 6:30-8:30 Extended care time consists of manipulative activities, i.e., Lego, blocks, small games, train tracks, etc.
- 8:30 Individual activities using Montessori materials takes place at this time.
Listening time (group lesson) for approximately 15-20 minutes.
- 11:30 Lunch time and outside activities, weather permitting.
- 12:30 Individual activities using Montessori materials again. Second listening time (group lesson) for approximately 15-20 minutes. The children help prepare the room for the next day's work, just before the end of school time.
- 3:00-5:30 Extended Care activities, videos, or outside activities, weather permitting.
Ratios for staffing is 1:15

All Day Middle and High School Day

Class time is from 8:30 to 3:00.

The day opens with an 8:30 to 9:30 group session covering a variety of academic subjects.

The students then move to individual work.

Programs are designed to individual needs and grade level.

A variety of field trips are planned throughout the year to augment the classroom studies.

ATTENDANCE

Full attendance is important for a consistent learning environment. Since you are paying directly for this education, we are 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 reasonably good health, free from illness, (c) in clean, appropriate, school clothes, (d) be at school by 8:30 am.

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.

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. Student records are maintained on individual records, and then 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.

MISCELLANEOUS POLICIES

Policies related to staffing, snack menus, liability, inspections, emergency drills and preparations, etc. can be viewed by asking the director.

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, soup, leftovers from the night before, fruits and vegetables. 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.

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 privacy 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

Smart phones, IPODS, tablets, and most other personal digital 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. Please call the school and we can then get you in contact with your child. This prevents many classroom challenges.

CHEWING GUM

This may seem odd, but the use of gum at school creates difficulties in several areas, i.e.: sharing, using inappropriately, left on furniture, carpet, and sidewalks, etc. Please have your child dispose of gum before coming to school.

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 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 & skirts should not be too short in length or too low on the tummy area.** A gauge for shorts & skirts 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 and without holes/tears/shreds above the knees.** Low waists are very revealing when bending and sitting down. Tummies and bottoms should not be showing. Skin should not be showing through the fabric.
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. Hair should be clean, neat, and well groomed. Hair color must be a natural color (i.e., not green, pink, blue, etc.) 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 not be as concerned with 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 they will discuss the concern in a few minutes. 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 or paragraph they have forgotten, i.e., "I will follow directions", in addition.

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.

TERMINATION POLICY

Termination can occur for any of the following circumstances:

1. Unacceptable behavior
2. Unpaid account
3. Parent, guardian or family members' inappropriate or unsafe behaviors in or near the school facility.

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, or an updated health form. Each child 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 from attending if required by health officials or with the following symptoms:

- a. Diarrhea.
- b. Vomiting.
- c. Open or oozing sores, unless properly covered 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 and nits must be treated.
- f. Fever of 100 degrees Fahrenheit or higher, and who also may have one of the following: earache, headache, sore throat, or 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 DCYF 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 a special container (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. Sunscreen 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 or other contact.

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

SAFETY CONCERNS

The use of illegal drugs, alcohol, tobacco and cannabis are prohibited on school property and parking areas. Any type of weapon is prohibited on school property and parking areas.