

THE CREATIVE EDUCATION FOUNDATION

The ***Creative Education Foundation***, which presently consists solely of the **Creative Montessori School**, was established during the summer of 1978 as a non-profit, educational corporation, which is non-discriminatory in employment practices and toward clients.

The purpose of the **Creative Montessori School** is to provide a rich learning environment in the classroom, and an opportunity for children to develop good self-esteem, healthy habits of communication, and their own unique creativity.

It is our goal that the teachers working with the children remain sensitive to the interests and needs of each child, and that open communication is established with the parents regarding their opinions and concerns.

Parent participation is an important aspect of our program as children experience a sense of community and a feeling of enhanced personal worth when their parents take part in school activities. We invite you to attend our Orientation Meeting, our Kindergarten Night, our Guest Night, our School Picnic and our two Parent/Teacher Conferences.

We of the **Creative Montessori School** wish to welcome you, and we look forward to a positive partnership with you in the future.

ADMISSION REQUIREMENTS

We accept children ages 3 to 6 years.

ENROLLMENT PROCEDURE

To enroll your child, please fill out an application form, an immunization form, a health inventory, a crisis/disaster form and a tuition agreement, and return them to the school with your **registration fee**, which is **non-refundable**.

Children may be enrolled full time (7½ or more hours a day), extended day (9 to 3), or ½ day mornings (9 to 11:30) or ½ day afternoons (12:30 to 3:00)—5 days a week. Any child enrolled in any program may sign up on a drop-in basis for additional time if space is available.

TUITION

Tuition is paid on a monthly basis. To determine the monthly payment, we take the year's tuition and divide it into nine and a half (9½) equal parts. June is a half-month, so the tuition in June is half of what it is the rest of the year. ***There is no reduction of tuition for school holidays or snow days.***

Tuition is due by the 5th day of each month unless other arrangements have been made.

PLEASE NOTE: If your child is sick, or if you take a vacation, *including a vacation which falls in the first half of June*, **full tuition is still due.**

Checks should be made payable to **Creative Montessori School** or to **CEF** (Creative Education Foundation). They may be given to any staff person or mailed to: Creative Montessori School, 14944 Juanita Dr. NE, Kenmore, WA 98028.

A late tuition fee (see Tuition Agreement for the amount) will be due for payments received 5 days after the payment due date. **Please add this amount to your tuition check.**

If your check is returned to us for any reason, there is a **charge**. This is to cover the cost of extra bank charges, billings and bookkeeping. If a second check is returned, we require that all payments be made henceforth by cashier's check or in cash.

IMPORTANT: Tuition, day care, and lunch bills must be paid in full for the previous month in order for your child to continue in school. If you have any questions, please contact ALICE EVANS at (425) 885-3562.

WITHDRAWAL OR SCHEDULE CHANGES

When you enroll your child, we assume that it is for the full school year. We hold your child's place for that duration of time, and we staff accordingly. **Thirty (30) day's WRITTEN notice is required** if you must withdraw your child before the end of the school year **or** from any summer school time you have signed your child up for. ***Tuition is due unless we have been notified in writing.***

A Student Withdrawal Form is on the last page of this Handbook.

LATE FEES

Any child not picked up by 6:05 PM will incur a late fee. Please check the tuition agreement for the amount. **All late fees are paid directly to the teacher in charge at the time of pick-up.**

Except for the above time (6:05 PM), any child picked up more than 5 minutes past the scheduled pick up time, will be charged for a minimum of one hour, unless s/he stays into a class time, then the charge will be for the entire class.

CLASS SCHEDULES

Full Care (7-1/2 hours or more)	7:00 AM to 6:00 PM
Extended Day	9:00 AM to 3:00 PM
Morning Class	9:00 AM to 11:30 AM
Lunch	11:30 AM to 12:30 PM
Afternoon Class	12:30 PM to 3:00 PM

DAILY SCHEDULES

Full Care

Children arrive from 7:00 to 9:00 AM during which time they play with our large selection toys, our Montessori materials, and/or they play outside.

From 9:00 to 11:30 AM, all children attend a regular Montessori class. This includes 1³/₄ hours of individual choice of activities using our Montessori materials, and about 20 minutes of teacher directed group activity (circle time). Group activities may include creative dramatics, story telling, music and movement, show and tell, etc.

Lunch is from 11:30 AM to 12:30 PM and is followed by another period of outside play.

From 1:00 to 3:00 PM, children rest, nap, or continue their Montessori classroom activities.

From 3:00 to 6:00 PM. There is a short circle time, followed by second lunch—an opportunity for children to finish their earlier lunch or to have a school snack. At 3:30, they go outside to play and to work on art projects. At 5:00 PM, the children come inside for a light snack. They continue inside, playing board games, doing puzzles and using a wide selection of blocks, Legos and toys.

Half-day & Extended Day (9 AM to 3 PM)
Programs

The activities which take place in these programs are described under Daily Schedule, Full Care, 9:00-11:30 AM. In addition children have outdoor play for about 15 minutes.

LUNCH

Any child may choose to eat lunch at school by bringing a sack lunch. (**We do not supply lunch.**) No advance notice need be given. Morning children should be picked up after lunch at 12:25 PM, and afternoon children should be brought for lunch at 11:35 AM.

In packing your child's lunch ***please give him/her only nourishing food and no more than 1 small cookie or other dessert,*** if you wish to include a dessert. **Parents of Full Care children,** please put in a little extra food to eat at second lunch. **Please do not send “lunchables”** to school. They have poor nutritional value and the leftovers cannot be easily stored for second lunch at 3:00 PM.

We do not pressure the children to eat, nor do we monitor the order in which children eat their food. If they select their dessert first, it should be small enough so that it won't ruin their appetite for the rest of their meal. ***Allowing the child to choose what and how much s/he wants to eat is an important way of showing respect.*** All children who stay to lunch will be asked to sit for 20 minutes before being excused to clean up and to play. Any uneaten food will be returned to you.

NOTE: Please **do not** place any cough drops, Tums, vitamins, or medications in your child's lunch. Thank you! (See "Medications" under "Illness and Medications".)

The charge for lunchtime is posted in our Tuition Schedule. There is **no additional charge for lunch** for extended day (9 to 3) or full care students, as this is included in the tuition. Others may sign up for lunchtime each day for a monthly fee that will be added to your tuition. Occasional drop-ins for lunch will be billed at the end of the month for the time used.

SNACK

Once during the year, we ask that each child's family provide a week's worth of snacks for the class. Sign-up sheets will be posted in September. If your child has special snack needs due to allergies, you may arrange with the teachers to bring snacks just for your child.

Amounts to bring:

- 1 package (100) of **3** ounce Dixie cups
- 1 roll of paper towels

The school will provide a list of snack recommendations.

Please note: DSHS requires that fruits and vegetables be brought whole, and that all other food be in their original wrappings in order to lessen the chance of bacterial infections.

ARRIVAL AND DEPARTURE

Children may arrive 5 minutes before the beginning of each class and be picked up from 5 minutes before to 5 minutes after the ending of each class. *Please be prompt, as there will be **a charge for late pick-ups and early arrivals.*** Teachers need to have preparation time before school and often have obligations after school, so, we appreciate your consideration.

Note: When you drop off or pick up your child, please use a quiet voice. Men especially have voices that carry. It greatly benefits the children who are working or playing to have a quiet, undisturbed environment.

SIGN-IN PROCEDURES

All children enrolled in our back building must be signed in and out by their parent or guardian. Please sign your last name in full! A staff person can also sign children in and out in both buildings as needed.

TRAFFIC PATTERN

Please enter on the south leg of the circular drive and exit on the north leg. Drive to the

front door to deliver or to pick up your child. If your child's class is in the back building, please park your car in the front lot in a designated parking space or on the gravel strip on the south side of our property and walk him/her to the door of the back building.

The back driveway may be used from 7:00 to 8:30 AM and from 3:15 to 6:00 PM. *Please park your car in front at all other times to assure the safety of our children.*

REMINDER: Please drive slowly on the school grounds.

DISCIPLINE POLICY

Children are first encouraged to become interested in the Montessori materials since, when they are learning, discipline problems seldom occur.

If a child has been offended by the behavior of another child, s/he is encouraged to verbally express his/her feelings to the offender.

If the above approaches are not effective, a child may be asked to work at a specified table, or a timeout may be given.

Parents will be informed immediately of any serious discipline problems so that we can work together to solve them.

If a child's behavior is continually disruptive to others in the group, we reserve the right to ask that child to withdraw from school.

No corporal punishment is used in our school and full care programs.

FREE ACCESS

Parents have a right to access any areas used by their child at the Creative Montessori School.

CHILD ABUSE REPORTING

Under Washington State law, the Creative Montessori School is required to immediately report to DSHS any suspected child abuse and/or neglect.

COMMUNICATION

If, at any time, you are concerned about your child, we encourage you to communicate this to the teacher and/or to one of the administrators. Also, if you are aware of unusual times of excitement or of stress at home, please inform us so that we can work together in the best interests of your child. ***Please arrange a time to talk when your child is not present.***

ORIENTATION MEETING

A parent orientation meeting is held each October to familiarize families with our policies, philosophy and method of education. Bring your questions!

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held two times a year, once in the fall and once in the spring. Please refer to the School Calendar for the dates. Sign-ups for the 20-minute time slots will be announced beforehand.

Conferences give us an opportunity to share with you our experiences and observations of your child. We encourage both parents to participate in the Conferences if at all possible.

NEWSLETTERS

About once a month, a newsletter will be sent home. **PLEASE READ YOUR NEWSLETTERS!** You will be informed of upcoming events such as parent/teacher conferences and the school picnic. **An uninformed parent can be the cause of a great deal of disappointment and distress for his/her child.**

IMMUNIZATIONS

The state requires that a completed immunization form be on file at the time of enrollment (by the first day of school). **No child may start school without it.**

The State Immunization Standards require that all children enrolled in a preschool or day care program have their shots up to date as published in the state guidelines. **If you or your doctor object to vaccinations**, you may take an exemption for personal reasons. This includes getting information about the benefits and risks of vaccinations from a licensed health care provider (an M.D., P.A., D.O., N.D., or an A.R.N.P.) who is currently licensed in Washington State and is authorized to sign the Certificate of Exemption (COE) form that you can obtain from us.

PHYSICALS

DSHS requires that each child have a physical within one year of entering our school or day care program. A visit to the doctor for any reason will qualify. Please notify us of the date of your child's last doctor's visit. We encourage you to have your child's vision and hearing checked as well, as any

loss can seriously interfere with his/her school experience.

ILLNESS AND MEDICATION

Please contact us in the event that your child contracts any contagious illness such as chicken pox, strep, staph, etc. so that other parents and/or the Health Department can be notified.

Children may come to school if they have a cold and are feeling good. Please **keep your child at home** if s/he is not feeling well, has a temperature, an earache, sore throat, diarrhea, or is vomiting. ***Any child with the above symptoms will be sent home.*** Children may return to school after they have been symptom-free for 24 hours.

NOTE: **If your child is too ill to go outside, s/he is too ill to come to school.** We go outside every day, weather permitting, and do not have the staff to care for children who cannot go outside.

Medications--prescription and non-prescription can be administered only if accompanied by a **Medication Authorization Form** form, which has been signed by the parent. Forms are available at school. Please keep one at home in the event that it is needed.

Prescription medications must be in the original container with the child's first and last names on the label, a date, and instructions for administration.

Non-prescription medication can be given only at the dose, duration, and method of administration specified on the manufacturer's

label for the age or weight of the child needing the medication. These medications include antihistamines, non-aspirin painkillers, non-narcotic cough syrup, decongestants, anti-itch medication, and sunscreen.

MEDICAL EMERGENCIES

In the case of a medical emergency, 911 is called, the parent is notified or the person listed on the application as a substitute if the parent cannot be reached, the child is constantly attended to, and written records are made and kept about the circumstances.

CLOTHES

Please **mark each item of loose clothing with your child's name.** We give bagfulls of unmarked, unclaimed clothing to the Goodwill every year.

To insure your child's comfort, health, and safety, please send him/her with a **warm sweater or coat** on cool days and with **appropriate shoes** for our playgrounds.

If your child has an occasional accident, please send a **change of clothes** in a **labeled, zip-locked bag.**

Sunglasses can be dangerous if broken, so our policy is ***no sunglasses at school.***

BATHROOM POLICY

Children are expected to use the bathroom independently. The staff is not available to wipe them. Of course, we will help an ill child.

SHOW AND TELL

Sharing something of value with friends is a fulfilling experience. Please check with the teachers to find out the day(s) of the week chosen for "Show and Tell". Because our "Show and Tell" container has a limited capacity, we ask that children bring only one item each time. Also, this limitation encourages the child to choose what s/he values the most.

HOLIDAYS AND RELIGION

We recognize many holidays during the year with a special project and a brief description of its history. We are not, however, affiliated with any religion, sect or denomination.

If any parent is particularly interested in participating in celebrating one of their own special holidays by baking with the children or in any other way, we welcome your contribution. Please contact your child's teacher to make arrangements.

SNOW

Generally, we follow the public school decisions on the closure of school due to snow. Listen to the announcements on the radio-- KOMO 1000 or on TV--Channels 5 or 7. We will also place a message on our school answering device (425-488-8844). A more detailed description of our snow policy will be sent home in October.

GUEST NIGHT

Guest Night is an opportunity for parents (or another special person) to come to school for an hour in the evening with their child. It is one of

the most exciting events of the year, as the children love to share with you their favorite activities and materials. Because of space constraints, we ask that you leave siblings at home.

BIRTHDAYS

A birthday is a special day for all of us. We will recognize your child's birthday in circle with a special song and with objects s/he can take home, representing the elements that support life. In addition, some families like to donate a favorite book to the school library with a bookplate or photo placed on the inside cover identifying their child as the giver.

Please note: **To avoid hurt feelings, we do not allow birthday invitations to be passed out at school.** We will, however, provide you with a class list and an email list so that you can mail or email invitations to the family of the child you would like to invite.

VISITING

After November 1st, we encourage you to observe your child's class. You may arrange a time with the teacher. We open the school to other interested people as well.

When you are visiting, we ask that you sit quietly or move silently around the classroom so as not to disturb the work of the children. The teacher will be happy to answer questions after school.

PETS

Due to very stringent DSHS requirements, we do not have pets at school, nor can we have pet visitors.

***We offer your child an opportunity
for creative expression so that
creating is experienced as
a natural way of life.***

Alice Evans, Director

Creative Montessori School

14944 Juanita Dr. NE

Kenmore, WA 98028

(425) 488-8844 or

(425) 885-3562

PARENT HANDBOOK

Creative Education Foundation
14944 Juanita Dr. NE
Kenmore, WA 98028

**CREATIVE MONTESSORI SCHOOL
AND DAY CARE**

Student Withdrawal Form

I hereby give 30 days notice that my child,

will be withdrawing from the Creative

Montessori School on_____.

Date

This fulfills my responsibility to give a 30
day notice to the school.

Comments: _____

Date

Parent Signature