



*Inviting Community, Engaging Academics*

# Parent Handbook

## 2018-2019

TLC Montessori  
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**[www.tlcmontessori.net](http://www.tlcmontessori.net)**

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## TLC's Mission Statement

Within the structure of a peaceful, caring and respectful community, we nurture children's individual gifts and talents and instill a life-long love of learning.

## Objective

Dedicated to developing the whole child, TLC Montessori follows the Montessori Method of education, which focuses on promoting growth in all areas of a child's development: academic, physical, social and emotional. A variety of daily activities ensures that children's needs are met during critical learning or sensitive periods, when they absorb lessons more easily and more quickly than they ever will again. During these periods it's crucial for the child to be encouraged rather than discouraged.

The child's environment is a key element of the Montessori Method. The organization of the classroom, including careful placement of learning materials, is designed to promote and nourish periods of developmental sensitivity. Teachers pay close attention to each child, methodically observing and evaluating every individual through various stages to ensure that each one realizes his or her full potential.

TLC's goals for each child:

- Inspire a lifelong desire to learn
- Develop excitement for learning and a desire to explore new ideas and concepts
- Create an interest in caring for our environment and ourselves
- Achieve appropriate balance in knowledge of the body, mind and spirit
- Create an environment that fosters responsible citizens
- Form a support team with the parents

## Developmental Years

From birth to age nine are the most significant developmental years in your child's life. Learning from the activities set before them, children absorb everything in their environment. To help children realize their educational potential, TLC Montessori provides a sequence of developmental activities that builds a solid foundation for higher levels of learning well into the future.

A multi-cultural community of parents, teachers, staff and alumni, TLC Montessori is open to everyone, regardless of race, religion, sex, or nationality, for enrollment and employment.



## Toddler

Basic Daily Schedule	
7:30 am	Open
7:30 am – 8:30 am	Miei Amici
8:30 am	School Begins
8:30 am – 8:45 am	Morning Circle
8:45 am – 9:30 am	Work Time
9:30 am – 9:45 am	Morning Snack
9:45 am – 10:45 am	Work Time
10:45 am – 11:00 am	2 <sup>nd</sup> Circle
11:00 am – 11:30 am	Recess
11:30 am – 12:10 pm	Lunch
12:10 pm – 2:00 pm	Story & Rest Time (Alternate quiet activities for children who do not need rest)
2:00 pm – 2:30 pm	Closing Circle
2:30 pm – 2:40 pm	Dismissal
2:30 pm – 5:30 pm	Miei Amici
5:30 pm	Close

## Preschool and Kindergarten-1st

Basic Daily Schedule	
7:00 am	Open
7:00 am – 9:00 am	Miei Amici
8:45 am – 9:00 am	Circular Drop-off
9:00 am	School Begins – Morning Circle
11:30 am – 12:45 pm	Lunch & Recess
1:00 pm – 1:10 pm	9:00 am – 1:00 pm Class Dismissal
2:55 pm – 3:10 pm	9:00 am – 3:00 pm Class Dismissal
3:00 pm – 6:00 pm	Miei Amici
6:00 pm	Close

## School Calendar

The most current TLC School Calendar is posted on our website at [www.tlcmontessori.net](http://www.tlcmontessori.net) under the documents and forms section. Here is a link: <http://www.tlcmontessori.net/resources/tlc-montessori-pdf-forms-and-documents-library>.

## Closure Schedule

As a convenience to our families, TLC follows the Lake Washington School District's calendar for Federal Holidays and school breaks. TLC does not necessarily follow Lake Washington School District in-service days, parent/teacher conferences, start and end dates, etc. Please see the TLC calendar for all scheduled closures and school events.

## School Breaks

TLC will remain open for care during school breaks (Winter, Mid-Winter, Spring, June), offering Miei Amici Club on all days for which children are registered. Children attending Miei Amici Club during the school breaks will enjoy planned cooking projects and art projects, music and movement, games and more!

## Holidays

TLC is closed on all of the following Federal Holidays: New Year's Day, Martin Luther King Jr.'s Day, President's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Thursday and Friday, and Christmas Day.

## Inclement Weather Schedules

In the event of bad weather, you can find up-to-the-minute information about school closures at <http://www.flashalert.net> or [www.lwsd.org](http://www.lwsd.org). TLC is listed on [www.flashalert.net](http://www.flashalert.net) under Seattle/Western Washington. Look into Seattle area Private/Charter Schools. You can simply search TLC Montessori as well. Other sources for closure information are AM radio stations KIRO 710, KOMO 100 and the local news channels.

### TLC follows these procedures for closures and delays.

- When Lake Washington School District #414 reports a **district wide closure**, TLC will close.
- When Lake Washington School District #414 reports school **delays**, TLC will:
  - Close AM Miei Amici.
  - Begin all Toddler, Preschool and Kindergarten-1st programs at 10:00 am. Drop offs will begin at 9:45 am and there will be no morning circular. Please park and walk your child into the Activity Center or to class.
- If Lake Washington School District #414 closes early, TLC will close early and will not hold PM Miei Amici.
- If Lake Washington School District #414 cancels after-school activities, there will be no PM Miei Amici.
- When Lake Washington has only partial closures, look specifically for information on Margaret Mead Elementary.
  - When Margaret Mead closes, TLC will close.
  - When Margaret Mead is operating on a delayed schedule, TLC will:
    - Close AM Miei Amici.
    - Begin all Toddler, Preschool and Kindergarten programs at 10:00 am. Drop offs will begin at 9:45 am and there will be no morning circular. Please park and walk your child into the Activity Center/class.
  - When Margaret Mead closes early, TLC will close early and there will be no PM Miei Amici.

## Power Outages

For the safety of students and staff, the State of Washington requires TLC Montessori to close if the power is out for as long as 1-½ hours. All parents must have updated phone numbers on file. TLC staff will call each family and post it on flash alert if this occurs. Students must be picked up within one hour of a phone call/message or flash alert notification. **YOU MUST HAVE A BACK-UP PERSON READY TO PICK UP YOUR CHILD IF YOU ARE UNABLE.**

## Natural Disasters

In the event of a natural disaster and if phone lines are down, TLC will post directions on the front door of the school. Please prepare a 1-gallon Ziplock bag with emergency provisions, including water, non-perishable foods, a solar blanket and family photo for your child to keep on site. Emergency pack information is sent with the New Student Packet.

## Late Arrivals and Absences

Please ensure that your child arrives at TLC early enough to be ready to start school on time. When your child will be absent or late, please call us at (425) 868-1943 by 8:30 am each day. When you call, we also will need to know the reason for the late arrival or absence, especially when the child has been ill. TLC is required by state law to report any communicable diseases.

If your child arrives after class has started, please follow this procedure:

- Escort your child to the classroom.
- Open the door and, remaining outside the room, quietly get a teacher's attention to come and get your child. Please do not enter the classroom, as it is disruptive.
- Log your child in on the touch-screen computer in the front office.

## Early Dismissal

If your child needs to leave school early, please send a written note to the teacher that morning. This will allow the teacher to have your child ready without disrupting the classroom. You will need to pick your child up from the classroom and check them out at the touch-screen computer in the front office.

## Daily Drop-Off and Pick-Up Procedures

To ensure your child's safety, TLC Montessori requires that children are signed in and out of school each day. A staff member will sign children in/out for parents who use circular drop-off or pick-up. Walk-up parents and those who have children in AM and PM Miei Amici are asked to use the touch-screen monitor located on the bookshelf or the touch screen monitor located in the front office.

### Pick-up Authorization Requirements:

Anyone picking up a child is required to have:

- Written consent from parents.
- Photo identification for a staff member to confirm authorization.
- Parent's ID number and password.
- Age/size appropriate car or booster seat.

The Washington State Booster Seat Law prohibits any TLC staff member from loading a child into a car without a State-approved booster or car seat. Parents without the State-approved equipment need to park and then load their children into their cars themselves.

### New TLC Students:

- When your child starts at TLC, you will be given a registration number.
- An office staff member will show you how to register on the touch-screen, which will require you to create a personal ID number and password.
- Please record your ID number and password and share them only with individuals who have your written authorization to pick up your child.
- We cannot release children to anyone who does not have written authorization and/or does not have the information required to log your child out.
- If you forget your password, an office staff member will help you re-register.  
We appreciate your cooperation in following these procedures, which the State of Washington established to ensure the safety of your child.

### Drop-off and Pick-up Schedule:

#### Toddler

Drop off:	8:20 am – 8:30 am
Pick up:	2:30 pm – 2:40 pm

#### Preschool and Kindergarten-1<sup>st</sup>

Drop-off:	All programs	8:45 am – 9:00 am
Pick-up:	9:00 am – 1:00 pm	1:00 pm – 1:10 pm
	9:00 am – 3:00 pm	2:55 pm – 3:10 pm

Please Note: If you arrive late, the Miei Amici drop-in fee of \$13.00 per hour (or any portion of an hour) will be charged to your account.

## **Parking Lot/Driveway Safety**

For your child's safety:

- All children must be escorted in and out of school by an adult. Please keep siblings safe in the car while in the parking lot.
- Your child needs to walk, not run, while on school property, both inside and outside.
- Please do not leave your car running while you're inside to sign your child in or out.
- Please refrain from talking on your cell phone while dropping off and picking up your child.
- Remember to shift into "park" whenever stopped in the circular drive.
- Park only in designated parking spots.
- Parking spaces are limited, so if you need to be inside the school more than 5 minutes, please park outside TLC's parking lot. We appreciate your consideration.

## **Communication**

TLC offers many lines of communication to keep you updated on school events, classroom curriculum and your child's progress. You will receive monthly newsletters from the Director that will include a calendar of upcoming events, a column from each teacher and other items of interest to students and parents. The office staff and teachers will communicate with parents through e-mail as well. To contact a staff member by phone, please call the school office at (425) 868-1943. Office staff will deliver the message, and your child's teacher will return your call at the end of the school day. Your child's teacher will also be available to meet with you to review your child's progress report during our fall and spring parent/teacher conferences.

## **Birthdays**

Birthdays are very special to young children, and to acknowledge each child on his/her day, your child's teacher will invite you to join a special birthday circle celebration in the classroom. If your child is having a birthday party or other social event at home, please mail invitations to students' homes rather than handing them out at school. Home address lists are available from teachers upon request.

## **Immunization**

Washington State Law requires that every child attending school meets immunization standards. RCW 28A.31.118 states, in part: "The attendance of every child at every public and private school shall be conditional upon presentation of each child's first day of attendance at school with proof of either (1) full immunization, (2) the initiation and compliance with the schedule of immunization as required by law, or (3) a certificate of exemption."

## **Medication**

In order for any medication (prescription, over-the-counter medicines and topical creams or ointments) to be administered at school, a parent must complete a Medication Authorization Form, available in the front office. All medication must be in the original container with the appropriate pharmacy label.

- Whenever possible, medication prescribed three times daily (antibiotics) should be given at home, e.g., at breakfast, after school and at bedtime.
- No medication of any kind (including over-the-counter products, such as antacids, lip gloss, or sunscreen) is to be applied or administered by a child, nor should any of these be placed in lunch boxes, backpacks or pockets.
- Please apply sunscreen before the child arrives at TLC Montessori. Additional sunscreen may be applied only under the following conditions:
  - when it is after 3:00 pm

- when a Sunscreen Release Form is on file, and
- when a parent has given sunscreen for a particular child to a staff member

## Illness at School

When a child becomes ill at school, TLC contacts the parents immediately so that the child can be picked up within one hour. This ensures prompt medical attention, when necessary, and minimizes the spread of infection and communicable diseases. Please keep contact information updated on school records, to include current phone numbers for your home, work, cell, or a nearby friend or relative. Your child may return to school 24 hours after his/her symptoms have subsided without the use of fever-reducing medication.

Contagious diseases are a rare occurrence; however, if there is evidence that your child may have been exposed to a communicable disease, TLC will notify you via e-mail. To prevent the spread of illness, we request you keep children at home if any of the following symptoms are present:

- **Fever** of 100° F or greater.
- **Vomiting** on two or more occasions within the past 24 hours.
- **Diarrhea** with three or more watery stools, or any bloody stool, within the past 24 hours.
- **Rashes**, especially with fever or itching.
- **Eye discharge or conjunctivitis (pinkeye)** if eye isn't clear or 24 hours has not passed since antibiotic treatment began.
- **Change in behavior, such as** child expresses not feeling well, and/or is not able to keep up with program activities.
- **Open or oozing sores** are not properly covered and antibiotic treatment has not been underway at least 24 hours if antibiotic treatment is necessary.
- **Head Lice** until no nits are present or **Scabies** if treatment has not begun.

## Accidents

If a child is injured at school, TLC calls the parents immediately. If we cannot reach parents, we contact the people listed on the emergency form. It is extremely important that we have accurate information. **PLEASE KEEP THIS INFORMATION UPDATED** by notifying us of any changes on your child's Emergency Form; we especially need accurate addresses and home, work and/or cell phone numbers.

## Lunches and Snacks

### Lunch

- Please pack a well-balanced lunch for your child each day and do not include candy or other high sugar foods.
- Our teachers are happy to heat food for 20 seconds or less when it is sent in a microwave-safe container.
- Please send foods your child is familiar with and can successfully feed himself/herself.

### Snacks

- All students are welcome to participate in the voluntary monthly snack program. Teachers will send out a snack calendar each month that assigns a child to bring a snack for everyone on his/her sharing day/week.
- TLC provides an afternoon snack for all students in the Extended Day Program.

## Milk Program

TLC receives fresh milk from Smith Brother's Farm each week to serve at lunchtime to those enrolled in the milk program. Whole milk is served to toddler students, and preschoolers and kindergarteners-1<sup>st</sup> graders receive 2% milk. If your toddler is unable to drink from a cup, please provide a "no spill cup." Charges for the milk program, if you elect to participate, will be billed each month with your tuition. Fees are based on the number of days per week that milk is served, as follows:

- 5 days a week: \$12.00 per month
- 4 days a week: \$10.00 per month



- 3 days a week: \$8.00 per month

- 2 days a week: \$6.00 per month

## **Peanut Policy**

TLC Montessori is very attentive to students in our care who have severe nut allergies. We are aware that some can be life threatening. Teachers in each classroom and Miei Amici leaders are given a list of all children in the school who have allergies.

While we are not a completely nut-free school, we adhere to the following policy:

- No nuts or nuts products are allowed in any class-shared snack.
- If you are providing snacks for your child's classroom, please send only commercially prepared, nut-free snacks.
- Individual students may bring peanut products in their lunches. Children eating items containing peanuts will be seated at the opposite end of the lunch area from those with nut allergies. They will also be monitored during and after lunch to ensure that they wash their hands thoroughly. As an additional precaution, we wash all tables carefully before students return to work.

What can parents do to help?

- Check all snacks that you provide to ensure they were not processed on machinery used for nut products.
- Help your child understand his/her special dietary needs and emphasize the importance of not sharing food with others.
- If your child/children are allergy free, help them understand the seriousness of allergies and the potential consequences of children with allergies by being exposed to allergens.
- If your child brings peanut products to school, discuss the importance of not sharing them and, especially, the need to keep them away from children who are allergic.
- Remind your child that it's important to wash hands thoroughly after handling nut products.

## **Naps and Rest**

TLC provides children in the Toddler program a daily nap time with personal sheets and mats. Preschool and Kindergarten-1st students have a short rest time during which they can read quietly, listen to soft music, or listen to stories read by their teachers or parent volunteers.

## **Field Trips**

Field trips are a valuable part of TLC Montessori's Preschool and Kindergarten-1st programs, and parent drivers make these wonderful opportunities possible. We recommend that parents who volunteer to drive have Certificates in First Aid and CPR. Drivers also need to provide the office with a copy of current vehicle insurance and a current Washington State driver's license.

In addition, Washington state law requires completion of a criminal history and a background check. State law also mandates the use of car seats or booster seats for all children under the age of eight unless the child is at least 4 feet 9 inches tall.

## **Playground Safety**

### **Basic Safety Rules**

All students must:

- Keep hands to themselves unless physical contact is appropriate to the activity. Inappropriate physical contact, such as pulling on another child's clothing, hitting, wrestling and biting will not be tolerated.
- Not toss anything over the fences, with the obvious exception of returning a ball that's come over from

Margaret Mead Elementary.

- Walk or skip—not run, on sports court.
- Use equipment correctly.
- Leave rocks on the ground.

### Play Equipment

All students must:

- Sit on the slide and slide down feet first. One at a time.
- Sit—not stand, on the swings.
- Limit swinging to forward and back motion, no twirling or twisting.
- Wait until the swing comes to a complete stop before getting on or off.
- Take turns on the monkey bars, with just one student at a time.

### Emergency Drills

TLC Montessori conducts emergency drills throughout the year. Learning safe, orderly and controlled conduct is the primary purposes of emergency drills. Emptying the building quickly is certainly an important goal but is secondary to the maintenance of proper order and discipline. The first few drills of the year are announced in advance to allow students to learn to conduct themselves appropriately. All remaining drills are unexpected and are conducted at different times of the day to get students accustomed to conditions of a real emergency.

### Parent Visits

Parents are welcome to visit the school to observe classes. Because classroom visitors can be disruptive to the learning environment, we request that you arrange a time in advance and refrain from talking while in the classroom. In-class observations are limited to one-half hour by prior appointment.

### Parent Volunteer Opportunities

One of TLC Montessori’s core values is partnering with parents. To build a strong bond with parents and their children, we welcome your participation in your child’s classroom and special school events. Your volunteer activities demonstrate to your child that you value their education and allows you to see your child in their classroom setting with their peers. A list of volunteer opportunities is included in the New Student Packet. Also, your child’s teachers will discuss opportunities at the Parent Information Night in September. Thank you in advance for your participation!

### Admissions/Enrollment

Current TLC families (returning students and siblings) are given priority enrollment during the in-house enrollment period. Please check the school calendar for specific dates. After in-house enrollment ends, all applications are processed in the order received.

The following fees are required to enroll:

- **\$250 registration/materials**
  - Mid-year enrollment – Registration/Materials Fee:

September – December	\$250
January –March:	\$175
April – June:	\$150
- **June tuition** (Last month’s tuition)

The registration/materials fee is non-refundable. Refunds of June tuition are as follows:

- If written notice of withdrawal is given before June 1, 2018, June 2019 tuition will be refunded.

- If written notice of withdrawal is given between June 1 and July 31, 2018, June 2019 tuition will be refunded only if TLC can fill the vacancy by August 31, 2018.
- If 30 days written notice of withdrawal is given by August 1, 2018 or later, June 2019 tuition will be refunded only if TLC can fill the vacancy within the 30 days. In any case, you are responsible for the tuition to cover the 30 days following the date of your written notice of withdrawal.

In special cases we will make exceptions to our policy on June tuition refunds, as follows:

- After admission has been accepted, the student is diagnosed with a learning disability that cannot be accommodated in our classrooms.
- A student is admitted on a mutually agreed-upon trial basis. Any admissions on a trial basis must be discussed during the admissions process and approved by TLC's Director.

### **Extended Absences (September – June)**

TLC Montessori does not pro-rate tuition or give credits for any breaks or vacations during the school year. A written notice (e-mail is sufficient) must be submitted to the office 30 days prior to extended absences of a month or longer. You are responsible for payment of tuition for the 30 days following your notice. In order to guarantee a space in your child's classroom upon your return, post-dated checks for all tuition due during your absence must be delivered to TLC before your departure. If you choose not to pay while your child is away, you are responsible for following the withdrawal procedures outlined below. If the space has not been filled prior to your return, your child can be re-admitted to the program. If, instead, there is a waiting list for your child's class, your child's name would be placed at the bottom. If you withdraw and reenroll your child within the same school year, there is a \$100 non-refundable registration fee plus June tuition if it was refunded.

### **Withdrawals**

A written withdrawal notice (e-mail is sufficient) must be submitted to the office 30 days prior to your child's last day, and you will be responsible for paying the tuition for the 30 days following your notice. The 30 days will be calculated from the date the written notice is received. June tuition may be refunded as explained above.

### **Reductions in Schedule**

Parents must provide 30 days written notice if they plan to reduce their child's schedule. For example: A transfer from a Monday – Friday program to a Monday/Wednesday/Friday program is a reduction in schedule. Parents are responsible for the current tuition to cover the 30 days following the date that the office receives the notice. In any case, the June prepaid tuition will only be adjusted to reflect the new schedule if TLC can fill the spot that your child's vacancy created within 30 days of notice.

### **Mid-Year Toddler to Preschool Transfers**

If your child turns three during the school year and is toilet trained, she/he is eligible to transfer to one of our preschool classrooms, space permitting. If you are interested in moving your child to a preschool classroom mid-year, we recommend placing your child on the waiting list at the time of registration. Mid-year transfers are not guaranteed. If your child changes programs mid-year, any pre-paid fees will be applied to the new program.

## **Tuition/Fees**

Tuition is due on the first of each month and may be paid with checks, cash or bill pay through your bank. TLC also accepts post-dated checks from those who prefer to simplify their payment system. We are unable to accept credit cards and apologize for any inconvenience this may cause.

### **Tuition Statements**

- TLC sends a monthly statement via email by the last day of each month.
- If the first day of the month falls on a weekend or holiday, tuition will be due before the first.
- Please place tuition checks in the tuition box located in the front office. Checks can also be delivered to TLC in your child's communication folder. Be sure to place it in an envelope marked "office."
- All cash payments should be handed directly to office staff.

- If you need additional statements to help you manage flexible spending accounts or for other reasons, please notify the office by email. We will be pleased to accommodate your needs whenever possible.

### **Discounts**

TLC Montessori extends a 5% discount for each additional child after the first student from the same family (siblings must be enrolled at the same time). The discount will be based on the lowest tuition (of equal or lesser value). This discount is for tuition only; this does not apply to Miei Amici, milk, diapering or other fees.

### **Late Charges**

If your tuition payment is not received by the third day of each month, a late fee of \$15.00 will be added to the balance on your account.

### **Returned Check Charge**

A \$25.00 fee is charged for all returned checks.

Please note that a delinquent account may affect your child's enrollment status.

### **Toddler Diapering Fees**

The following monthly diapering fees will apply and are due with tuition by the first of the month:

- \$35.00 (M-F)
- \$25.00 (M/W/F)
- \$20.00 (T/Th)

The head teacher of the toddler program is responsible for determining if a child is toilet trained and no longer needs the diapering service. When the teacher notifies the office that a child is toilet trained, the diapering fee is removed from the parents' account.

## **Miei Amici**

### **School Breaks (Winter Club, Mid-Winter Club, Spring Break Club and June Club)**

TLC offers care during winter, mid-winter, spring and June breaks. Children who join us for any of these periods will enjoy activities, such as themed art and cooking projects, games, music and movement, free play with friends and more!

### **Miei Amici Club Fees**

- \$55.00 per day, \$45.00 per day fee for monthly Miei Amici users.
- \$70.00 per day for late registration (applies to everyone), provided that space is still available. Please check with the office.

Please note that charges apply for all the days your child is registered, whether or not he/she attends.

Refunds or credits are not given for missed days.

Payment is due at the time of registration. Late registrations are possible only if space permits because our staffing is based on the total number of children enrolled as of the registration deadline.

### **Drop-in Miei Amici**

Drop-in care is available on regularly scheduled school days. To arrange drop-in care, please turn in a completed Request for Miei Amici Form or send an e-mail to both your child's teacher and the office. The rate is \$13 per hour or any portion of an hour. Charges are based on the whole hour, beginning at the top of the hour for preschool and kindergarten students, and beginning on the half hour for toddlers.

### **AM Miei Amici**

Toddler: 7:30 am – 8:30 am

Preschool and Kindergarten-1st: 7:00 am – 9:00 am

## **PM Miei Amici**

Toddler: 2:30 pm – 5:30 pm

Please note that Toddler Miei Amici closes promptly at 5:30 pm. Anyone arriving late must pay a late fee of \$2.00 per minute per child, payable directly to the staff member on duty. Please have a backup plan in place.

Preschool/Kindergarten: 3:00 pm – 6:00 pm

Please note that the Preschool/Kindergarten Miei Amici closes promptly at 6:00 pm.

Anyone arriving late must pay a late fee of \$2.00 per minute per child, payable directly to the staff member on duty. Please have a backup plan in place.

Charges are based on the electronic sign in/out time in the office and the Miei Amici rosters. Please sign your children in before dropping them off and sign them out before picking them up.

Reminder: Tuition and Miei Amici Program fees are based on the 10-month school schedule. Miei Amici during school breaks is charged separately.

## **Behavior Guidelines**

Our goal is to provide a learning environment that is safe, supportive and nurturing for every student. Each classroom will develop and implement a specific management plan with clear expectations that is taught to students and explained to parents at Parent Information Night.

In short, TLC Montessori is concerned about safety and underscores appropriate behavior of each student. Our strict code of conduct prohibits hitting, kicking, biting, scratching and/or fighting. We also expect appropriate language at all times and respectful interactions with every member of our community: teachers, students and any other visitors.

## **Disruptive Behavior Policy**

To help us maintain a peaceful and respectful environment, each parent is required to review and sign an agreement that outlines our Disruptive Behavior Policy.

When a child exhibits excessive disruptive behavior, the following procedures are followed:

1. After the first occurrence, we review with the child and/or parent the behavior we expect, and we send an incident report home to the parents.
2. When a child is excessively disruptive a second time, we immediately schedule a conference with the parents to again review the behavior we expect and/or to require the parent to pick up the child within one hour.
3. The third time the child engages in the prohibited behavior, we call the parents, and the child is required to leave school for the rest of the day.
4. After the fourth disruptive event, TLC Montessori asks the parents to initiate counseling for the child and family and to provide the school with a letter from the counselor verifying that the counseling process has begun. Once the counseling starts, the parents must immediately submit a behavior plan to the school.

\*For the safety of all staff and students, if any child instigates dangerous behavior, we will go directly to step 4.

## **Drug-Free Policy**

Under the Drug-Free Schools and Communities Act, this school is required by law to be free of unlawful drugs and alcohol. No one is allowed to possess, use or distribute controlled drugs or alcohol while at school or while taking part in any school activities. Violations will result in disciplinary action according to the law, which can include prosecution for illegal acts as well as expulsion for students and dismissal for school employees.

## **Tobacco-Free Policy**

TLC Montessori prohibits the use of tobacco products on school property. This prohibition applies to any person on

school property and includes the use of any kind of lighted pipe, cigar, cigarettes, or any other lighted smoking material, or the chewing of a tobacco product.

## **Dangerous Weapons Policy**

The safety of TLC Montessori's students and staff is paramount, and to protect them as much as possible, we absolutely prohibit dangerous and illegal weapons on our property. Any student, parent, or staff member in possession of a weapon, or a replica of a dangerous weapon, shall be subject to immediate expulsion from the school and possible criminal prosecution under Washington state law. Dangerous weapons are defined under RCW 9.41.250 as firearms, slingshots, hand clubs, metal knuckles, certain knives, and air guns, including BB guns. Any other weapons capable of producing bodily harm are also prohibited on school grounds.

## **State Regulations**

TLC Montessori complies with all state regulations; the laws most relevant to school operations are follows:

I. Regulation WAC 388-150-480 – TLC Montessori staff is required to report any suspected child abuse, neglect or exploitation to Child Protective Services (CPS) or to our local law enforcement agency immediately. When any licensed or certified child care provider or any of their employees has reasonable cause to believe a child has suffered abuse or neglect, he or she is required to report such incident, or cause a report to be made to the proper law enforcement agency. A complete documentation of abuse incidents, and the intent to call or report to CPS, is to be discussed with TLC's Director before any action is taken. The school is not required to inform the parents of this reporting.

II. Regulation WAC 388-150-160—Any parent driving on field trips must submit a criminal history background check and TLC Montessori requires all parent drivers to complete this background check. Please ask the front office for more information if you plan on driving for any future field trips. Also, every parent driver must have a current Washington State driver's license, medical and liability insurance, and a vehicle in safe operating condition. A first aid kit must also be in the vehicle. All children must have parent permission to go on a field trip. Students who don't have permission remain at school and are placed in another classroom.

III. WAC 388-150-170 – Behavior Management and Discipline – In conjunction with TLC Montessori's discipline policy, we do not use any form of corporal punishment, e.g. biting, jerking, shaking, spanking, slapping, hitting, kicking, or any other means of inflicting physical pain. Everyone, including parents, is prohibited from using any form of corporal punishment on TLC Montessori property.

IV. WAC 388-150-170 – Medical Emergencies – All phones throughout the school post emergency phone numbers, and TLC Montessori follows required procedures for life-threatening emergencies in the following sequence:

1. One staff member will stay with the injured or ill child and take appropriate steps to treat the injury/illness (CPR, First Aid, etc.)
  2. The child's teacher or available staff member will call 911, describe the situation, give our location and phone number, and stay on the line until the dispatcher has indicated that they have all the necessary information. If possible, one staff member will stand outside to meet the emergency team.
  3. A staff member will gather the child's file and make it available for use.
  4. A staff member will contact the parents/guardians as soon as emergency personnel have been contacted.
  5. A staff member will determine how and where the parent would like medical care to be provided for their child (if other than Overlake Medical Center).
  6. TLC will arrange for transportation to a care facility through the rescue team or the parent. The school will not be responsible for transporting the child in an emergency.
  7. A staff member will accompany the child and stay with the child until the parent arrives. An accident report will be completed and signed by the staff member on duty and a copy will be sent to the DSHS licensor immediately. One copy of the accident report is given to the parents and one copy is kept in the child's file at school.
  8. In the event that the parents cannot be reached, the people listed on the child's emergency card will be contacted.
- \*Please note the importance of updating your child's emergency contacts, and their availability, quarterly.

V. Minor Emergencies: In the case of minor emergencies such as small cuts, bruises, strains or bumps, the following procedure is used:

1. A staff member trained in first aid will take appropriate steps.
2. The staff member will complete an Ouch Report Form and/or a Head Injury Form, and the report will be kept in the medical logbook; a copy will be provided to the parents.
3. All incidents are recorded in the medical log, with information including date, time, and details of injury; action taken/treatment given; and the staff member's signature.
4. Head injuries will be reported to the parents on a Head Injury Form.
5. In all cases, a staff member will discuss the injury with TLC's Director to decide appropriate action, such as whether the parents need to be notified immediately and whether the child needs to be picked up immediately. Calls with parents are documented with notations of the time of the call and a summary of the conversation.

VI. Accidental Poisonings: If a child is experiencing any acute physical distress follow the steps under "Emergency Procedures", the following steps will be taken.

1. In a non-emergency, the Director or a staff member will call the Poison Control Center at (206) 526-2121 immediately, and will follow the Poison Control Center's instructions.
2. The remainder of the poisonous material will be saved for proper identification.
3. The parents of the child will be contacted as soon as possible.
4. The incident will be recorded in the medical logbook and reported to DSHS if the situation warrants.

Note: SYRUP OF IPECAC will not be given unless instructed by 911 or Poison Control.

VII. WAC 388-15Q-170 – Snacks – Health Department regulations require that all food for snacks, birthdays or any other occasions be commercially prepared.

VIII. WAC 388-150-170 – Signing In/Out –Each parent of a child six years old and under must sign his/her full legal signature when dropping off and picking up a child. The Department of Early Learning has authorized TLC Montessori's touch- screen computer system for signing children in and out of school. Children are not permitted to sign themselves in and out of the school, and TLC Montessori will not release any child to a parent or any other person who is under the influence of drugs or alcohol.