

PROCEDURE AND POLICIES

EDUCATIONAL PHILOSOPHY

The learning experience should occur naturally and joyfully at the proper moment for each individual child. Dr. Montessori once wrote: "It is true we cannot make a genius. We can only give each individual the chance to fulfill his potential possibilities to become an independent, secure, and balanced human being." To meet those objectives and to offer a quality program to all children we adhere to the state guidelines concerning discrimination, which states: "Child day care centers are defined by state and federal law as places of public accommodation and shall not discriminate in employment practices and client services on the basis of race, creed, color, national origin, sex, age, or disability."

What You Can Do To Help Your Child

You have chosen a Montessori school for your child. We hope that you have done so because of our reputation for excellence in the area of early childhood education. In order to safeguard your investment, we offer a few suggestions for you to use at home so that there will be continuity between home and school for your child.

1. Research shows that easy fluent reading is the key to educational success. Read to your child every day, and let your child see you read. If your child feels that reading is important, his motivation to read will be higher.
2. Never do for your child what he/she should or can do for himself/herself. A sense of independence, self-mastery and self-discipline are the hallmark of a well-adjusted individual.
3. Require respectful and kind behavior from your child toward all other children and adults. Training in elementary manners should begin very early in life. Also remember, a parent's example is a powerful teacher. You cannot expect "please" and "thank you" from a child if he/she does not receive it first from you.
4. **Put your child's name on everything he brings to school** - coat, hat, gloves, boots, shoes, show-and-tell, etc.
The school is not responsible for lost items.
5. Express interest and pride in your child's papers and activities that they bring home. **It is very important that you check their cubby box each day.**

COMING AND GOING

Our operating hours are 6:30 a.m. to 6:00 p.m. Monday - Friday. School begins at 9:00 am with morning recess. All students should arrive to school by 9:00 a.m. Upon arrival; parents bring your child to their classroom door and check them in with the Brightwheel Software system. During pick-up parents pick up their child from their classroom door and check them out upon departure. *DCYF requires a signature when checking in and out.* No child will be dismissed directly from the playground without parent checking them out first. **Children must not be unattended at any time while in the school. Parents must escort child to and from their classroom and playground.** (Mrs. Churlin's parents, please accompany your child up the stairs when dropping off or picking up.)

DAILY SCHEDULE

6:30 - 8:30 Free exploration activities
7:00 - 7:30 Breakfast
8:45 - 9:15 Morning outdoor play and socialization
9:15 - 9:35 Opening exercises, calendar time, and Social Studies
9:20 - 10:20 Class
9:20 - 11:00 Snack (students serve themselves for morning snack).
10:30 - 11:20 Class
11:20 - 11:40 Outdoor play
11:40 - 11:45 Clean-up for lunch
11:45 - 12:15 Lunch
12:15 - 2:30 Rest time for children
2:30 - 3:00 Story/Transition time
3:00 - 4:00 Outdoor play
4:00 - 4:15 Snack
4:15 - 6:00 Free exploration.

DCYF limits childcare to 10 hours per day. We do adhere to this policy and will conduct random audits.

SPECIAL DAYS

Friday: Show and Tell.

(Place child's show and tell in a bag with their name and letter on it.)

Snohomish Library comes once a month with new books, and a program.

Child Assessments Birth to 6

Assessments are provided by the Snohomish School District under Public Act 94-142. If your child is in need of an assessment, please see Mrs. Pierce or Mrs. Churlin for information concerning involvement of your child in this program.

FOOD SERVICES

Breakfast will be served promptly at 7:00 A.M. If your child is to eat with us, he/she must be here and ready to sit down by that time. The breakfast menu consists of: cereal with milk, hot cereal, waffles, eggs, toast or bagels, and fruit juice or milk.

Lunch is served at 11:45 A.M. Please keep in mind the DSHS regulations, which encourage parents to adhere to the same nutritional standard. This includes: "At a minimum, the child's lunch should contain: (a) a dairy product, including fluid milk, cheese, yogurt, or cottage cheese (b) cereal or bread, whole grain or enriched; and (c) fruit or vegetable or juice containing a minimum of fifty percent real juice. --At a minimum, the child's lunch should contain: (a) a dairy product (b) a protein food including lean meat, fish, poultry, egg legumes, nut butters, or cheese (c) bread or bread alternate, whole grain or enriched (d) fruit or vegetable, two total servings."

Snack:

Parent participation for snacks is highly encouraged. **Each parent is asked to provide morning snack for two weeks for their child's class.** A sign-up calendar is available in the office to record what week you would like to participate. When planning what snack to bring, please keep these guidelines in mind: (1) DSHS requires two foods in different food groups. (2) Food must be store bought. Afternoon snack is provided by the school and includes a protein, a carbohydrate and a fruit.

RECESS

All children need fresh air every day, weather permitting. If your child is too ill to go outside, he/she is too ill to be at school. For the rare exception to this policy, please see Mrs. Pierce or Mrs. Churlin. Please dress children for the weather---**boots, hats, and jackets.** Please label all articles of clothing that come to school.

DISCIPLINE POLICY

We require kind and respectful behavior toward all children and staff by all concerned. Many behavior problems are due to a lack of self-discipline in this particular area. We try to promote a positive approach to discipline, but if the child's behavior does not respond to this approach, the following system is then used: (1) eye contact (2) eye contact with the use of the child's name (3) eye contact, use of name, and indication that their behavior is unacceptable. (4) If these steps do not produce a change, the child is separated within the group by being moved next to a staff member. (5) If misbehavior continues, the child is separated outside the group by sitting next to the wall or at a table. **Corporal punishment is prohibited at all times and in all situations on the premises of the school by anyone, including parents.**

If at any time a child causes physical harm to a teacher, they will be sent home.

NAPS

All children 5 years of age & under, who are at school more than 6 hours must have a rest period. The DCYF recommends a heavy-duty nap mat that can be sanitized each week. We have bought such mats, and each parent must purchase one for \$35.00 **For napping comfort, each child must bring a small sleeping bag from home.** The sleeping bag should be very lightweight and easily laundered. DCYF regulations also state that every sleeping bag must be confined in a **nylon bag.**

Please label your child's sleeping bag with his/her name. **SLEEPING BAGS NEED TO BE TAKEN HOME ON FRIDAY, LAUNDERED AND RETURNED ON MONDAY.**

STUDENT PROGRESS

Formal written progress reports will be given to Pre-K students in January and June. Personal conferences for any student may be set up with your child's teacher whenever you feel there is a need. Please call in advance for an appointment.

YEARLY TUITION STATEMENTS

We do not compute a yearly tuition statement for children. Therefore, please save your canceled checks or monthly billing statements for year-end tax purposes. If this is absolutely not possible, we will prepare a yearly tuition statement for a \$20.00 fee.

Limitations to Persons on Premises:

During center operating hours, or while the child is in care, only the Director, staff, volunteer, an authorized representative of a governmental agency, or parent shall have unsupervised or regular access to the child in care.

DISCRIMINATION POLICY

Discrimination in childcare services on the basis of sex, race, color, national origin, religion, or disability of child or family members is prohibited. The school's criteria for enrollment will not discriminate or tend to discriminate against children with disabilities.

FIELD TRIPS AND T-SHIRTS

Well-planned field trips are a valuable part of the programs of classroom instruction and extracurricular activity. You can rest assured that the greatest prudence is practiced in caring for the safety and welfare of students while they are off campus and that every reasonable provision has been provided for their supervision by members of the faculty. As required by DCYF, the following procedures are followed for student transportation. “When the school provides transportation for the child in care: (1) The school shall ensure that the motor vehicle operated by the facility is maintained in a safe operating condition; (2) The school shall ensure the motor vehicle in which the child rides during hours of care is equipped with appropriate safety devices and individual seat belts or safety seats for each child to use when the vehicle is in motion. **The school shall assure that children under age 8, unless they are 4’9” tall (whichever comes first). Must be restrained in an appropriate child restraint system (car seat or booster seat).** Seat belts are not required for buses approved by the state patrol; (3) the school shall ensure the number of passengers does not exceed the seating capacity of the motor vehicle; (4) the school shall carry liability and medical insurance. Volunteer drivers must provide the school with evidence of insurance liability at the \$100,000/\$300,000 limit. The driver shall have a current Washington Driver’s license, valid for the classification of motor vehicle operated; (5) **The driver or staff supervising the child in the motor vehicle shall have current first aid and cardiopulmonary resuscitation training** (6) The school shall ensure a minimum of one staff person, other than the driver, is present in the motor vehicle when: (a) Seven or more preschool age and younger children are present; or (b) Staff-to-child ratio guidelines require additional staff. (7) Staff or driver shall not leave the child unattended in the motor vehicle.”

We post notices of field trips on the bulletin board in the coatroom. Annual permission forms are given to you when your child enrolls. There are fees for some trips, but the majority is free. **REMEMBER:** If you have not signed the consent form, your child will not be allowed to go. **All children must have a Clearview Montessori T-shirt and/or sweatshirt (preferably both), for use on field trips and excursions away from the campus.**

Holidays:

Our “School” is in session on the same schedule as the Snohomish School District. When the entire school district is closed, we also do not have “school”. This would include vacation times such as: **THANKSGIVING, VETERANS DAY, SPRING VACATION, CHRISTMAS, MLK DAY, PRESIDENT’S DAY, MEMORIAL DAY, ETC.**

If snow closes the school district, our “school” is also closed, and the lost day/days will be made up on the same schedule as the school district. However, daycare operates on regular schedule. **Please call the Clearview Montessori office to hear the latest updates. There will be a recorded message with the latest information.**

- “Snohomish School District two hours late,”- No School .Childcare as usual
- “Snohomish School District regular schedule-limited transportation”-We have school on regular hours, with daycare as usual.
- “Snohomish School District closed”-We will have **no** school, with childcare as usual.

As winter approaches, please be sure that not only your car is ready, but that you have a back-up person available to pick up your child in case you're stuck somewhere.

PLEASE BE AWARE-late fees are \$5.00 for every 5 minutes or any part of a 5-minute segment. Please be prepared.

Holidays:

We are closed on: **THANKSGIVING and the DAY AFTER THANKSGIVING, CHRISTMAS EVE DAY & CHRISTMAS DAY, NEW YEARS, MLK DAY, PRESIDENT'S DAY, MEMORIAL DAY, JULY 4TH, LABOR DAY AND THE FRIDAY PRECEDING LABOR DAY.** If one of the above holidays falls on a weekend, we will be closed either on the Friday before or the Monday after the holiday.

HEALTH CARE POLICIES

A. HAND WASHING:

1. Staff will wash hands:
 - a. After diaper changes or toileting
 - b. After coming in contact with body fluids (stool, urine, blood, drool, mucus)
 - c. Before food preparation
 - d. Before eating
2. Children will be directed or assisted to wash hands:
 - a. After toileting
 - b. Before eating or cooking activities
3. Soap, running water, and individual paper towels will be available for staff and children.

B. DIAPER CHANGING: (Procedure for Staff)

1. Wash hands
2. Gather necessary materials
3. Put gloves on
4. Change diapers-do not leave child unattended
5. Dispose of diapers- urine disposables in covered container, B.M.disposables in outside garbage can.
6. Discard disposable covering on changing mat
7. Disinfect changing mat with chlorine bleach solution of 1 T/quart of water or a Lysol solution. (Chlorine solution should be mixed daily by first staff person to arrive each morning)
8. Wash hands of child if touched diaper area
9. Take gloves off and discard
10. Staff washes hands

C. FOOD SANITATION:

1. Leftover foods will be covered, and stored in the refrigerator or freezer
2. Eating surfaces will be cleaned before and after used by the staff person in charge

D. NUTRITION:

Food allergies will be posted in the kitchen and each classroom to help with food preparation

E. DISINFECTING AND LAUNDERING:

1. Toys-Disinfect daily or when obviously dirty (suggested procedures)
 - a. Wash with soap and water and dip in disinfectant. Allow to air dry OR
 - b. Run toys (that are dishwasher safe) through full wash and dry cycles of dishwasher
 - c. After washing by one of the above methods, disinfect toys with chlorine bleach solution of 1 tbsp. /gallon of water
 - d. Wash cloth toys in the washing machine and air or machine dry
2. Bedding will be stored in a nylon drawstring bag to lessen the spread of germs. Nap mats and bags will be stored in a convenient location within the classroom area.
3. Bedding needs to be taken home each Friday and laundered and returned on Monday.
4. Potty chairs will be cleaned after each use:
 - a. Wear gloves
 - b. Pour contents of potty chair down the toilet

- c. Scrub the potty chair with a disinfecting cleaner
 - d. Remove gloves
 - e. Wash hands
5. Bathrooms will be cleaned 2 times daily.
6. General cleaning of the day care facility and furnishings will be done 2 times daily by staff assigned to those duties. Staff will disinfect all child accessible surfaces or food contact surfaces subject to contamination using a diluted bleach solution. Bleach solution is diluted at 1 teaspoon of bleach per gallon of water and is kept and labeled containers. Carpets and floors are cleaned daily.
7. Mop water obtained from mop sink, disposed of in mop sink, along with chemicals used such as Clorox, Lysol, detergents.

F. TREATING ILLNESS:

1. Medications: The plan for giving medication (prescription and nonprescription) and the plans for the recording of the giving of medication are as follows:

NO OVER-THE COUNTER OR PRESCRIPTION MEDICATIONS ARE GIVEN WITHOUT A WRITTEN AUTHORIZATION FROM A PARENT.

Forms for this purpose are located in the file attached to the front of the refrigerator in the kitchen. Prescription medication must remain in the original containers with the original prescription label attached, and be prescribed for the child receiving the medication.

The following classifications of nonprescription medications with written parent authorization will be given 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:

- (a) Antihistamines;
- (b) Non-aspirin fever reducers/pain relievers;
- (c) Non-narcotic cough suppressants;
- (d) Decongestants;
- (e) Anti-itching ointments or lotions, intended specifically to relieve itching;
- (f) Diaper ointments and powders, intended specifically for use in the diaper area of the child; and
- (g) Sun screen.

Please inform teachers of medication and note it on the medicine chart on the refrigerator. Medications needing refrigeration are kept in a box in the refrigerator. All other medicines are kept in the box on top of the refrigerator.

2. Caring for ill children:

- a. Ill children older than infant or toddler will be separated from others where they may rest without disturbance.
- b. The parent will be notified to pick up the child as soon as possible.
- c. Illness incidents will be recorded on the illness log affixed to the door of the refrigerator.
- d. Some communicable diseases must be reported to the local health department. The following **partial list** of reportable communicable diseases includes those sometimes found in child care settings.

DISEASES PREVENTABLE BY VACCINATION- Call the Health Department whenever these diseases are suspected:

*Diphtheria *Haemophilus Influenza Type B (HIB) *Mumps
 *Measles (Rubella, 10-day measles, hard measles) *Tetanus
 *Pertussis (Whooping Cough) *Poliomyelitis (Polio)
 *Rubella (German Measles, 3 day measles)

G. FIRST AID SUPPLIES:

1. Supplies include:
 - Band-Aids
 - Cotton balls (for cleansing wounds)
 - Sterile gauze squares (2 and 3 or 4 inch sizes)
 - Adhesive tape
 - Roller bandages (1 and 2 inch widths)
 - Small scissors
 - Syrup of Ipecac (check for expiration date)
 - Triangular bandage
 - Disposable Gloves
 - In the freezer - ice cubes or ice packs

NOTE: Ointments, “first aid” sprays or other medications shall not be used without the written, signed authorization of a parent. Most of these products are of no proven value in preventing infection or promoting healing, and they may cause allergic reactions or tissue damage in some cases.

2. The first aid kit(s) is kept in the kitchen cupboard
3. The supplies are checked and replaced by the director on a periodic basis
4. Documentation of first aid and CPR training by staff will be kept at the facility

H. EVACUATION PLAN:

We practice fire/earthquake drills each month. The emergency plan is posted in each classroom. The common meeting area for students and staff during a drill is SE of the building by the mailboxes. In the event we need to evacuate the school, students will be moved to the covered playground. During a real emergency you will need to go through our Reconciliation Station before removing your child from the school. If you are one of the first parents to arrive, you may be asked to assist the staff in setting up the Reconciliation Station or other such duties as deemed necessary. **A complete disaster plan is available in the office.**

I. FIRE DRILLS:

Fire drills are conducted on the 15th of each month and are recorded on the fire drill log. The staff is familiar with the location and use of the fire extinguishers.

J. PERSONNEL (STAFF) HEALTH:

1. All staff must provide documentation at time of employment of tuberculin skin tests by the Mantoux method or chest x-ray within the previous two years prior to employment. This documentation will be kept at the facility.

K. CHILD ABUSE:

1. Suspected child abuse will be reported to the director and if warranted to Child Protection Service.
2. Signs of child abuse will be recorded with child's folder.

For more health information, please ask to see the packet entitled “Minimum Licensing Requirements for Child Care Centers” in the office

