

Table of Contents

Who we are

Vision Statement 2

Mission Statement 2

Bellevue Montessori Principles 3

Parent Communication 4

Parent Education 5

Discipline 5

The School Day 6

Typical Daily Schedule 6

Early Arrival & Activity Club (7:15 to 8:35) 7

Morning Arrival & Drop Off (8:40 to 9:05 AM) 7

Late Arrival Sign In (After 9:10) 7

Arrival Grace and Courtesy in the Parking Lot 8

Montessori Class Time 8

Lunch 9

Lunch Packing Tips 9

Recess 10

Dismissal 10

General Information for your Student

First Days 12

Clothing 13

Toileting 13

Birthdays 13

Gifts 14

Snack 14

Sharing and Toys 15

Pet Policy 15

Health and Safety 15

<u>Medical Information</u>	15
<u>Medications</u>	15
<u>Illness</u>	16
<u>Emergency Situations</u>	17
<u>Emergency Drills</u>	18
<u>Emergency Response Plan</u>	18
<u>School Policies</u>	
<u>Sign-In/Sign-Out</u>	18
<u>Children's Records</u>	18
<u>School Closure</u>	18
<u>Non-discrimination Policy</u>	18
<u>Cultural Diversity</u>	19
<u>Department of Early Learning</u>	19
<u>Confidentiality</u>	19
<u>Classroom Supervision</u>	19
<u>Volunteers</u>	20
<u>Playground Supervision</u>	20
<u>Activity Club</u>	
<u>Vouchers</u>	20
<u>Late Pickups</u>	21
<u>Student Safety</u>	
<u>Emergency Situations</u>	21
<u>Emergency Drills</u>	21
<u>Emergency Response Plan</u>	21

Who we are

Vision Statement

Bellevue Montessori School offers an enlightening and nurturing Montessori environment to educate and support each individual child in building a foundation for lifelong learning.

Mission Statement

Bellevue Montessori School develops an academically, socially, emotionally and culturally educated community of students within the framework of acceptance, compassion and understanding, all in accordance with traditional Montessori curriculum and philosophy. We prepare students for future educational endeavors to become contributing members of their immediate and global communities.

Bellevue Montessori Principles

The Teachers:

Assist the child in his/her physical, intellectual, emotional, and social growth;

Provide a reality-based interrelated curriculum;

Encourage left and right brain integration;

Acknowledge sensitive periods for learning;

Serve as guides who link the children with developmentally appropriate materials;

Know that love, rather than judgment, teaches acceptance;

Recognize that appreciation of all life is inherent to happiness;

Believe peace, through education, is attainable.

The Children:

Learn through their own activity in a richly prepared environment;

Work in mixed-age groupings;

Enjoy freedom of choice with responsibility;

Use self-teaching manipulative materials;

Develop character, independence and personality;

Progress at their own rates;

Build a positive self-image through their own successes and interactions;

Learn logical consequences for behavior;

Work individually and cooperatively in groups;

Teach each other and through this action reinforce their own learning and gain leadership skills;

Receive perceptual motor education for neuromuscular development;

Receive lessons in grace and courtesy to attain self-control and respect towards others;

Experience sensory-based learning to establish more refined discernment skills.

Parent Communication

Good communication between you and our staff is essential to the proper care of your child. You are always welcome in our school. We encourage you to visit to observe your child or to participate in volunteer class activities. These activities are coordinated with your child's teachers. Please plan your formal observation of the classroom after September when the class is settled.

Parents will receive notification emails from their classroom teacher and the school administration regarding important events or happenings in the classroom through our Hubbli

communication and information system. To login to the Hubbli site, go to <http://www.bellmontessori.hubbli.com/> . The classroom group pages will feature pictures and information from your child's classroom as well as a calendar to keep you up-to-date on future events. Please contact cgrimm.bms@gmail.com if you have any questions about how to login to your account.

We schedule two parent conferences, one in November and one in March, to discuss your child's progress. Parents also receive written progress reports in January and June. If you have any questions or concerns at any time, please contact your child's teachers by phone or e-mail. Teaching staff is available by phone from 8:00 – 8:30am on school days. Teachers access their emails after school and at various times when the children are with specialists.

It is important that you feel comfortable about the choice of school you have made for your child. Please plan to attend parent discussion groups, parent meetings, conferences, and special events as part of your commitment to your child's education.

Parent Education

Parent education is offered at different times throughout the school year. It is highly recommended that all parents attend their child's classroom Parent Night in September. This meeting will help familiarize you with your child's classroom and the teacher's expectations as well as fun events and volunteer opportunities throughout the school year. It is also a social time where you can meet other parents.

In October, classes are offered to further familiarize you with the Montessori curriculum and philosophy. Throughout the year, Coffee with the Director gatherings are held. A topic is presented and discussion follows. Watch for information for these helpful classes.

Discipline

Our discipline policy is based on respect. We have three ground rules that we strictly enforce. Your child will be asked to:

Treat oneself and others respectfully;

Treat school property with care;

Engage in behavior that promotes safety to self and others.

If a child chooses to ignore these rules, a teacher will remind him/her of the appropriate action. This is handled in a quiet and respectful manner. Children are offered acceptable choices and alternatives so they learn appropriate behavior. If necessary, the child may be asked to sit and observe other classmates to notice appropriate behavior until composure is regained. The child will be seated in a chair and invited to rejoin the other children when self-control is re-established. Some incidents of unacceptable behavior, such as biting, require a child to be taken home for the day. Because of severe health hazards that can result from a human bite, we ask for your support in implementing this policy.

If behavioral concerns continue, the classroom teacher will address these concerns with the parents. The administration will work with parents and teachers and, if necessary, parents may be asked to have an outside assessment or work with a specialist as a requirement for continued enrollment.

A child may be dismissed from school because of severe behavioral difficulties and tuition will not be refunded.

The School Day

Typical Daily Schedule

7:15	-	8:35	Activity Club
8:40	-	9:05	Arrival Time
8:45	-	11:50	Montessori Class time, Circle and Recess
11:50	-	11:55	Dismissal from morning classes
12:00	-	12:45	Lunch & Quiet Reading Time
12:50	-	1:10	Afternoon recess/Nap
1:15	-	2:50	Montessori Class Time & Circle

2:50 - 3:10 Dismissal

2:45 - 6:00 Activity Club

Recesses are staggered throughout the morning and afternoon. Each recess during school hours is 20 minutes. Activity club outdoor time is 40 minutes.

Early Arrival & Activity Club (7:15 to 8:35)

Students may arrive as early as 7:15, for participation in the morning Activity Club. You must sign your child in each day. Students are welcome to bring their breakfast if arriving early.

Morning Arrival & Drop Off (8:40 to 9:05 AM)

Arrival time is from 8:40 to 9:05 AM. Staff members provide a curbside drop-off for your child during this time. As you pull into the driveway, go all the way forward in the lane closest to the school or closest to the parked cars. Please leave the center lane clear. After you have stopped and put your car in park, one staff member will come to your car to have you sign your child in on the electronic hand-held device. You may also sign your child in on your phone using the Qmanager app. Another staff member helps your child from your car and escorts him/her to class. Please remain in your car to wait for our staff to come to you! If you need to leave your car pull forward and park in the spaces just beyond the drop-off area to the side of the school. Never leave your car during the drop-off and pick-up times. We appreciate your cooperation with these directions to keep our drop-off and pick-up running smoothly.

We encourage getting to school during arrival time in order for your child to establish a morning routine where they independently put away their coat and lunch box, wash hands, and greet friends each school day. Children who arrive late in the morning miss the circle activities and lessons. Often they will feel left out and self-conscious about being tardy.

Late Arrival Sign In (After 9:05)

If your child arrives after the arrival staff has returned to their classrooms, please park your car in one of the parking spots to the side of the school, sign your child in at the front desk and a staff member will walk him/her to the classroom. Please do not block the fire lane or other cars that

are parked. Please do not drop your child off outside; every child must be escorted into the school by an adult.

Arrival Grace and Courtesy in the Parking Lot

Grace and Courtesy lessons are a fundamental part of the Montessori philosophy and curriculum. Children receive Grace and Courtesy lessons from adult role models to learn appropriate behavior at school. As you are a role model for your child, please follow the rules and be courteous whenever you are on our campus. If you have any concerns, please direct these to the administration.

No left turns into our driveway when approaching from the south, if there are any cars waiting on the shoulder.

Please form two lanes when entering our driveway.

Pull forward as far as possible, even if your car is the only one in the driveway.

Please leave the center lane open for passing.

Please wait for a staff member to escort your child across the parking lot and into the building.

Please do not leave your car – ever – unless you are parked in a designated space.

Do not leave children unattended in your car or in the parking lot.

Please be prepared to say goodbye to your child by ending cell phone calls before entering the driveway.

Montessori Class Time

During the Montessori class time, the teacher is the guide that connects each student to the work environment through individual and group lessons throughout the morning and afternoon work time. Children are then free to select activities from the Montessori Prepared Environment which offers materials in a variety of areas including: practical life, sensorial, math, reading, writing, geography, geometry, botany and zoology. Hands-on materials which promote movement and independent discovery give our students opportunities for personal mastery of foundational skills. Teachers observe each child's work and keep a record of what is of interest

to the child, activities mastered and in what areas a child needs a review or further practice. Once a child has completed a work, they may return it to the shelf and select a new activity. Children may also observe another child's lesson or work if invited to do so and work cooperatively with another classmate. Compassion and respect are created through interactions in the mixed age community. It also offers students the opportunity to observe children working on activities at their own level or engaged in more complex lessons creating motivation for trying new challenges. Self chosen work done independently and with concentration builds confidence and self construction of the child's personality.

Lunch

The school does not provide lunch. Please send your child's lunch in a labeled lunch box. For beverages, choose a plastic thermos with a pop-up spout for safety and cleanliness. This kind is easiest for your child to handle. In order for your child to be eating his/her lunch at a safe and proper temperature, it is important to adhere to the following guidelines on packing a lunch. If the lunch contains meat or dairy (i.e. yogurt, cheese, milk) and is to be eaten cold, you must include a 'blue ice' or similar refrigerant. Food which you have heated and which is to be eaten warm needs to be placed in a stainless steel thermos. The reasons for these requirements are that bacteria grow on foods which are kept at improper temperatures. We do not heat or refrigerate children's food. Concerns for safety prevent us from heating lunches.

Always include two napkins, required spoons or forks, and a straw (if necessary) in the lunch box.

The eating habits learned as a child will be carried into the adult years. This is why we encourage you to provide nutritious lunches with appropriate size servings for a child. Pop, sugary drinks and candy are not acceptable as part of your child's school lunch. These items will be returned in your child's lunchbox if sent to school. Candy of any kind should not be sent to school. Water is the ideal beverage for lunch and is always available at school. It is imperative that we receive written notification from your child's pediatrician of any food allergies or dietary restrictions your child may have. Please help us teach your child good eating habits by reinforcing these guidelines.

Lunch Packing Tips

What is a good lunch? Definitely one that is eaten. Sometimes children are finicky eaters and some experimentation is necessary. Children go through periods where they don't want a lot to eat. Do not get upset; it will pass. If the child is hungry, s/he will eat. Pack a variety of items in small portions and cut in pieces. Preschool children do better with small portions several times a day rather than three large meals. Sometimes it is hard to tackle a whole apple or sandwich. Cut them into interesting shapes so they are more attractive to your child. We do not permit children to throw food away, except half eaten containers of yogurt or certain fruits such as bananas. If your child keeps bringing food home in their lunch box, try something else. If your child is used to a specific type of ethnic food please send it.

Children are more likely to eat what they choose and help to prepare. Let children help you prepare lunch. They can assemble, pack and wrap. Start the night before to avoid a morning rush. Above all, using permanent ink, label the lunch box and all containers in it. Place an identifying mark on the lunch box, such as a ribbon, a shape, or a color mark because many lunch boxes look the same. Helping your child to identify their own lunch box will help them to gain more independence and prevent any lunch mix-ups.

Recess

On most days, our children go outside to the playground or undercover area for recess. We encourage students to wear layered clothing, including waterproof jackets and hoods, when the weather is cool or rainy. Layered clothing generally is advisable from late October through April.

School policy maintains that a child who is well enough to go to school is well enough to go outside for playtime. If outdoor play is not advisable, please send a written notice from your physician explaining the situation.

Dismissal

Morning Dismissal (11:50 – 11:55)

All children who are enrolled for the morning class are dismissed from 11:50 – 11:55 am. During this time staff members will escort children to cars for pickup. Parents must sign children out on one of the hand held devices or on their phones. Children not picked up by 12:00 are returned

to the classroom. You will be charged the late pick-up fee of \$10 for the first 10 minutes and \$1 per minute thereafter. You will receive a written reminder, but not be charged a late fee for the first time you are late. Parents picking up children late must sign them out at the front desk.

Afternoon Dismissal (2:50 – 3:10)

Afternoon dismissal starts at 2:50 and ends at 3:10. Staff will again escort children to cars for pickup. Parents must sign children out on one of our hand held devices or on their phones. Please do not park in the lower parking lot at 2:45 pm as spaces need to be available for arriving after school staff. Never leave your car in the drop-off and pick-up lanes unattended during dismissal times of 2:50p-3:10 pm.

Late Dismissal and Activity Club (After 3:15)

If your child is not picked up by 3:15 you will be charged the late pick-up fee of \$10 for first minute and \$1 per minute thereafter. Children will be signed into Activity Club at 3:20 and there will be an a charge of \$20. Please call the front desk before pick-up time begins (no later than 2:45 pm) if you would like your child to join Activity Club. Vouchers are available at the front desk. Parents must pick up children and sign them out at the front desk.

Dismissal Courtesy in the Parking Lot

When you pull up into the outside lane, please move your car as far to the left as possible. If you pull up on the inside lane, closest to the curb, please pull over as close to the curb as possible. Always pull forward as far as possible to leave space for vehicles behind you.

No left turns into the driveway from 112th Ave NE at dismissal times!

Please continue down to the business buildings, Corporate Campus East, and form one line on the shoulder to turn right into the driveway. You can be ticketed for blocking traffic. Also, if people are trying to pass you on the right there is a greater likelihood of an accident occurring. It also causes a bottleneck on NE 24th St. with cars waiting to turn left onto 112th Ave NE.

If for any reason you feel that another parent has not treated you with respect in our parking lot, please do not confront them in front of the children. It is important that all children feel safe at

school. Please direct any concerns to Administration so that we can discuss any infractions with another parent.

All staff members of Bellevue Montessori School will request any driver to follow the above guidelines. Please accept their request with respect and courtesy. Remember, as adults, we are modeling appropriate behavior to all the children in the parking lot. We ask that you please be on your best behavior.

Please be prepared to greet your child by ending cell phone calls before you child is brought to your car.

Parents are responsible for buckling their children into their car seats before driving away.

General Information for your Student

First Days

The first day is a great change in your child's life. His/her adjustment to the new environment depends, in large part, upon your attitude and good communication with the teacher. Our goal is to make it a calm, orderly process for everyone. To help with this new routine, parents and the student are invited to attend a Meet & Greet with their child's teacher before school begins. This is an important time for your child to see their cubby, classroom and meet their new teacher. It is also a good time for you to share any concerns about your child. Administrative staff members are also available to answer any procedural questions. Please make sure you get answers to all of your questions before the first day, so there are no delays in getting children into their classrooms and settled with their new teachers and classmates.

Children quickly learn that going to school is a normal and natural part of their growth and an extension of home life. If you are calm and positive in your approach, your child will sense this and approach this new experience with excitement.

Just a few days before school begins, teach your child the name of the teacher. All staff are addressed by their last name, i.e. "Mrs....", "Ms....", "Mr....". You can show your child a picture of their Lead Teacher and Associate Teacher on our website.

Upon arrival on the first day, pull up to the front door and use the drop off guidelines. Say a friendly good-bye, only one time, and leave. Parents should have a matter-of-fact attitude,

which gives the child great security. A parent's brief good-bye allows the child to attend to the teacher, classmates and classroom activities. Any tears that may occur are then quickly dried.

Most young children live in the moment and are uncomfortable answering a lot of questions about their day. Rather than asking direct questions of your child the minute s/he is in the car, you may learn more about his/her experiences by observing play and being open to discussions at various times. Often young children will want to talk about school at bedtime, while riding in the car, or even days later!

Please feel free to call or email the school at any time and we will be happy to check on your child.

Clothing

Students often have identical clothing or lunch boxes. To avoid last minute delays and tears at dismissal, clearly label all removable clothing, belongings and lunch boxes.

Always have an extra set of clothing for your child at school. Pack a set to keep in the classroom in a zip-lock bag and label it clearly with your child's name. If for some reason your child gets wet outside or needs to change their pants, they will feel more comfortable in a dry set of new clothes from home.

All belongings left at school in our lost and found box will be set out at conference days and unclaimed clothing will be donated to charity. You may look through the lost and found at any time.

Toileting

All students at Bellevue Montessori School must be completely independently toileting on their own. Bellevue Montessori School is not licensed and does not have the facilities to care for children who are not using the toilet. Children must be independent in the bathroom which includes: unfastening and fastening garments, wiping themselves, flushing and washing hands. Parents will be called to assist a child if s/he has a bowel movement accident at school.

Birthdays

Your child's birthday circle at school is his/her special time to share with friends. We have a very special Montessori birthday circle focusing on your child's life and his/her time spent on

earth. Because we want this to be the emphasis of the celebration, we ask that party favors, hats and balloons be saved for your party at home. Your classroom teacher will provide you with information on what to bring for this special birthday tradition.

Please observe these simple guidelines to help your child's birthday observance go smoothly:

Send a note or email the teacher in advance so that class time can be allotted.

You may provide a special birthday cookie, mini cupcake, cheese and crackers or a fruit treat that comes prepackaged from a store. Please keep the serving sizes of these treats on the smaller size. We want to promote a moderate approach to eating particularly with sugary treats.

As we have several children with severe life-threatening allergies, our staff must be able to read the ingredients on the package of any food shared at school other than fresh fruits or vegetables.

The children prefer fresh fruit or cookies.

Regular size cupcakes and cakes will NOT be served. If this rule is forgotten, the school will provide a substitute snack.

Napkins and cups for water should be included.

Children love to receive mail! We ask that party invitations be sent via email or regular mail unless you are inviting every child in the class. This assures that children's feelings are not hurt if they are not invited to your child's party. Address lists for each classroom are available at the main office. This information is only available to the other parents in your child's class.

Gifts

School is not the appropriate place for children to exchange gifts. Please do not ask the staff to distribute any type of gifts to the children.

Snack

To insure a nutritious and varied menu, snack will be provided by Bellevue Montessori School. Snack is available to children during the morning work period and again during Activity Club. All snacks are nut free.

Sharing and Toys

You will receive information from your child's teacher about your child's sharing schedule. Your child may bring pictures, postcards, books, and items from nature or cultural artifacts for sharing. Please remember to leave all toys at home because they cause great disruption in the classroom and sometimes disputes between children. Absolutely no items of a violent nature are allowed at school. Please support your child's teacher in this policy.

Pet Policy

If there is a fish, reptile or other pet in the classroom, parents will be notified. Children may not bring their pets to school.

Health and Safety

In case of an emergency, school personnel will call 911 and follow the recommendations of the responding emergency medical personnel. We will then notify the parents if their child is experiencing a health emergency.

Medical Information

We are required by state law to maintain immunization records for each student. Parents must submit an adequate, updated Immunization Form annually. New Consent for Emergency Treatment and Health Information forms must be signed and on file in our office each year. Any child without immunization records on file at school will be excluded from school.

Medications

No medications are given to children without a written request signed by a parent. All medications must be supplied by the parent and must be in their original, labeled container with the child's name printed on it. The necessary form can be picked up from the front desk.

If your child requires an Epi-Pen or other allergy medication to be kept at school, you need to fill out the Instructions for Medication.

For asthma, we also need completed the Child Asthma Plan; and for allergic reactions we need the Child Care Emergency Plan for Food Allergic Reactions, which also needs your physician's signature.

It is the parent's responsibility to check on the expiration dates of the medication throughout the school year.

Illness

If it becomes necessary to send your child home due to illness, we will attempt to contact the parents first. In the event that a parent cannot be reached, we will contact an emergency contact person. Although we do not have a sick room, every effort will be made to keep your child comfortable while we make contact with you. It is important that you or your emergency contact person is able to pick up your child during school hours. It is important that we are able to contact either a parent or emergency contact person at any time!

If your child is ill please keep him/her at home. Please report severe or communicable diseases to us, as we are required to report these occurrences to the Health Department.

When to keep your child at home:

- | | |
|---------------|---|
| Colds: | For three to four days after symptoms appear especially if your child feels poorly, has a persistent cough, his/her nose is very full or secretions are yellow or green. |
| Strep Throat: | From the day your child is diagnosed and 24 hours following the administration of antibiotics. |
| Chicken pox: | Until all lesions are crusted over. This usually takes seven to ten days. Children are most contagious the day before a rash occurs. Children may still get Chicken Pox even though they have been immunized. |
| Stomach Flu: | Generally for as long as the child has diarrhea or fever of 100° F or more, and for 24 hours after vomiting. |

Vomiting:	If your child throws up during the night, before school, or on the way to school, please do not bring him/her to school for 24 hours.
Conjunctivitis (pink eye):	If the infection is bacterial, keep the child home from the time the child's eyes are red and oozy until 24 hours after s/he starts antibiotics. As viral conjunctivitis is contagious for five to seven days, your child may not return until after that time.
Fever:	If a child has a fever of 100° F or more or is lethargic or irritable. In order to return to school, a child must be free of fever for 24 hours without the aid of fever-reducing medication.
Impetigo and Scabies:	Children need to stay home until the infection is gone or we receive a written notification from your child's doctor.
Hepatitis, Measles, Meningitis, Mumps, Rubella, and Tuberculosis:	These are very serious diseases and we need to be notified immediately when a diagnosis is made. Your child needs to be kept home and cannot return until we have written notice from your child's doctor.

Emergency Situations

The staff of Bellevue Montessori School is committed to the safety and protection of the children in case of any emergency, including natural disaster. In case of an emergency, our priorities are to assess the condition, secure children and staff, and provide aid as needed. Classroom evacuation plans are posted in each individual classroom by the exit door and on the bulletin board in the office.

To ensure security and safety, the buildings will be locked until we are able to account for and provide immediate care for all students and staff. We will attempt to send an email to inform you of the emergency situation of the school. Please do not call as the phones may not be monitored in order to meet the needs of the children. Details of our response are contained in our Emergency Response Plan, available on our website.

Emergency Drills

Fire drills are conducted and recorded once a month. Fire and evacuation safety is also part of our curriculum.

Students and staff conduct quarterly “duck and cover” drills for potential earthquake threats.

Adult Sign-In/Sign-Out

All adults entering the school building or school grounds must sign in at the front desk and receive an identification badge while on school grounds. You must also return the identification badge and initial the sign out sheet when leaving. No unauthorized adults are allowed on campus and observation of any stranger is immediately reported to the office. Only adults doing business with Bellevue Montessori School are allowed in the building.

Children's Records

Parents can access their child's progress report at any time.

Bellevue Montessori School is a three-year program. Teachers fill out recommendation forms for other schools only for children in kindergarten or their 3rd year of attendance. Please give the teacher the form with an addressed envelope complete with adequate postage. Because of confidentiality, the form will be directly mailed to the school requesting the information. Out of respect for the teacher's time, please allow a minimum of 2 weeks to complete the school questionnaires or recommendations.

Every attempt is made to keep our enrollment records current. Please notify us of any changes of address, telephone numbers, email addresses or emergency information. Your emergency contact person must be available for pick up during school hours if you are unable to do so.

School Closure

Occasionally school has to be closed because of inclement weather or power outages. Our closure status is listed on all local television channels, on our communication and information all school group page and a text message through QManager. If the school is not listed, we are open. Missed days are made up at the discretion of the Director.

Non-discrimination Policy

Bellevue Montessori School welcomes all children. We do not discriminate with respect to race, creed, color, national origin, sex, age, or physical ability.

Cultural Diversity

Bellevue Montessori School celebrates the diversity of all ethnic and religious backgrounds of the children in our community. We do not prescribe to any specific religious organizations or practices. However, we do invite all families to share with us their ethnic, cultural or religious observances.

Department of Early Learning

The following information is posted in the office as required by the Department of Early Learning:

Posted in the hallway are the license, monitoring checklist, compliance agreement, staff names, schedule and snack guidelines. Posted in each classroom are staff names, schedule and evacuation diagram.

Confidentiality of Family Information

To prevent conflicts of interest and maintain the educational focus of our community, it is our policy that we do not permit solicitation of our staff, parents, and families. We provide parent contact information to our families using information which parents have allowed us to share. This document is **solely** intended for the use of parents for the purpose of organizing carpools, playdates, child care, birthday parties, etc. Misuse of this information for ANY other purposes (solicitation for ANY entity or organization –nonprofit/for profit, etc) is prohibited. Should you receive such solicitation, please notify the school. If you believe our community would be interested in an event or offer from another business or organization you represent, please email the request to the school.

Classroom Supervision

The mission of the classroom teacher at Bellevue Montessori School is to provide a warm, nurturing, and safe Montessori learning environment where self-concepts are enhanced, independence and individuality are encouraged.

The classroom teacher has full charge of his/her students and agrees to apply diligently and without compromise the Montessori methods and philosophy. Teachers also agree to implement the curriculum as directed by the Director and Assistant Director.

Students are always under the supervision of staff. Volunteers supplement, rather than replace, staff members.

Volunteers

Parent volunteers are welcome in our school. You will hear about volunteer opportunities at the September parent meeting. All volunteers must sign in/out at the front desk and wear an identification necklace while on campus. Please come without babies or small children so that you can give your full attention to the children.

Playground Supervision

The playground is actively supervised at all times when children are playing outdoors. Teachers are walking the playground or standing at one of the designated teacher stations.

Activity Club

Activity Club provides before and after school care for students. The program includes structured indoor and outdoor playtime, snacks and circle time that includes songs and stories.

The full benefits of Activity Club are available to students who contract for it for the entire school year. Childcare is provided every school day from 7:15 am until 8:35 am before school and from 2:45 pm until 6:00 pm after school. In addition, childcare is provided from 7:15 am until 6:00 pm on teacher preparation days, conference days, mid-winter break (not including Presidents' Day) and spring break by reservation at no additional charge.

Vouchers

Any Bellevue Montessori student may participate in Activity Club on an occasional basis before or after school. You may use vouchers to pay for Activity Club, as follows:

A Morning Voucher can be used for care any morning from 7:15 am until 8:35 am. An After School Voucher can be used for care any afternoon from 2:45 pm until 6:00 pm (or any portion thereof).

Morning or afternoon vouchers may be purchased in groups of five to a book. The cost per voucher book is \$100.00 for pm care and \$40.00 for am care.

Late Pickups

Pickups after 6:00pm are charged a \$10.00 fee plus \$1.00 per minute thereafter according to the school QManager system. Late pick-up fees will be added to your monthly tuition invoice.

Student Safety

Safe Student Transportation:

If any staff member of Bellevue Montessori School feels that the adult picking up a child is not capable of driving home safely, i.e. inebriated, appropriate measures will be taken to ensure the child's safety, such as calling another family member or the police.

The staff of Bellevue Montessori School does not provide any kind of transportation to or from school.

Reporting Suspected Child Abuse:

All staff members of Bellevue Montessori School will report any suspected abuse or neglect of a child to Child Protective Services.

Safety in the Traffic Lanes and Parking Lot:

If you must get out of your car with your child, please hold his/her hand at all times.

Pesticide Application:

We have a forest environment and pesticides are applied each month on a Saturday. If any other application is required, parents will be notified.

Revised October 6, 2016