

Mary's Montessori Children's House

Parent Handbook

2023-2024

Mission Statement

Mary's Montessori Children's House strives to create an inspiring and nurturing environment for learning, as well as to help guide each child toward development of the whole self.

Philosophy and Program Description

At Children's House the children are guided toward varied areas of learning: Language, Math, Science, Geography, Sensorial, Art and Practical Life. Creativity and independence are encouraged by providing a prepared environment.

The children benefit from a small group setting and an excellent student/teacher ratio. Academic sessions vary based on the schedule you choose. Please refer to your enrollment form for class times and days.

Background

Mary Pinatiello, owner and operator of Children's House, has more than 25 years of experience. Her education includes an Early Children certificate, a Montessori Teaching Certificate, and continuing education credits from various seminars and workshops. She's also a member of the American Montessori Society.

There are no substitutes or assistants at this time.

In the event that the Teacher is ill, class will be canceled with as much notice as humanly possible.

Admission Requirements and Enrollment Procedures

Introductory Visit

Each new child will need to visit the school once prior to enrollment. Please call in advance to schedule a visit.

Admission Forms

There are several forms you are required to complete prior to your child's attendance.

1. Enrollment Application
2. Tuition Agreement
3. Permission Authorization (for field trips, transportation, etc)
4. Child Care Agreement (for full day children needing before and after care)
5. Medication/Treatment Authorization (as needed)

Transition Period and Separation

Children entering school for the first time may have difficulty with separation. We will work with you and your child during this time to ease any anxieties. Please follow our guidelines for new parents, provided upon request.

Trial Period

The trial period will be 30 days. This period is used to observe the child's adjustment to school and to talk about concerns. Please tell us immediately if you should have any concerns. After a 30-day trial period, we reserve the right to determine if Children's House services are satisfactory to everyone. If there are any problems on behalf of either party that cannot be resolved, enrollment may be terminated.

Business Practices

Arrival and Pick-up Instructions

1. Please identify any person who is authorized to pick up your child with a handwritten permission slip at time of drop off. We will not release your child to any person without your written permission or a confirmed telephone call in the case of an emergency. The person picking up your child must show identification for us to release your child.
2. Your child will not be released to ANYONE under the influence of alcohol or drugs. Should we suspect that the person authorized to pick up your child is under the influence, we are required by law to report the driver and vehicle to the authorities.

Vacations

1. Fees are not returned or reduced when a family chooses to take a vacation on days that school is open and operating
2. Please advise us upon enrollment if you plan to remove your child from school for any length of time (i.e. trips, maternity leave, etc)

Holidays and Snow Days

School is closed on the following holidays:

Veteran's Day
Thanksgiving Break (Wed-Fri)
Christmas Break
Martin Luther King Jr. Day
President's Day/Mid-winter Break
Spring Break
Memorial Day

- Please refer to your School Calendar for exact dates.
- If a holiday falls on a weekend, we will be closed on either Monday or Friday in observance of that holiday.
- In the event of school closures due to snow, please follow the Mukilteo School District. We will be closed if the district is closed. If the district reports a 2-hour delay, Children's House will start on time.

Tuition Rates and Other Charges: 2023-2024

Registration & Enrollment Fee: \$150 (non-refundable)
(to be submitted with completed student application & signed tuition agreement)

Pre-K / Kindergarten, 3-6 years old

Mornings	Monthly Payment
5 Days, Mon-Fri: 8:30 AM –11:30 AM	\$660
3 Days (consecutive)	\$432
Full Day	
5 Days, Mon-Fri: 8:30 AM - 3:00 PM	\$910
3 Days (consecutive)	\$624

Before & After care must be prearranged. Hourly rate is \$15/hour.

Before Care 7:00AM-8:30AM

After Care 3:00PM- 5:00PM

EXTENDED CARE: Please inquire about extended care prior to registration; it is offered based on enrollment, please inquire directly

DROP IN EXTENDED CARE: (must be prearranged in advance): \$20 per hour

FAMILY DISCOUNT: Families will receive a 10% discount off their second child's tuition.

ADDITIONAL FEES:

- **Late Pick-up:** There is a charge of \$1.50 cash for every minute you are late in picking up your child.
- **Late Tuition:** Tuition is due on or before the 1st. Late tuition is subject to a \$10 per day late fee. If fees remain unpaid after a period of three (3) days, the child will not be admitted until tuition and late fees are paid in full.
- **NSF checks:** The penalty for NSF checks is \$25.00 plus any bank costs incurred by Children's House. Full cash payment will be required for any returned checks. You may be put on a "cash only" basis after the second NSF check.

Termination of Services

A 30-day written notice is required to withdraw your child from school. Tuition fees are nonrefundable. Should you choose to withdraw on or after April 1st, you are responsible for all tuitions for the remainder of the school year, as your child's spot at Children's House is not likely to be filled so late in the school year.

The following are conditions that will cause a child to be withdrawn or expelled from school:

- a.) If a child is determined to need professional care, beyond our capabilities, related to behavioral problems.
- b.) If a child is simply not transitioning well and the teacher or parents deem that the child is better suited in a different learning environment or postponement of preschool to a later date.
- c.) Non-adherence of school policies.
- d.) If an account is 30 days past due on tuition.

The family will receive written contact/warning from Children's House in the event of any of the above circumstances, as well as in-person discussions to rectify the situation. If it is deemed that both parties cannot come to an agreement, Children's House reserves the right to terminate services at that time. Payments are not refunded for any reason unless previously agreed upon by both parties in writing.

Receipts and Taxes

1. Your check is your receipt, however you may at any time contact the bookkeeping department for detailed payment information.
2. You may request an IRS W-10 Form reporting your annual childcare expenditures for the applicable tax year.

No Smoking Policy

Children's House is a non-smoking environment. We ask that you refrain from smoking at all times while on school property.

Hours of Operation and Daily Activity Schedule

Hours and Days of Operation:

Mary's Children House office hours are from 8:30AM to 3:00PM, Monday through Friday, except holidays. Please refer to page 3 for class times. Parents are welcome to visit their children at any time during the day. However, to avoid major disruptions to the class, please talk with us in advance so that we can properly plan your visit.

Representative AM or PM Schedule:

15-30 Minutes: Circle/Group time
1 ½ Hours: Work Time
15-30 Minutes: 2nd Circle (music or foreign language on designated days)
20-30 Minutes: Outdoor Exploration and Play

Full day children have a 30 minute lunch. A short quiet time is provided upon parent request. During quiet time children may nap, rest or read a book quietly. The afternoon class follows the same schedule as above. Extended care allows for toy time and informal play activities. Extended care must be prearranged.

Toys, Food and Items Brought from Home

The children love to bring items from home to share with others. A calendar will be made available for Snack/Show & Tell sign up each month. This allows each child the opportunity to bring a healthy snack for the class and share a special item from home on this day. We do not allow toys that represent aggression or violence. Snacks should consist of a grain and a fruit, vegetable or protein as per licensing standards. See page 8 for a suggested list of snack ideas.

Television

Your child will not have access to a television while present at our school with the exception of an occasional educational YouTube video, or a planned PJ & movie day.

Special Activities and Field Trips

Typical field trips may include: pumpkin farm, petting zoo, grocery store, local bakery, a play, gymnastics, the park, the fire station etc. (we welcome any additional suggestions you may have) We have scheduled 1 field trip approximately every 7-8 weeks throughout the year. While we try to find free or affordable places to visit, that is not always the case. We do not include field trip fees into your child's tuition so if there is a charge, fees will be collected prior to the event.

Birthdays

Birthdays are very special at our School. We will have a special Birthday Circle to celebrate your child's special day. Parents are always welcome to come and observe their child's Birthday Circle. Birthday Circles are always held at the 2nd circle of your child's school day and are approximately 20 minutes. Children are welcome to bring a small treat to share with the class, and it doesn't necessarily have to be something sugary. Often some fruit and a small treat is what they prefer. Please make sure there are enough for the entire class and please refrain from juice, milk, cake, cupcakes, brownies or ice cream unless pre-approved (we find that these are difficult to eat at circle and are best saved for home).

**If your child has a food allergy that would prohibit him/her from eating food not tailored to their diet, please plan to supply us with suitable treats to keep on hand for Birthday Circles.*

A few suggestions

Fruit/veggies	Cheese & crackers
Cookies	Marshmallow treats
Graham crackers	Popcorn
Snack Mix	Trail Mix
Chips	Muffins
Popsicle (on hot days with teacher preapproval)	

Meals and Snacks

There is always a self-serve snack and filtered water at school, as well as a food in the Practical Life area to cut and eat. The children love to bring snacks for everyone at school! You can put your child's name on the monthly Snack / Show & Tell Calendar and supply snacks for the class on that day.

It is your responsibility to notify Children's House of any adverse reactions your child may have with any food or beverages. If your child has a food allergy other than

peanuts, we ask that you supply your child with a suitable snack to meet their dietary needs each day.

Snack Combinations/Suggestions

Children get bored with the same thing every week. Below are some fun ideas to snack that the children have enjoyed in the past:

All fruits & veggies
Apple slices with peanut or almond butter
Saltines and sliced cheese
Bananas & peanut butter
Raw veggies with dressing
Celery with peanut butter and raisins
Berries and biscuits
Raisin bread with cream cheese
Boiled eggs
Granola
Trail mix
Crackers
Yogurt
Bran muffins
Mini bagels with cream cheese
Popcorn and cheddar cheese
Rice cakes
Quesadillas with cheese and refried beans

Permission for Free Access

You have the right to access any area of the home used for school. You are also welcome to visit or drop-in unannounced. That said please know that extended stays are very disruptive to the children and we ask that you respect their work time. Please schedule time in advance to observe your child participating in specific activities. We have set guidelines for visitation. We will supply you with a copy so that you can be aware of these guidelines during your visit, and so that the children can continue working with little or no disruption.

Child Abuse Reporting

We are required by mandatory reporting laws to report any suspected child abuse or neglect to the Department of Social and Health Services and Child Protective Services.

Behavior Management and Discipline

Spanking or any form of corporal punishment, physical or mental restraint, the withholding of food, or any form of emotional abuse is prohibited.

Children's House uses active listening to help problem solve and manage behavior. Listening, feedback, and redirection of interest are tools that effectively help the children to begin problem solving and resolve conflict independently.

There is freedom within limits and the following are steps we will take **AFTER** first using the above methods:

1. A choice will be given.
2. A warning will be given.
3. A separate alone time will be assigned and the child is permitted to choose when he/she is ready to rejoin the class.

Non-Discrimination Statement

We do not discriminate in our enrollment and hiring practices or in the care of children because of race, color, socio-economic status, religion, differing physical or mental abilities, or communication and learning styles.

Religious Activities

Our School respects all religions and religious practice.

Transportation and Field Trips

1. Parents are responsible for transporting their children to and from school.
2. We encourage you to attend field trips with the class.
3. Please plan to provide a car seat for your child on field trip days that you are not attending.
4. We ask that any parent driving on field trips fill out our Insurance Verification form prior to the trip, as well as a copy of your state issued driver's license.
5. We ask that any person interacting with the children fill out and return a background check provided by the local law enforcement agency or Dept. of Early Learning
6. Should you choose to have your child not participate in a scheduled field trip you will need to make other arrangements for child care on that day.

7. Permission slips will be sent home prior to each field trip, outlining detailed plans for the outing.

Medical Procedures

Medical Emergencies

1. Head teachers have completed annual First Aid and Child CPR certificates as well as HIV/Blood Born Pathogen prevention training.
2. Minor cuts, bruises and scrapes will be treated. Parents will be notified upon arrival for pick up. With some minor injuries, parents will be called to help decide whether your child should go home.
3. In the event of a serious injury or emergency, we will call 911. We will notify you immediately and tell you where your child is being treated.

Medicine Management

1. All medication shall be administered only on the written approval of a parent or guardian.
2. Prescription medications shall be administered only as directed on the label or otherwise authorized by a physician.
3. Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.
4. Doctor's permission is not required for non-prescription drugs such as:
 - a. Antihistamines
 - b. Non-aspirin pain relievers and fever reducers
 - c. Cough Medicine
 - d. Decongestants
 - e. Anti-itching creams
 - f. Diaper ointments or powders
 - g. Sunscreen

Non-prescription medication not included in the categories listed above, taken differently than indicated on the manufacturer's label, or lacking labeled instructions shall be only given if authorized in writing by a physician.

5. Any medicine taken by mouth for children under two will need written permission from your doctor.
6. A detailed record will be kept for all medicines given at school.

Ill Children

1. Each child will be observed daily for signs of illness.
2. Children who are contagious must stay home. All parents of children at our school, as well as the Health Department will be notified of communicable diseases.
3. Please call us if your child will not be coming to school due to illness.
4. If you are unsure if your child should come to school or not, please call.
5. If a child should become ill during the school day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such an event, your child will be isolated from the other children until you arrive.
6. The parent is responsible for finding substitute care in case of the child's illness.
7. The following illnesses are not accepted at our school, per instruction of the Department of Health:

Diarrhea: Watery stools in a 24 hour period

Vomiting: Vomiting in the past 24 hours.

Rash: Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.

Eyes: Thick mucus or pus draining from the eye, or pink eye.

Appearance/Behavior: Unusually tired, pale, lack of appetite, difficult to wake, lethargic, confused or irritable.

Sore Throat: if associated with fever or swollen glands in the neck.

Fever: Temperature of 101 degrees F. or higher.

Lice: Children who have lice may not return to school until they are louse and nit free.

COVID positive patients: are required to follow current Health Dept. rules before returning to school

Fire Drills and Emergency Preparedness

Fire drills are conducted monthly. In accordance with Snohomish County regulations, earthquake drills are held every three months. Mary's Children's House Montessori maintains a state of readiness throughout the school year to enable prompt and proper responses during disasters.

Communication and Parent Conferences

Parent/Teacher Communication

Parent/Teacher Communication is highly valued at Mary's Children's House Montessori. If we have a concern about your child we will call or speak with you privately. Out of respect for your child, we ask that you do the same.

Parent/Teacher Conferences

Conferences will be held twice per year. If you have any concerns about your child before scheduled conferences, please feel free to contact us directly by phone, email or in private (without your child present).

Parent Involvement

We encourage active parent involvement in their child's education. We always welcome new field trip ideas and we enjoy having parent chaperones come along! We currently do not have available parent roles in the classroom, but opportunities may arise throughout the school year.

Checklist of Supplies to Leave at School

1- Long Pants *

1- Shirt *

1 each - Underwear & Socks *

Inside slippers (nothing fluffy, please. They are hard to walk in and many children complain of their feet getting hot. Crocs or something Croc-like work best)

2 Photos of just your child (trimmed to approximately 2"x3")

A light blanket for full day children who will want to lay down at quiet time

****Your child's clothing must be labeled and placed in a gallon zip-lock bag***

Parents might consider sending their children to school in rain boots on particularly wet weeks or months. Unfortunately, we are unable to store items like rain or snow boots at school, so please plan to dress your child for the weather each day.

Please print, sign and return this page indicating that you have read and understand the information in this Parent Handbook. Thank you

As parent(s) or guardian(s) of _____ (child's name) I have read and understand each page of the Parent Handbook for Children House's 2023/2024 school year and agree to the terms herein.

_____ Signature of Parent(s) or Guardian(s)

_____ Date

_____ Signature of Parent(s) or Guardian(s)

_____ Date