

ISLAND CHILDREN'S MONTESSORI SCHOOL
9723 COPPERTOP LOOP SUITE 203
BAINBRIDGE ISLAND, WA 98110

PHONE: (206) 842-8770
CELL (360) 509-5833
Joan Gillanders, Director (360)830-9619
evenings and weekends

THE ISLAND CHILDREN'S MONTESSORI SCHOOL ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGINS TO ALL RIGHTS, PRIVILEDES, PROGRAMS, AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO ALL STUDENTS AT THE SCHOOL. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL AND ETHNIC ORIGIN IN ADMINISTRATION OF THE EDUCATIONAL POLICIES, ADMISSIONS POLICIES, SCHOLARSHIP AND LOAN PROGRAMS, AND ATHLETIC AND OTHER SCHOOL ADMINISTERED PROGRAMS

ALL RIGHTS RESERVED. NO PART OF THIS MANUAL MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF ISLAND CHILDREN'S MONTESSORI SCHOOL.

ISLAND CHILDREN'S MONTESSORI SCHOOL

MISSION STATEMENT

To offer a safe, nurturing environment where children can experience the love of learning

School Values:

- To provide a safe and clean environment
- To respect the needs of the child and the respect of the staff
- To provide a staff that values each child's uniqueness
- To create boundaries that allows the child to feel safe and free to explore
- To encourage each child to explore and develop their own potential
- To recognize the individuality of each child and their unique learning process
- To earn the trust of the children and their families
- To maintain a respectful relationship with the parents
- To maintain confidentiality of each child and their individual goals
- To work with others to help the child progress and grow
- To encourage open communication between staff and families

School Goals:

- To encourage each child to reach out to the world
- To instill a love of learning
- To give each child the courage to make a mistake and move on
- To inspire trust with each child and their families
- To encourage each child to take the next step
- To provide a safe place for the child to "fall" when things don't work out
- To find a method of learning for each child to help them reach their potential
- To provide a happy, pleasant, clean and safe environment
- To encourage a child to question the world around them
- To encourage wonder in each child's eye

A CHILD'S SPHERE

By means of his constant efforts, experiences, sorrows, and conquests of difficult trials and struggles, a child slowly perfects his activities. An adult can assist in shaping the environment, but it is the child that perfects his own being. He is like a man who is always running so that he can attain his goal. The perfections of an adult are thus dependent upon his efforts as a child.

We adults are dependent upon the child. With respect to his sphere of activity, we are his sons and dependents, just as he is our son and dependent in our particular sphere of work. The adult is master in one area, but the child is master in the other and the two depend upon each other. Both child and adult are kings, but they are rulers of different realm.

Maria Montessori, *The Secret of Childhood*

THE PREPARED CHILD

Dr. Maria Montessori believed that “no human being is educated by another person”. They must do it for themselves or it will never be done. A truly educated individual continues learning long after the hours and years spent in the classroom because they are motivated from within by a natural curiosity and love of knowledge. Dr. Montessori felt, therefore, that the goal of early childhood education should not be to fill the child with facts from a preselected course of studies, but rather to cultivate their own natural desire to learn.

In the Montessori classroom, this objective is approached in two ways.

First, by allowing each child to experience the excitement of learning by their own choice rather than by being forced: and second, by helping them to perfect all their natural tools for learning, so that their ability will be at a maximum in future learning situations. The Montessori materials have this dual long-range purpose in addition to their immediate purpose of giving specific information to the child.

The use of materials is based on the young child’s unique aptitude for learning, which Dr. Montessori identified as the “absorbent mind”. Dr. Montessori frequently compared the young mind to a sponge. It literally absorbs information from the environment. Acquiring information in this way is a natural and delightful activity for the young child who employs all his senses to investigate his interesting surroundings.

Since the child retains this ability to learn by absorbing until he is almost seven years old, a classroom where he can handle materials, which demonstrate basic educational information, invites him to do this at his own periods of interest and readiness.

Dr. Montessori always emphasized that the hand is the chief teacher of the child. In order to learn there must be concentration. The best way a child can concentrate is by fixing his attention on some task he is performing with his hands. All the equipment in a Montessori classroom allows the child to reinforce his casual impressions by inviting him to use his hands for learning.

Another observation of Dr. Montessori is the importance of the sensitive periods for early learning. There are periods of intense fascination for learning a particular characteristic or skill. It is easier for the child to learn a particular skill during the corresponding sensitive period than at any other time in their life. The classroom takes advantage of this fact by allowing the child freedom to select individual activities, which correspond to his/her own periods of interest.

The role of the teacher in a Montessori classroom is that of observer. She observes the needs and interests of each child and prepares the environment to help the child. Daily work proceeds from her observations rather than from a prepared curriculum which helps the child achieve his/her own goal.

Maria Montessori considered her emphasis on the environment a unique element of her method. The “prepared environment” is a place where the child can learn to do things for himself without the immediate help of an adult. A place of beauty with child sized furnishings carefully structured and ordered by an adult for the child’s freedom.

The proper environment is divided into different areas that enhance a child’s development. The first one is practical life. These daily living exercises develop concentration. They involve self-

help skills, eye-hand coordination and fine motor coordination sequencing. They allow the child to imitate adult activities and generate a sense of independence.

The next area is the sensorial area. A young child meets the world around him through the constant use of all his senses. Through the use of special materials, the child's classifying powers become more refined. Awareness of the world is heightened as he experiments with sharing, color, sound volume, taste, size, smell and touch.

The classroom provides opportunities for oral communication using stories, poems, vocabulary enrichment and sharing. Skills such as phonics, reading and creative writing are introduced as a child is ready.

Using the manipulative materials of math, the child is introduced to counting, numerals, the decimal system, concepts of addition, subtraction, multiplication and division.

In addition to the basic curriculum, the child's development is also enhanced through special programs of music, movement, art and foreign language.

During the course of a child's Montessori career, he is also introduced to the universe and all its aspects through geography and natural science.

SCHEDULES

&

CALENDARS

AM SESSION

8:45 AM - 11:30 AM

8:45 - 8:55 Welcoming

Group Activity

Story reading

Finger plays & Songs

Discussions

Demonstrations

Free Choice

Including individual instruction

Group Gathering

Clean - up

Prepare to go outside

Outside Play

Group Activity

Sharing

Story reading

Finger plays & Songs

11:30am Pick-up Time

**LUNCH & AFTERNOON
SESSION**

11:30 AM - 3:00 PM

11:30-12:00 lunch

children arrive - eat lunch

12:00pm - PM session

Children Arrive

Outside Play

12:30pm -AM Session

Children pick-up

Group Time

Story, songs

Discussions

Demonstrations

Free Choice

including individual & small
group instructions

Group Activity

Clean Up

Discussions, sharing

3:00 pm Pick-up Time

Kindergarten Schedule

11:00am – 3:00pm

Children will arrive and begin their day by journaling

11:30am – lunch

**12:00pm - Afternoon children arrive and join the Kindergartners for
the afternoon class.**

This schedule is subject to change to class needs

TUESDAY SCHEDULE MUSIC TOGETHER

On Tuesday, Heather Scott joins our class and presents Music Together with the children.

The AM Class will not be concluded until 12:30pm on Tuesdays. They will be served an adequate snack to hold them until their lunch.

The afternoon class will begin at the normal time of 12:30 and Heather will present Music Together at 12:45pm.

For children having lunch on these Tuesdays, lunch will be at the normal time. The morning class lunch children will have lunch immediately after Music Together.

If you are dropping off an afternoon student for lunch, please enter the classroom quietly and help get your child settled for their lunch.

LUNCH SCHEDULE

11:30 am	Morning children staying for lunch get lunches, wash hands and prepare to eat lunch
11:30-11:40	Afternoon children coming for lunch Please wait in hall until door is unlocked (it will be opened after the majority of the morning children are picked up)
11:30 - 12:00	Children eat lunch and clean-up lunch area
12:00	Afternoon class children arrive
12:00 - 12:00	Outside play (weather providing)

If you wish to have your children stay for lunch on a regular basis, please schedule with the director. If you wish to have your child stay for lunch on an occasional basis, please schedule this in advance with a staff member. Space allowing we will accommodate these requests.

Lunch is a time for the children and staff to rejuvenate and mentally and physically prepare for the afternoon. Please respect this time and schedule quick questions and conferences for another time. You may do so by calling or sending a note to the director.

SPECIAL NOTE: PLEASE DO NOT DROP OFF YOUR CHILDREN PRIOR TO 11:30 AM FOR LUNCH. WE ARE STILL CONNECTING THE MORNING CHILDREN WITH THEIR BELONGINGS AND THEIR PARENTS AND FOR SAFETY WE NEED TO SEE WHO HAS EACH CHILD PRIOR TO THEIR LEAVING THE BUILDING. THANK YOU!

ICMS CALENDAR 2011-2012

SEPTEMBER

- 8 PARENT NIGHT ORIENTATION
12 AM INTRO CLASS
PM REGULAR CLASS
KINDERGARTEN REGULAR CLASS
13 AM INTRO CLASS
PM REGULAR CLASS
KINDERGARTEN REGULAR CLASS
14 REGULAR CLASS SCHEDULE
FOR AM, PM AND KINDERGARTEN

15 REGULAR CLASS SCHEDULE
FOR AM, PM AND KINDERGARTEN

OCTOBER

- TBD HALLOWEEN IN- CLASS PARTY

NOVEMBER

- 11 VETERANS' DAY - NO SCHOOL
24 THANKSGIVING DAY-NO SCHOOL

DECEMBER

- 14 LAST DAY OF CLASSES
15-1/2 WINTER BREAK THRU JAN

JANUARY

- 3 SCHOOL RESUMES
16 MLK HOLIDAY-NO
SCHOOL

FEBRUARY

- 17 NO SCHOOL
20 PRESIDENT'S DAY -
NO SCHOOL
21 NO SCHOOL

MARCH

APRIL

- 2 SPRING BREAK
9 SCHOOL RESUMES

MAY

- TBD SPRING TEA
28 MEMORIAL DAY=
HOLIDAY

JUNE

- 6 LAST DAY OF
CLASSES
TBD END OF YEAR SOCIAL

POLICIES

ISLAND CHILDREN'S MONTESSORI SCHOOL

ADMISSION:

Island Children's Montessori School is a non-profit corporation. ICMS does not discriminate by race, sex, creed, or national origin in either admission or hiring practices.

REGISTRATION:

Enrollment is a commitment for the entire school year. Registration fees and tuition are **nonrefundable** and **nontransferable**. If unforeseen circumstances occur, parents must provide one month's written notice prior to withdrawing from the school.

An application form is required in order for a child to be considered for admission. The application needs to be accompanied with a **non-refundable** registration fee for all students. A last month's tuition deposit (**non-refundable**) is due upon notification of acceptance.

An additional fee per each child will be assessed at the beginning of the school year. This fee goes to the purchase of snacks, emergency preparedness supplies and expendable materials.

MUSIC TOGETHER:

ICMS is fortunate to be a Music Together Preschool and will offer Music Together the entire year for the students. There will be a fee of \$45.00 per quarter to be paid for the materials, which include a music book, 2 cds and instructions. There will be three quarters in the school year. You will be invoiced at the beginning of each quarter.

CURRICULUM:

The ICMS curriculum is designed as a three year, cumulative program and best serves those children who enter at the age of 2 1/2 to 3 years and continue up to and/or through the kindergarten year. The children interact with the materials and other children in the classroom on a different level each year of attendance.

CALENDAR:

The ICMS yearly-calendar follows that of the Bainbridge Island Public Schools (BISD) except first and last days of the school year and our Winter Break. The 2011-2012 school year begins September 12th. Winter Break begins December 14th-January 2ND. The last day of school is June 6th with the end of year social to be decided. A copy of the school calendar and Bainbridge Island School calendar are included in this parent manual and will also be placed in your child's cubby at the beginning of the school year.

ARRIVAL AND DISMISSAL:

- The entry door will open at 8:45 AM
- We require every child to be signed in and out each day by the adult bringing and picking up. Please use your legal signature. This is reassuring for the staff and lets us all know who picked up an individual child. The sign-in sheets are just inside the second door
- When bringing your child into the classroom or picking up your child, please respect their space and quiet. We strive to maintain a quiet, safe, and comfortable environment for all the children.
- After signing in your child, please help them get ready to start their day. They may need encouragement to hang their coat and put on their slippers.
- Upon returning for your child, while you sign them out, one of the teachers will bring your child to you. Please remain outside the door--the remainder of the children will continue their work.
- Each child must be **connected to an adult** before they will be allowed to leave.
- Morning class ends promptly at 11:30. Afternoon class ends at 3:00. If you are detained and cannot meet your child's schedule, please call the office at 206-842-8770. A simple phone call can allay many fears.
- If your child is still in the classroom 10 minutes after class ends and we have not heard from you, we will attempt to contact you. If we are unsuccessful in reaching you we will attempt to contact the names listed for emergency purposes. Otherwise, as a last resort we are required to contact CPS after a 30 minute delay without reaching someone.

CLOTHING:

- Children wear shoes or boots to school and slippers in the classroom.
- We work towards reinforcing every child's need for independence. Boots and slippers allow the child to "to do for him or herself". Children do best wearing slip-on or Velcro shoes. **PLEASE DO NOT SEND THEM TO SCHOOL IN LACE OR BUCKLE SHOES/BOOTS.** This hampers the child's independence.
- Please put your child's name on coats, boots, shoes, hats and slippers.
- On rainy days, please send your child wearing good outdoor clothing so he/she can stay dry and warm.
- **All children need an extra complete set of clothing left at the school to be used and replaced as needed.**

INCLEMENT WEATHER:

- Please listen to your radio paying special attention to Bainbridge Public Schools
- **BISD** closed, we are closed.
- **BISD** running one hour late - we are running one hour late.
- **BISD** two hours late and/or nor morning kindergarten - we are closed for entire day - no am or pm classes.

We do make up missed days due to an unscheduled closure of BISD - the missed days will be rescheduled.

HEALTH:

Parents know the normal appearance of their child and should be the first to detect signs of illness. Please watch your child for any unusual behavior or symptoms. These are usually the first signs your child is getting sick.

Please protect your child and his/her school friends by keeping him/her home 24 hour after any of the following circumstances have stopped.

1. **A fever of over 100 degrees on the ear thermometer, under the arm, oral or rectal.**
2. **Any type of rash or questionable bumps and/or red spots.**
3. **Green/yellow/brown mucous coming out of the nose, mouth, eyes or ears.**
4. **Uncontrollable coughing with or without congestion.**
5. **Loose stools or diarrhea more than once in a day.**

6. Vomiting or stomach flu of any kind.

Please do not bring your child to school if they exhibit any of these symptoms. If you bring your child with these symptoms, they will be turned away at the front door, and you will be asked to keep your child home until the symptoms are no longer present.

- If your child is sick, and you plan to stay home, please remember to call by 8:00a.m.
- Contact the school if your child has a contagious disease or illness so we can alert the rest of the parents.
- If your child becomes ill or we have concerns about his/her well being, we will contact you to come and pick up your child.
- Please inform us, ***in writing***, of any food allergies so we may help your child avoid those particular foods.
- Beginning of each year, we require a completed immunization form, showing the dates of all immunizations for all children. This form must be returned to the school within the first two weeks.

SNACKS:

The staff of ICMS will plan, purchase and prepare the snacks for the children. Again, if there are any food allergies, the staff needs to know so we provide safe snacks or an alternative for that child/children. ICMS will provide nutritional snacks within the guidelines of state and county regulations.

DISCIPLINE POLICY:

In an environment where children care about one another and are encouraged to talk and work together, discipline is generally not a problem. The children are eager to praise, to applaud, and to smile with their friends. At ICMS, we limit certain behavioral patterns such as:

- *Hitting, Biting, Kicking, Violent Behavior
- *Being Rude, Bullying
- *Disrupting a class
- *Throwing items

We limit these behavioral patterns by removing the child from the situation, by redirecting his/her actions, comforting the child and helping him/her to identify and resolve the problem. At ICMS, we make every effort to understand and work with the many different personalities and attitudes that individual children possess. On very rare occasions, behavioral issues may arise that are more serious or long-term, and undermine the experience for the other students and/or staff at the school. Should this happen, we will make every effort to work with the children, their parents and/or caregivers to correct these behaviors and enable the child to continue their Montessori experience with us. However, if the behaviors are not correctable, and it is in the best interest of the other students, staff and/or ICMS, we reserve the right to request a child leave the school.

BIRTHDAYS:

Birthdays are a very special time at school. Please let us know several days ahead of the planned school birthday so we can make it a special day for your child and not overlap other birthdays or other planned programs.

- *We honor the birthday child with a special personalized crown, singing and sharing a special birthday snack brought in by the child.
- *Parents are invited to share the birthday celebration by bringing photos of the child at different ages and special stories of the birthday child.
- *Children are welcome to bring special toy, stuffed animal or blanket to share with their classmates.
- *Please do not pass out birthday party invitations at school. The class directory provides the addresses of the students.

VISITORS:

Observers and visitors are always welcome at ICMS. If you wish to visit the classroom, please arrange a convenient time as adult space is limited. New children need time to establish the school as their special place. Please give

your child time to adjust to friends and staff without you before arranging a visit.

PICK-UP:

- If your child has a play date or is going to be picked up by someone who does not normally pick up your child, we require a **note** from you giving us all the necessary information.
- The school will not honor a phone authorization to release a child without prior written permission from the custodial parent stating that such a phone authorization is permissible.
- The school will confirm all phone authorizations to release a child by calling back the custodial parent at a previously designated telephone number immediately upon receiving the telephone authorization.
- Please be sure your child is picked up on time as they become concerned when they are the only one still at school. If you have a cell phone, please leave that number with us as well.

CARPOOL PERMISSION:

If you will be participating in a car pool, please provide a carpool permission form. On this form, please list all children in the carpool and state that they have permission to ride with the different individual drivers on given days. If a change takes place, please provide a signed written form stating this information.

We may not release children unless we have this in writing. Please be sure that all drivers recognize and implement Washington State Child Seat Laws.

PARENTAL CONFERENCES:

A parent may request a conference at any time during the year. If we have any concerns about your child, we will contact you immediately. Please feel free to ask for as many conferences as you like. Our goal is to make the school experience a happy and successful one for all concerned.

LUNCH:

ICMS provides a supervised lunch period for children.

- Parents pack their children's lunches. Please provide a lunch that is nutritious and easy for the child to eat on their own.
- Please do not send peanut butter or nuts until we know what allergies other children may have that can create a danger to them.
- Children can enroll at the beginning of the year for a certain number of lunch periods per week, and like tuition, are charged a fixed rate for the year that is divided by 10 for the ease of monthly billing.
- Lunch is not part of the educational program.
- When weather permits, the children will play outside after eating.
- When weather is inclement, lunchtime activities may include story time, singing, videos, or general quiet time.

LATE PICK-UP:

- Morning class ends promptly at 11:30
- Afternoon class ends promptly at 3:00

If you are detained, please call the school office to inform us of your delay and approximate time you will arrive. Children become fearful when they are the last children and there is no explanation.

LATE FEE POLICY:

- Grace period - 5 minutes
- \$1.00 per minute after the above 5 minutes

In addition, it has been decided that if this occurs 3 times, a review will take place and a fine of \$100.00 or forfeiting of your child's spot may occur.

DSHS requires that a child be with us less than 4 hours. Tardiness may put a child over the time limit thus jeopardizing the school.

TUITION POLICIES

CALCULATION OF TUITION: Tuition is calculated on an annual rate, based on the number of days in the school year. Tuition rates vary based on the number of sessions per week that a child is enrolled. Also, the tuition rate per session decreases as the number of sessions per week for which a child is enrolled increases. This reflects the general Montessori policy of engaging children in the educational process on a daily basis, and the decreased professional and administrative costs in having fewer children attend more frequently.

PAYMENT OF TUITION: Tuition for the year may be paid in advance or may be paid monthly. There is a 5% discount if the entire year's tuition is paid in advance. If you wish to make payments each quarter there is a 3% discount. More typically, tuition is paid monthly. For ease of billing, the annual tuition is divided by 10 with one-tenth of the tuition due at the beginning of each month of the school year-September through June. Thus, the tuition for each month does not change with the number of school days in that month. **Accordingly, students are enrolled for a full year and tuition is payable even if your child is absent regardless of the reason for the absence (i.e. family trips, illness, or other obligations).** Parents will find an invoice in their child's cubby at the beginning of each month with the amount of tuition due for the month. Tuition is due the first week of that month, and may be placed in the tuition drawer inside the entry door. You may pay your tuition by check, cash or credit card. Please ask for the proper credit card form.

ICMS is a small school dependent on tuition to meet our financial obligations so we ask that payment be made **the first week of the month.** Every child has a basic tuition that remains the same monthly. You will be billed for the extra sessions your child attends, but you need to pay your regular tuition without waiting for the bill showing extra sessions. Because we are dependent on tuition we simply cannot allow tuition to become past due. **If tuition does become past due, your child will not be able to attend school until tuition is current or other arrangements are made.**

ICMS accepts VISA, MASTERCARD, and AMERICAN EXPRESS AND DISCOVERY. You may arrange to have an automatic payment set up for the first of the month or you can use it occasionally. Paper work is available for you to fill out and to give permission to use your card.

LUNCH: Island Children's Montessori School provides a supervised lunch period for those children who are ready. Children enroll at the beginning of the year for a certain number of lunch periods per week, and like tuition, are charged a fixed rate for the year, which is divided by 10 for ease of monthly billing. Lunch is not part of the educational program. When weather permits, the children will play outside after eating. When the weather is inclement, lunchtime activities may include story time, singing, videos, or general quiet time.

EXTRA SESSIONS: Occasionally, a child may attend an extra morning or afternoon session, or an extra lunch. These extra sessions must be arranged in advance with the director. The cost for an extra session is published on the annual tuition schedule. The parents will be billed the following month for any extra sessions.

MISSED SCHOOL SESSIONS OR LUNCHESES: Island Children's Montessori School is a small, non-profit corporation, and we are not able to reduce our own expenses or add another child when a child has an occasional absence. **Therefore, we regret that we are not able to provide a tuition or lunch fee credit for sessions missed.**

PLAYGROUND RULES

Our playground is only open during designated recess times. These rules are enforced during the school day for the children's safety.

1. An ICMS Staff member must supervise all children.
2. Children are not allowed to pick-up and carry sticks or rocks. Throwing these items is strictly forbidden.
3. Children are not allowed to throw sand or dump it on others.
4. Slides are feet first on your bottom only. One at a time down the slide. Children may not climb up the slide.
5. Fighting games and mock battles are not allowed. These usually get out of hand, resulting in someone getting hurt.
6. Children are not allowed on top of the horizontal bar area (hang by hands under bars only). Also, children are not allowed on top of the tunnel. Both areas are slippery and extremely dangerous. The tunnel turns (please do not allow children to turn this piece of equipment).
7. Climbing on the perimeter fence and concrete bulkheads is prohibited.
8. The playground is closed when the gates are locked

Due to insurance restrictions, our playground is closed unless and an ICMS staff member is present to supervise. Please do not allow children to climb over the fence into the playground.

When you are with your child in the parking lot, please keep them in hand. Our parking lot is used by a variety of businesses and other drivers are not looking out for your child. At ICMS, the safety of your child is our primary concern.

FUNDRAISING:

Island Children's Montessori School is a small non profit organization who works hard to provide the very best to the children who attend the program. Tuition is devoted entirely to meet the expenses of this program.

Occasionally, the school needs some new equipment/materials or would like to implement a new program for all in attendance. In addition, to meeting these needs, the Board also strives to keep tuition at its lowest cost.

In order for the school to continue to expand and keep tuition costs low, the Board and staff ask parents to participate in some fundraising activities.

Participation is requested but not mandatory.

In the past, we have had many successful fundraisers. Our most successful efforts have been events where most of our families participate. It is a great way to meet other parents.

Please consider how you and your family can contribute to this effort and let the staff know. We are always in need of ideas and committee members to make these functions easy and successful for all.

With success, tuition can be kept at low costs and many families can reap the benefits.

The fundraising for the school year 2009-2010 raised \$15,000+ and we are happy to say that tuition will remain at the 2009-2010 level. We would like to see this trend continue, so the goal for the 2011-2012 fundraising will again be \$15,000+. If we are able to meet this goal, tuition costs will again remain unchanged or change a very small amount. In today's economy, what could be better?

eSCRIP:

ICMS participates in the escrip program through Safeway. When you register your Safeway card, ICSM gets a portion of the purchase price automatically. These funds go a long way in keeping our expendible supplies in stock. Please consider registering for escrip. It is easy to sign up. Just go to www.escrip.com . Our organization number is 500017878. Once registered, all you have to do is shop & use your Safeway card! This is a national program, so even distant family and friends can help support our school.

VOLUNTEERING:

ICMS has many opportunities to volunteer. Some parents like to work in the classroom and others are more comfortable working on projects or fundraising events. Whatever your talents, please sign up to be a part of your child's school experience. As opportunities arise, we will notify you by newsletter and have sign up sheets in the hallway on the bulletin board.

NEWSLETTER:

Approximately, once a month a newsletter is put together and sent to all families via their email. Please be sure we have your correct email address so you are able to receive any reminders, news or upcoming activities.

FACEBOOK:

Please check our facebook page for interesting tidbits and the question of the day.

WEBSITE:

Be sure to check our website for current information.
www.islandchildrens.org

ISLAND CHILDREN'S MONTESSORI SCHOOL

SCHOLARSHIP/FINANCIAL AID

Island Children's Montessori School has a mission to provide a quality education to all their students. We are committed to dedicating a portion of our income to scholarships and financial aid to families who need assistance with tuition. We desire to help as many families as we are able in a smaller way rather than one in a large way. Being a relatively small school, our resources for this are limited. All financial aid information is held in the strictest confidence. Any family receiving such assistance is expected to pay their portion of the tuition the first week of each month, as is our policy.

GENERAL
HEALTH
AND
SAFETY
INFORMATION

CHILDREN HAND WASHING

In an effort to reduce the spread of germs and disease we enforce the following policy.

All children are required to wash their hands:

Upon arrival to school

After using the bathroom

After changing wet/soiled underwear or clothes

After playing with animals

After touching body fluids (such as blood or after a nose bleed, blowing their nose, sneezing, coughing, and wiping or picking their nose).

Before or after a child eats or participates in a food activity

ISLAND CHILDREN'S MONTESSORI SCHOOL

EMERGENCY PREPAREDNESS PACK

ICMS has made a conscious decision to implement and maintain an Emergency Preparedness resource. We are committed to this process so we are prepared for any emergency be it wind or snow storms, power outages or earthquakes. We want the children and their parents to know they are safe, dry, warm and fed until you or an assigned emergency person can pick them up. At this time, we have stock piled food, water, medical supplies, shelter, toilet and cooking facilities for 30 children and 4 adults. Each fall, these supplies are updated and refreshed using a portion of the material fees paid by each family.

Included in the forms to return to school, you will find two forms specific to Emergency Prep. Below is a list of items to place in a small plastic bag. These bags will be stored with the other supplies specific to emergency preparedness. All items will be returned, intact, at the end of the school year.

PLEASE PLACE THE FOLLOWING ITEMS IN A SMALL PLASTIC BAG(1 GALLOIN SIZE-ZIPLOC) AND RETURN TO THE SCHOOL WITH THE APPROPRIATE FORMS BY OCTOBER 1ST.

1. **Comfort item from home:** Family picture, stuffed animal, small special toy or book, a note from parent, anything that would bring your child comfort.
2. **Easily eaten food:** a granola bar, dried fruit, meat jerky, fruit leather, etc., a snack food that keeps and needs no preparation. Think easily eaten foods that would give your child comfort. This is just for an immediate snack--more for comfort--until we can get the other foods ready.
3. **One large plastic bag:** makes a great rain poncho
4. **Any special medications** with written instructions: bee sting kit, inhaler, etc. in addition to regularly taken medications.
5. **Complete set of underwear:** we are stocked with some extra clothes, but if you would like to send your child's own clothes, please do. Think warm and dry. Ideally these items would all fit in a 1 gallon Ziploc bag

PLEASE LABEL THE OUTSIDE OF THE BAG WITH YOUR CHILD'S NAME.

MEDICATIONS

Parents must give written consent before we give your child any medication. Consent must include:

Child's first and last name

Name of medication

Reason for medication

How often to give the medication

Start and stop dates

Expected side effects

How to store the medication consistent with the directions on the medication label.

The parent consent form is good for the number of days stated on the medication bottle for prescriptions. Medications may not be given past the days prescribed on the bottle even if there is medication left.

The following medications may be given with written parent consent if the medication bottle label tells you how much medication to give based on the child's age and weight.

Antihistamines

Non aspirin fever reducers/pain relievers

Non narcotic cough suppressants

Decongestants

Ointments or lotions intended to reduce or stop itching or dry skin

Diaper ointments and no talc powders intended for diaper area

Sunscreen

All other over the counter medications must have written directions from a health care provider with prescriptive authority before we will give any medications.

Medications may not be mixed in any food or drink unless there is written directions to do so from a health care provider with prescriptive authority.

Medications may not be given differently than the age and weight appropriate directions or the prescription directions on the medication label unless you have written directions from a health care provider with prescriptive authority.

If a medication label does not give the dosage directions for the child's age and weight, you must provide written instructions from a health care provider with prescriptive authority in addition to the parent consent prior to us giving the medication.

Written consent from a health care provider with prescriptive authority to give:

- Vitamins
- Herbal supplements
- Fluoride

Medications must be in original container labeled with:

- Child's first and last name
- Date prescription was filled
- Expiration date
- Easy to read instructions on how to give the medication
- Duration of taking medications

REPORTING CHILD ABUSE/CHILD NEGLECT

State and local law requires reporting of suspected child abuse/child neglect to the appropriate governmental agency. We are required to report the following:

Death or serious injury or illness requiring medical treatment or hospitalization: A report by phone and in writing to the parent and DSHS.

Any instance or reason to suspect the occurrence of any physical, sexual or emotional child abuse or neglect, child endangerment or child exploitation:
Call 1-800-562-5624

Occurrence of food poisoning or reportable communicable disease as required by State Board of Health: Report by phone.

Island Children's Montessori School

September 12, 2011

Please find on our website: *islandchildrens.org* the current parent manual. Within the next two weeks, please take the time to read and if you like, download it to your computer. You will find it has most of the information that you will need to have a successful year for your child and yourself. Please do not hesitate to ask any questions that may arise. The staff is always available to assist you. Please read it carefully as it has some new policies and explanations.

I have read, understand and accept all the policies at Island Children's Montessori School and I will fill out and complete all forms within the first two weeks of school.

Signed

Printed Name
