

Columbia Crest Montessori Parent Handbook



COLUMBIA CREST MONTESSORI

Enriching Montessori Environment
Infant • Toddler • Preschool • School Age

Learning . Striving . Ascending

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WELCOME

Dear Parents,

Welcome to Columbia Crest Montessori and thank you for being part of our community. Selecting a school for your child is one of the most important choices you will make. The time you spend evaluating a school is an investment in your child's future happiness and well-being.

At Columbia Crest Montessori your child will have fun learning in a community of children, each following their own path of development. Your child will achieve a love of learning, ability to concentrate, self-discipline, orderliness, independence, social harmony, obedience, and joy that only comes from being in an environment that respects the child's true nature as Dr. Montessori originally discovered it.

The concept of a mixed age group in each classroom creates an atmosphere where children learn to help and be helped by other children; they are naturally challenged by the achievements of others. They learn from each other, older children learn to be patient and tolerant, and serve as role models for the younger children. Each child is given the opportunity to learn at his or her own pace.

As parents you play an important role in your child's success. Please use this handbook to become familiar with the school procedures and its policies.

CCM Administration

info@columbiacrestmontessori.com

MISSION STATEMENT

"Montessori" when done well is a beautiful blend and perfect balance of freedom and structure. We understand that maintaining this delicate balance is one of the most challenging and rewarding aspects of our job. It is on that foundation of freedom and structure that a child builds discipline. At Columbia Crest Montessori we prepare a flourishing environment for toddlers, preschoolers and school age children where they develop skills necessary for a productive and fulfilling life. The best of the academic curriculum is worthless if the child does not develop inner discipline, integrity, and respect for others and oneself. In today's world of moral degeneracy, these goals may seem out of reach, but they are more important than ever before. The young person who faces the world of tomorrow armed with self-confidence and self-discipline is far more likely to achieve success and happiness. They will be prepared to meet any challenges that the "real world" may present, and will hopefully bring to that world a bit of peace and joy they experienced in our child friendly environment.

PHILOSOPHY & PROGRAM DESCRIPTION

At Columbia Crest Montessori we believe that every child is born with a unique set of skills and each one has an inherent drive and ability to learn. We are committed to provide a secure, caring and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. We believe the experience at Columbia Crest Montessori will nurture a joy of learning that will help prepare them for further challenges. Our carefully prepared environment at Columbia Crest Montessori is designed to facilitate the development of the children's independence and sense of personal empowerment. This is a children's community. They move freely within it, selecting work that captures their interest. In a very real sense, even smaller children are responsible for the care of their own child-sized environment. When they are hungry, they prepare their own snacks and drinks. When something spills, they help each other carefully clean up.

SCHOOL POLICY ON LEARNING

It is Columbia Crest Montessori's policy that children in our care will receive an enriched learning experience in accordance with the Montessori philosophy. This includes developmentally appropriate instructions, both individually and in a group setting based on a child's readiness, willingness and by the determination of the head teacher in each classroom. The teachers are trained and experienced in identifying the best course of action for each individual child. Students will not be pressured to perform beyond their capacity regardless of age or parental perception of the child's ability. We foster the best interest in our students for lifelong success, as they incrementally build foundational skills to prepare for advanced concepts in the future. We appreciate your support in this mission.

DIVERSITY STATEMENT

Respect for diversity in all its forms is a basic premise of Montessori philosophy, which places human dignity and freedom among the highest goals of education. All people have an innate right to be given respect. We understand this to mean that individual differences and commonalities are accepted and welcome under the larger philosophical umbrella of respect for each person. In a Montessori environment children learn what “respect” means in an immediate, daily experience. This includes recognition of the developmental needs of the children in our community.

The Montessori approach to diversity education is based on the “needs of people.” This developmentally appropriate practice relates discussion of diversity to the basic fundamental needs all people have in common, such as the need for shelter, community, food, work, and self-expression. The Montessori teacher will use tools such as globes, maps, books and activities to demonstrate to the child that we live in a world rich with diversity, deserving of respect. We teach peace based on the common good manners of our culture. Through the “needs of people” approach we include puzzles, pictures, books and stories, and other curriculum showing the wonderful ways we all differ. Due to the age group we serve, we do not instruct the child directly on differences between religions, or issues relating to race or ethnicity, disabilities or family structure, and we recognize the complexity of diversity within the community we serve. We feel we can best respect this diversity by allowing families to address these topics in detail with the pre-elementary school child. But we also respect the child’s right to express himself or herself. If a child were to bring up a religious celebration in a sharing circle, our goal would be to listen and acknowledge the child’s statement without comparison or editorializing in any way.

NONDISCRIMINATION STATEMENT

Columbia Crest Montessori enrolls children and hires employees without regard to race, color, ethnicity, national origin, family structure, religion, creed, gender and/or learning differences. We aim to be welcoming and inclusive of children, families and staff from diverse backgrounds.

As required by the Americans with Disabilities Act (ADA), the decision to enroll a child or to hire an employee with physical, sensory, and/or mental delays or disabilities is made on a case-by-case basis after evaluating what we are realistically able to do to accommodate needs.

We do not engage in religious practices or impose religious beliefs on children, staff or families, however, we are willing to work with staff and families to honor religious preferences as much as possible.

ADMISSIONS

Enrollment preference will be given to families with a firm commitment to Montessori philosophy and who intend to keep their child in the classroom for the full cycle of the program and beyond. Preference is also given to children who have completed our Toddler program, siblings of past or present students, and to students who transfer from other Montessori schools. Classes are multi-age.

THREE-YEAR CURRICULUM

At CCM we have long-term goals in mind when we work with children. The school prepares them to become unique individuals with diverse expressions, who are confident, competent, and passionate about learning and empathetic toward others. The Montessori learning environment is a highly individualized approach. It provides the child an opportunity to acquire skills and creative expression in practical life, sensory-motor learning, language, math, music and art. In addition to the basic areas of study, each preschool classroom follows a 3-year plan that integrates science, art and social studies into the curriculum. The classrooms rotate among three broad subject areas: physical science, natural science, and human culture. The yearlong sequence of lessons and materials is presented as an essential component of the basic Montessori process.

THE ADMISSIONS PROCESS

Tours & Observations

There is no better way to understand the Montessori difference than to experience it yourself. We invite you to join us on a tour of our beautiful state-of-the-art facility and to observe our teachers and students in action. Children are more than welcome to accompany their parents.

Please contact our office to schedule a school tour.

Application

Interested families are encouraged to submit a completed student enrollment application accompanied by a \$300.00 non-refundable fee as promptly as possible. For existing families that are re-enrolling the registration fee is \$250.00. When these materials are received, the school staff will immediately process them.

Enrollment

CCM makes admission decisions on a regular basis, or later if space is limited. Placement decisions are entirely within the discretion of the Director. Once a child is accepted, it will be necessary to complete the enrollment application and submit any health information required by state law. Acceptance of placement in the program is confirmed by the submission of a signed enrollment application, payment of a non-refundable registration fee. No student is considered enrolled in the school until the registration fee is received. Please refer to the Tuition Fee Schedule for current fees. Tuition fee is set at the start of the school year and is subjected to change for subsequent years. Once the child is enrolled for a particular day and time frame, you may add or subtract days and time based on space availability with a prior notice/ Communication with office staff. If your child is enrolled for 3 days or 2 days a week you cannot swap/trade days other than your scheduled days, however you may add an additional day or so for additional payment. Similarly if your child is enrolled for a half day program, you cannot swap/trade time to take a break for a day and come full time on the other day, however you may add hours to your child's current schedule for additional payment.

In addition to the student enrollment form there are several forms that are required to be completed prior to a child's attendance:

- Medical Authorization

- Emergency Contact/Pickup Authorization
- Photo/Video Authorization
- CCM Agreement
- Certificate of Immunization Status
- Parent Handbook Acknowledgement

SCHOOL POLICIES

SCHOOL HOURS

Early School Care	07:00 a.m. - 08:45 a.m.
Morning School	09:00 a.m. - 11:30 a.m.
Lunch & Recess (Full day Students only)	11:30 a.m. - 12:45 p.m.
Afternoon School	12:45 p.m. - 03:15 p.m.
After School Care	03:30 p.m. - 06:30 p.m.

The school office is open from 8:30 a.m. to 5 p.m., Monday through Friday.

ARRIVAL

Arrival time for students enrolled in the morning school program is 8:45 to 9:00 a.m. Students enrolled in the afternoon school program will arrive 12:30 to 12:45 p.m. CCM does not provide any transportation for students. We encourage parents to carpool when convenient.

Drop Off

During drop off please park in designated parking spaces only and do not leave your vehicle unattended in fire lanes or other restricted areas. After parking, walk your child to the entrance. For safety reasons, children should not be allowed to walk into the building alone.

Upon arrival, parents or guardians must sign in their child on the daily attendance sheet. This helps us track the child's attendance and ensure proper records are maintained. Once you have signed in, please walk your child to their respective classroom or hand the child directly to the staff member. For preschoolers, after a child enters the school they will place their outdoor shoes and belongings in their respective cubbies and change to their indoor shoes to further prepare for the day's activities. If your child has any special needs, comfort items, or instructions, please share them with the staff at this time.

To ensure the transition is smooth for both children and parents, we encourage a quick and positive goodbye. This helps the child feel secure and prevents unnecessary distress. If you need to speak with your child's teacher or staff about any concerns or updates, please schedule a time to meet. We ask that drop-offs remain brief to maintain a smooth flow of children entering the center.

Parents are strongly encouraged to make every effort to arrive on time. Late arrivals are disruptive for students and disrespectful of teachers.

Early School Care Program

The Early School Care program runs from 7:00 to 8:45 a.m. and is provided for all extended day students and those enrolled in this program. Occasional pre-arranged drop-in care is permissible and will be billed as used. Please do not use Early School Care without prior arrangement. Early School Care is included for students enrolled in the full day extended program.

Late Arrival

Please arrive at school by 9:00 a.m. A child who arrives past 9:00 a.m. must be escorted to their classroom through the main entrance by an adult. Please call or email the office if the student is going to be late or missing school for the day. **Arriving late or dropping off late does not grant the family additional time for extended care.**

DISMISSAL

Dismissal time for students in the morning school program is from 11:30 - 11:45 a.m. for full day and afternoon school programs the dismissal time is 3:15 to 3:30 p.m.

- The procedure for pick up is as follows: Parents may park and come to the classroom to pick up. Sign out on the daily attendance sheet is required at this time.
- Children arriving before 8:45 a.m. and dismissing after 3:30 p.m. for full time care will be enrolled in before/aftercare and subject to late pickup fee/hourly charge.

Late Pickup

If students are picked up after the designated schedule time frame as listed:

- Half day (9:00 a.m. - 11:30 a.m.)
- Full Day (9:00 a.m. - 3:15 p.m.)
 - Drop off between 8:45 - 9:00 a.m.
 - Pickup between 3:15 - 3:30 p.m.
- Full day extended (7:00 a.m. - 6:30 p.m.) Up to 10 hours Max

Please note that if a child is picked up more than 5 minutes late, the late fee will be rounded up to the next 30 minutes. If the pickup is later than that, it will be rounded up to the next full hour. Late pickup fees are charged according to the hourly rates listed in our tuition rate sheet.

Children picked up after 6:30 PM closing time will be charged \$20 for each ten minutes.

SAFETY

Safety and well-being of children in our care is our first priority. We are a fully licensed facility, and put in a great deal of effort in making sure it's kept to the highest standards. If at any time a parent has concerns, please contact an administrator immediately. State law requires a parent or caretaker's full signature and time of day at each arrival and dismissal. A note with a parent's signature is required if someone other than an authorized person will be picking up your child. It must include the authorized person's name, address, phone number, physical description, and the authorized person needs to present a picture I.D. during pickup. If at

any time a parent/authorized person picking up the child from school appears intoxicated, unstable or otherwise unsafe to care for a child, staff is required to call 911 to allow law enforcement to make decisions about safe transport.

All entrances to the school are locked. To pick up a child parents must use the main entrance. During arrival and dismissal times, for the safety of our students and staff, please keep cell phones off while in our driveway.

During dismissal times, we ask that the adult picking up the child buckle the child in his/her car seat. If this involves the driver, please turn off the car and set the parking brake. This will provide a safer and more efficient dismissal process. Because our driveway can get very busy, if parents need a little extra time securing their child in the car seat, they are asked to pull forward into one of the parking spots. We will be happy to walk your child to your car. Many thanks for your cooperation in this important safety issue.

TUITION AGREEMENT

Students are admitted for the full academic year, and / or summer sessions. The obligation to pay the agreed tuition is not subject to adjustment for illness, absence or any other reason. If it becomes necessary to withdraw your child, written notice is kindly requested THIRTY DAYS PRIOR TO WITHDRAWAL.

Monthly tuition is payable on the first of the month. Late tuition will be subject to a \$20.00 late fee after the fifth of the month. There will be an additional \$2.00 per day after. Overlooked additional fees will result in a letter of request form from our office. Insufficient funded checks will have a \$25.00 fee

Hours for extended care are from 7:00 a.m. until 6:30 p.m. Students who are picked up after 6:30 pm. will be charged \$20 for every additional 10 minutes.

Columbia Crest Montessori School does not give credit for lost time for any reason (illness, vacations, snow closure etc.). Fall Session 220 school days.

Chronic misbehavior results in unhappy children, and a disruptive learning environment. When a child becomes disruptive, parents/guardians will be notified. If the behavior continues, guardians may be asked to seek professional guidance. Our responsibility to your child includes the obligation to limit this disruption from the learning experience. If a child cannot modify his/her behavior, you will be asked to remove your child from the school.

ADDITIONAL CARE

Additional care is available on an unscheduled basis for per hour for preschool aged children (3-6 yrs.) and per hour for early preschool & toddlers (12-36 months). This must be preapproved by the Director and is dependent on space availability. Please call the school office for more information.

ATTENDANCE

It is expected that your child will attend class regularly and arrive on time. Parents should notify the school if a child is unable to attend. If a child must be away for an extended period other than illness, parents should notify the school in advance.

Tuition credit will not be offered for absences due to illness or vacation. We strongly urge parents to take their vacations during planned school holidays.

TUITION UPDATE DURING CLASSROOM TRANSITIONS

As your child grows and moves into an older classroom, there may be a change in the monthly tuition rate. To help make this transition smooth, the new tuition rate will begin the month after your child has been fully settled in their new classroom for at least two weeks.

CHANGE IN SCHEDULE

If you need to make changes to your child's daily schedule—for example, moving from a full-day extended program to a regular full-day or half-day schedule—CCM kindly asks for at least 30 days' notice. This helps us plan staffing and classroom needs accordingly.

Please note: If schedule changes are requested after the new school year's enrollment and tuition rates have been published, the schedule change will reflect the new published tuition rates.

SCHEDULE & CALENDAR

Hours	Activities
7:00 - 8:00 a.m.	Welcome & Settling down
8:00 - 8:15 a.m.	Breakfast
8:15 - 8:45 a.m.	Transition & Light Morning Activities
8:45 - 9:00 a.m.	Morning drop-off / Transition to classroom
9:00 - 11:30 a.m.	Morning Classes – Work & Circle time
11:30 - 11:45 a.m.	Morning Half Day Pickup
11:45 - 12:45 p.m.	Lunch & Recess
12:45 - 3:15 p.m.	Afternoon Classes – Work & Circle time
3:15 - 3:30 p.m.	Full-Day Pickup Window
3:30 - 4:45 p.m.	After school Program begins
4:45 - 5:00 p.m.	Snack for extended school care
5:00 - 6:30 p.m.	Full care program, free play, perceptual motor activities, dismissal

Holidays and Closures

Our center observes a number of holidays and scheduled closures throughout the year. For specific dates, please refer to the **Annual School Calendar**, which is published at the start of each school year and made available to all families. Any updates or changes to the calendar will be communicated in advance through our regular parent communication channels.

CLOTHING

It is imperative that all clothing and shareable items brought to school be labeled. Coats, hats, and sweaters, etc. not marked and ultimately not claimed will benefit a charitable organization. Our staff make every effort to make sure clothing gets home along with the child, but if something is missing parents should check the lost & found section. Children participate in a variety of activities, including art & outside play and it's important that they wear comfortable clothing that allows them to play and move freely around and is easy for the child to manage when using the bathroom. Watches, jewelry and other wearable items that are toy-like in nature should be reserved for wearing at home.

We require labeling of all personal belongings; www.LabelYourStuff.com is a good resource for IRON-ON labels and many more.

Toileting & Extra Clothes

Independence with toileting is a primary indicator of readiness for this kind of school setting. Children should be toilet trained before attending pre-school.

Children who are toilet trained:

- Know when they need to go with little or no prompting
- Handle most aspects of toileting with minimal assistance, including wiping
- Can redress themselves with little or no assistance

We can assist verbally with changing clothes. Please choose attire that can be removed and put on independently when going in or out of doors and to the bathroom. We ask parents to send an extra set of labeled clothes, shoes, underwear and socks in a Ziploc bag with their child's name that can be kept at school. If this clothing is used, please send a new set.

Diapering & Toilet Training

Infants and Toddlers will be changed on a regular basis, generally every one and half to two hours. All diaper changes are documented on a daily report that is given to parents at the end of the day. A supply of disposable diapers and wipes must be brought from home. Due to health department regulations, soiled clothing will be placed in a plastic bag and sent home unwashed.

In early preschool, teachers will work closely with parents to begin toilet training. Each child's readiness for toilet learning is the key that begins the process. It is important to note that many children demonstrate toilet learning readiness at home before they are quite ready for active toilet training in the group environment, so communications between home and school are important for success. Toilet training requires consistency and patience and close communication between parents and teachers. We would like the child to come in

"pull- ups" training pants until we see that the child is ready for cloth training pants. We recommend sending several pairs of cloth training pants to use during the toileting process.

Any creams or ointments such as A & D or Desitin are considered medications and require a written, signed consent form from parents. Please see the "Medication" section.

Indoor & Outdoor Shoes

Each child is required to bring a pair of indoor shoes to wear inside the classroom. For outdoor play, children must wear rubber-soled shoes that fully enclose the foot and are secured with ties, velcro, or buckles. Slip-ons, sandals, leather-soled dress shoes, and cowboy boots are not safe for playground activities. We understand that parents may sometimes face challenges in establishing these guidelines, and our staff is happy to assist in helping you set clear expectations with your child. Indoor shoes should have sturdy soles that are suitable for outdoor use during school evacuations, such as during our monthly fire drills.

NAP & REST TIME

All children under the age of six will have a quiet time after the lunch hour. Younger toddler children will be taking naps in a quiet room supervised by a teacher. Teachers are aware of and positioned so they can hear and see any sleeping children when they are engaged with the children who are awake. At our center, mirrors, videos or sound monitors are not used to supervise sleeping children. Sleeping mats and sheets are provided by the school; parents need to send in a small blanket along with their child. These blankets will be sent home weekly to be laundered. Older preschoolers will have shorter quiet nap time and then resume their classroom activities. CCM makes every effort to make sure children get appropriate rest time but does not force students to lay in their sleeping mats.

INFANT CARE

We understand that the care of infants is a deeply important and sensitive responsibility. Our infant care program is designed to provide a nurturing, safe, and developmentally appropriate environment where babies can thrive. We prioritize individualized care to meet the unique needs of each infant, ensuring their emotional, physical, and social development is supported from the moment they arrive.

Our caregivers are trained in infant care techniques, including safe sleep practices, feeding routines (whether breastfed, formula-fed, or a combination), diapering, and developmental activities. We closely communicate with parents to maintain consistency between home and center routines, especially for sleep, feeding, and any special care needs. We also encourage parents to share any specific preferences or requirements for their baby's care, such as comfort items, feeding schedules, or any medical needs.

We recognize that the early years are a critical time in a child's development, and we are honored to provide a secure, loving, and stimulating environment where your infant can grow, explore, and begin building relationships with caregivers and peers.

Breastfeeding

We are here to support you every step of the way! Our goal is to provide a comfortable and nurturing environment for you while you're nursing. We fully support your decision to breastfeed beyond infancy, and we want you to know that we do not require weaning for your child to transition to the next classroom or age group.

Additionally, our centers are equipped to accommodate expressed breast milk, which should be provided in liquid form (not frozen). Please feel free to discuss your needs with the Director so we can ensure we provide the appropriate support for both you and your child.

For more detail please refer to the Lactation Support Policy.

Infant Sleep

Infants are allowed to follow their individual sleep patterns. We look for and respond to cues as to when an infant is sleepy. Infants are within sight and hearing range, including when an infant goes to sleep, is sleeping, or is waking up. Our staff will visibly check on sleeping infants every 15 minutes and lighting will be sufficient to observe skin color and breathing patterns.

Safe Sleep Practices

Following the current best practice from American Academy of Pediatrics, our program practices safe sleep to reduce Sudden Infant Death Syndrome (SIDS) and Sudden Unexpected Infant Death Syndrome (SUIDS) risk, including:

- Infants are always placed to sleep on their back up to 12 months of age. If an infant rolls over while sleeping, the provider must return the infant to his or her back until the infant is able to independently roll from back to front and front to back.
- Any alternate sleep position must be specified in writing by the parent/ guardian and the child's health care provider. The order must be in the infant's file.
- Infants will not sleep in car seats, swings, strollers, or infant seats. Any child who arrives at the program asleep in a car seat or stroller, or who falls asleep in a swing or infant seat, is immediately moved to a crib or mat.
- Blankets, sleep sacks, bumper pads, pillows, soft toys, sleep position devices, cushions, sheepskins, bibs or similar items are not on nap mats, in cribs, or on crib rails if occupied by a resting or sleeping infant.
- One piece sleep sacks can be used in lieu of blankets. Sleep sacks must be unweighted and allow for infant arms to be free and allow for unrestricted movement.
- We do not let an infant get too warm during sleep. Temperature of the room will be comfortable for a lightly clothed adult.
- Bibs, hats, necklaces, and garments with ties or hoods will be removed before placing an infant to sleep.

SCHOOL AGE

We aim to create a safe, engaging, and enriching environment where school-age children can thrive after school and during school breaks. Our goal is to balance structured activities with opportunities for independent play and socialization, ensuring children feel supported, respected, and valued.

Our center provides before-school and after-school care for school-age children, with drop-off, in alignment with local school schedules. The center offers full-day care for school-age children during holidays, school breaks (winter break, spring break, summer), and any days when school is closed. Hours of operation during school breaks will be communicated in advance.

The center will accommodate early dismissals or late starts due to weather, holidays, or other school-specific events. Parents will be notified of these adjustments in a timely manner.

Homework and Learning Time

We provide a quiet, dedicated space for school-age children to complete their homework with the support of trained staff. We encourage children to work independently, but assistance is available as needed.

Our program offers a variety of structured and unstructured activities, including arts and crafts, sports, games, group projects, reading, and outdoor play. We aim to balance academic activities with fun, allowing children to express themselves and develop new skills.

School Breaks

We do various activities during breaks and summer time to help our school agers feel more independent from our younger children. Parents / guardians must inform of: School days off, vacations, early / late arrivals, and bus pickup/drop off times. It is the parents / guardians responsibility to let transportation / school know if your child will not be attending that day.

If your child becomes ill at school it is your responsibility to pick your child up and take them home, as if your child is not well enough to be at school then they are not well enough to be at childcare.

GROUP SIZES & RATIOS

In order to promote individualized connections between each child and their guide, as well as to provide tailored care and instruction, we rigorously adhere to the staff-to-child ratios mandated by the state, thereby ensuring a secure and nurturing environment for all children in our care.

Classroom	Ratios
Infants (under 12 months)	1:4 (9 max)
Toddlers (12 - 23 months)	1:7 (15 max)

Early Preschool (23 - 35 months)	1:7 (15 max)
Preschool (3 - 6 yrs)	1:10 (20 max)

CHECKLIST – WHAT TO BRING

Please label all items with your child's full name.

Infants (6 weeks – 12 months)

- Diapers
- Wipes
- Diaper cream/ointment (with signed permission form)
- 2–3 complete changes of clothes
- Bottles (pre-filled and labeled with date/time)
- Formula or breast milk (as needed)
- Pacifiers or comfort items
- Burp cloths
- Blanket (for supervised use only)
- Bibs
- Any required medications (with proper documentation)
- Labeled diaper bag

Toddlers & Early Preschool (1–3 years)

- Diapers or pull-ups
- Wipes
- Diaper cream/ointment (with signed permission form)
- 2 changes of clothes, including socks
- Sippy cup or water bottle
- Blanket for nap time
- Comfort item (optional)
- Outdoor wear (hat, coat, boots if needed)
- Labeled backpack or bag

Preschoolers (3–6 years)

- One full change of clothes (including underwear and socks)
- Reusable water bottle
- Blanket for rest time
- Comfort item (optional)
- Weather-appropriate outerwear

- Backpack that your child can carry independently
- Any required medications (with proper documentation)

DISCIPLINE & GUIDANCE

Our staff aims to develop self-discipline in every child. Our early childhood program fosters an environment in which children learn to respect others and their surroundings. We teach and encourage children to use problem-solving and conflict resolution skills. By observing a child's behavior, teachers can begin to assess the function of that behavior in the context of their classroom environment. Other discipline techniques we employ are prevention, teacher shadowing, redirection, positive modeling and gentle reminders. Discipline shall be fair, consistent and appropriate for the age and maturity of the child. Corporal punishment of any kind, including spanking, slapping, pinching, shaking, etc., is strictly prohibited by law (WAC 170-295-2040), and is not permitted on child care premises by anyone (including parents with their own children). Name-calling, teasing, blaming, embarrassing, frightening, or yelling at children are also prohibited. "Time out" is not used in our school, however a teacher may remove a child from the group and help him/her to process feelings and regain composure.

Violence, bigotry and hate have no place in our peaceful community. For the young child this is presented largely as a matter of proper behavior. We immediately address discrimination or harassment within the context of respect. For instance, if a child is made fun of because of a cultural issue, the teacher may say, "We always treat one another with respect. It is the right thing to do to show good manners and respect for one another." Repeating the premise of the Montessori program can best summarize our diversity statement: It places human dignity and freedom among the highest goals of education. It is demonstrated in our classrooms through respect for oneself and one another.

Every effort will be made to help parents and children resolve difficulties that may arise in the program. Steps towards resolution include:

- Teacher observation identifying contextual factors relating to behavior.
- Scheduling a parent conference with the director. The child's teacher may also be asked to attend.
- Possible referral to an outside agency if there seem to be developmental concerns, and/or arranging for a specialist to observe the child in the group environment.
- Developing a written plan of action agreed upon by parent and center.

Behavior Policy

If a negative behavior occurs at the center, staff will address and seek to resolve it directly with the child. It is important that parents and teachers work together.

- Abuse of learning material or toy leads to a loss of the privilege of using that toy or material for a specific length of time.
- Corporal punishment is not allowed on the premises of the center.

Montessori is a method of education that can meet the needs of a broad range of children. In the event that a child experiences significant difficulties, or gives the school reason for concern related to development, behavior, learning and/or safety, a protocol process will be followed. This policy takes a team approach,

involving parents, teachers and, when appropriate, professional consultation. At all times the safety of the entire group and the integrity of the school program will be given first priority.

Weapons Policy

We are committed to providing a safe and nurturing environment free from any form of violence, threats, or weapons. The presence of weapons, including firearms, knives, or any other objects that could cause harm, is strictly prohibited on the premises. If a child is found with a real or toy weapon such as a knife, squirt gun, sword, paintball gun, the item will be confiscated immediately. Additionally, any behavior that involves violence, intimidation, or bullying is not tolerated. We believe in fostering a peaceful and respectful environment, and we take immediate action if there are concerns about safety or violent behavior. Any individual found to be in possession of a weapon or engaging in violent behavior will be asked to leave the premises immediately, and authorities may be contacted as necessary.

Substance-Free Environment Policy

Columbia Crest Montessori is committed to providing a safe, nurturing, and supportive environment for children. As part of this commitment, the center maintains a substance-free policy that prohibits the use, possession, or distribution of any illicit drugs, alcohol, tobacco, or other harmful substances on the premises.

- **Drugs:** The use, possession, or distribution of any illegal drugs or controlled substances is strictly prohibited.
- **Alcohol:** The consumption or presence of alcohol on the premises is not allowed during operational hours or during any events associated with the center.
- **Tobacco and Vaping Products:** Smoking, vaping, or the use of tobacco products is not permitted anywhere on the premises, including outdoor areas, parking lots, or during pick-up and drop-off times.
- **Other Substances:** The use of any substances that impair judgment, health, or safety, such as marijuana (where legal), or prescription medications that may impact performance, is also prohibited.

Employees, parents, and visitors who are under the influence of alcohol, drugs, or other substances that impair their ability to function effectively or safely will not be allowed on the premises. If a staff member is found to be using or under the influence of substances during working hours, the school will take immediate disciplinary action, which may include suspension or termination of employment.

Consistent Care

Consistency plays a key role in helping children feel secure and prepared to learn. As per state licensing regulations appropriate child group sizes and staff to child ratios are met. Establishing long-term relationships with teachers and peers is an essential part of this, which is why our centers and curriculum are organized by age group. To ensure continuity, staff schedules are staggered so that children, particularly infants, spend as much time as possible with their regular teacher and classroom assistant. Whenever possible, teachers remain with the same group of children throughout the entire academic year. Children advance to the next age group based on their chronological age, developmental readiness, state licensing guidelines, and available space. Those transitioning gradually spend increasing amounts of time in their new classroom over the course of a week.

NUTRITION POLICIES

SNACKS & MEALS

The school shall provide one lunch and multiple snacks during the day based on the program the student is enrolled into.

Hours	Lunch & Snacks
8:00 - 8:15 a.m.	Breakfast
9:30 - 10:00 a.m.	Morning Snack
11:30 - 12:00 p.m.	Toddler Lunch
12:15 - 12:45 p.m.	Preschool Lunch
2:30 - 3:00 p.m.	Afternoon Snack
4:45 - 5:00 p.m.	Evening Snack

All snacks and meals are served in accordance with USDA Food Guidelines. Lunch will include one dairy product, a meat or meat alternative, a grain product and two servings of fruit or vegetables. In addition, lunches and snacks will provide the required daily source of Vitamin C and Vitamin A three times a week.

Monthly menus will be posted and made available to parents. Every effort is made to provide healthy & nutritious meals and snacks. In case of allergies and diet restrictions, parents may be asked to supply their child's own food which must follow the same nutritional guidelines. There is no tuition reduction in this case. If your child has an allergy or food restriction, a physician's documentation must be on file with the childcare center. On the occasion that your child brings food into the center, it is important that no food be left in the area of cubbies where it may be accessible to other children. Whole milk is served to toddler students, and preschoolers and kindergarteners receive 2% milk. If your child is unable to drink from a cup, parents should provide a "no spill cup."

Children with special snack and lunch requirements may bring from home. All items must be clearly labeled and teachers should be made aware if any of the items needs to be refrigerated.

Food Allergies

Due to potentially fatal allergic reactions to peanuts, tree nuts and nut products we require that all snacks, treats and lunches be free of peanuts, tree nuts, and/or nut products. However, the school makes no guarantees other children have not had nut products outside the school facility.

BREASTFEEDING & FORMULA FEEDING

We are committed to supporting all families in their feeding choices and recognize that both breastfeeding and formula feeding provide essential nutrition for infants. Our goal is to create a supportive, inclusive, and respectful environment for all families, ensuring the best possible care for each child.

Breastfeeding

We fully support and encourage breastfeeding as the optimal source of nutrition for infants. Mothers are welcome to breastfeed their children at our center, and we provide private, comfortable spaces for nursing or expressing milk. Our staff is trained in proper milk storage and handling, following health and safety guidelines to ensure the breast milk is stored appropriately. We work with parents to accommodate any specific breastfeeding needs and preferences.

Formula Feeding

We recognize that formula feeding is a valid and important choice for many families. For infants who require formula, we ensure that the proper formula and feeding instructions are provided by the parents. Our staff is trained to follow specific guidelines for preparing and feeding formula to ensure safety and proper nutrition for the child. We also ensure safe storage and handling of formula as per health guidelines.

General Guidelines

- All feeding bottles, breast milk, and formula must be clearly labeled with the child's name and date.
- Parents are responsible for providing enough breast milk or formula for the day's feedings.
- Our staff will follow each child's individual feeding schedule, as provided by the parents.
- We respect the feeding choices of all families and work together to meet the needs of both the child and the parents.

We strive to provide a nurturing and supportive environment where both breastfeeding and formula-feeding families feel valued and respected. Our focus is on promoting the health and well-being of every child in our care. For more information on labeling bottles and storage practices please refer to the Lactation Policy.

HEALTH POLICIES

IMMUNIZATIONS

State law requires all students to have a current immunization record on file for school attendance. This information must be provided on the form required by the state. If a child is exempt from immunizations the school needs to be provided with a signed affidavit stating such exemption. All needed immunization records must be received prior to the child attending school. If your child does not have immunizations on file, he/she will not be allowed to attend classes until the situation has been remedied. Please bring any updated immunization records to the admissions office immediately after the child receives the immunization or the very next day the child attends school. Immunizations forms are available at the school office. In the event of a community outbreak of a disease which is preventable by immunization, a child who is listed as exempt from that immunization will be excluded from school during the course of the outbreak.

SICK CHILD POLICY

CCM maintains a strict policy when it comes to the wellbeing of its students and staff members. Parents are required to keep the child home if they exhibit any symptoms of illness such as:

- Fevers of 100.4 degrees F (axillary) or higher must subside for a 24 hour period without the use of fever reducing medications before the child can return to school.
- Vomiting (which is not associated with laughing, crying or choking) on two or more occasions within the past 24 hours
- Diarrhea (which is not due to a medication or a new food)– three or more watery stools in a 24 hour period
- Draining rash until it has been treated and it is kept completely covered
- Eye discharge or pink eye until treatment for 24 hours or a note from the child's doctor stating that the child is not contagious is brought
- Fatigue or lethargy that prevents participation in regular activities
- Lice or nits; the child can return to school when they are completely nit free.
- Scabies; Ringworm; the child may return to school after treatment is completed
- Excessive nasal congestion or discharge

We understand the difficulty of this for working parents, but this is a licensing requirement and it is required to maintain a healthy environment for everyone. Parents are obligated to report any communicable disease or conditions immediately to the school office so that other parents can be alerted.

If a child is well enough to be in school, he/she should be able to go outdoors for recess. Please send a request from the physician if this is not advised. If at any time the school suspects a child is too ill to be at school, the school will require that the child be taken home. A parent or another person authorized by the parent must be available to pick up an ill child within 30 minutes of the school's report of illness, or other needs your child may have.

Note: Parents are responsible for providing or obtaining health insurance for their enrolled children.

MEDICATIONS

Prescription medication will be administered only with a medication authorization form completed and signed by the parent. Specific dosages need to be listed along with the frequency of medicine, with specific start and stop dates (“as needed” is not sufficient).

- The following rules govern prescription medicine as required by the state laws:
- Medication is only accepted in its original prescribed container, labeled with the child's full name along with expiry date. Any expired medication is not accepted.
- Medication is only given with prior written consent of a child's parent/ guardian. Forms are available in the school office.
- It is the responsibility of the parent to make sure there is enough medication to meet the dosage requirements and keep track of the expiration date. The school is not responsible for medication that has run out. All expired medication will be disposed of after the expiration date.
- The medication needs to be brought into the office for proper check in, and then internally will be handed along with the proper paperwork to the child's teacher so that he/she is aware that the child has medication requirements.

HEAD LICE

To minimize exposure to head lice at our school we have a very strict, no-nit policy. Any evidence of lice or eggs on the head will result in your child being sent home. Your child will not be allowed to return to school until every louse and nit is out of the hair. We will re-inspect your child upon returning to school and periodically over the next few weeks. If a parent finds head lice at home, please notify administration immediately. Open, honest communication and thorough treatment is key in helping to keep head lice to a minimum.

HYGIENE & INFECTION CONTROL

The control of infection and spread of disease is of the utmost importance in any childcare center. Hand washing is the single most effective method of preventing the spread of disease. Staff do not use hand-washing sinks for bathing children or removing bodily fluid.

Staff and children will wash their hands:

- Upon arrival at school
- Before and after handling food
- After using the bathroom
- Before and after diaper changes
- After coming in from outside
- Before and after administering medication
- Before and after administering first aid
- After coming into contact with bodily fluids
- Before and after playing with play dough or any other sensory type experience
- After handling garbage or cleaning with the three step method

Laundry, counter tops, floors, chairs, tables, shelves, diaper changing tables, toilets and sinks are cleaned and sanitized using the three step method, which includes the use of bleach solution.

GENERAL EMERGENCIES

While emergencies at school are rare, in the event something of concern comes up while your child is at school, we need to be able to reach you promptly. It is the school's expectation that parents be available immediately at any time in case of illness or emergencies involving their child while at school. Emergency contact information must be current and accurate. We want to be able to talk to a parent within five minutes of an incident. Numbers connected to voice mail are not an acceptable form of contact for emergencies. If a parent will be unreachable immediately, they must arrange for someone else to be on call. In the event that a parent does not have an alternate person to be called in an emergency, then the school requires as many ways to contact the parent as possible, such as home, work and cell phone numbers; home and work email addresses; supervisor, assistant or secretary phone numbers; human resources office number, etc. A note with a parent's signature is required if someone other than an authorized person will be picking up their child. It must include the authorized person's name, address, telephone number and physical description. In the

event of a medical emergency, or if we are unable to reach a parent, local 911 personnel will be called, and will make decisions regarding appropriate intervention and care. Every effort is made to keep your child comfortable and calm.

ACCIDENTS

All accidents/incidents will be reported immediately to the Director. The teacher is responsible for preparing a written accident report for the parent and the student's file.

Minor Accidents

In the case of a minor accident:

- A staff member will attend to the child's needs.
- Appropriate first aid such as washing the abrasion with soap and water, applying a bandage or ice-pack will be administered as needed.
- Minor injury will be reported when the child is picked up. Depending on the nature of the injury, parent/guardian may be called for immediate attention.

Serious Accidents / Medical Emergencies

In the case where emergency care is needed:

- The parent/guardian of the child will be immediately notified. If parents can't be reached, emergency contacts will be called.
- For serious injuries the Director or Administrator will call 911 first and then contact the child's parents. Parents will be responsible for any expenses incurred.
- If parents cannot be reached, the child will be transported to the nearest hospital at the discretion of emergency medical personnel.
- A staff member will take the child's file and accompany him/her to the hospital.

SCHOOL CLOSURE

The school may be closed due to unforeseen circumstances such as extreme weather, public health concerns, or other emergencies. The goal is to ensure the safety of children, staff, and families while providing clear communication on how the closure will be managed.

1. **Weather-related Closures:** In the event of severe weather conditions (snowstorms, hurricanes, floods, etc.), the school facility may close for the safety of children and staff. A decision to close will be made by the school's management team and communicated to families as early as possible.
2. **Health-related Closures:** If there is an outbreak of illness (e.g., flu, COVID-19) or public health emergencies, the center may close temporarily. A closure may be mandated by local health authorities, or as a preventive measure for the safety of the children and staff.
3. **Emergency Closures:** The school may be closed for any other emergency, including but not limited to power outages, structural issues, or security threats. Families will be notified as soon as the closure is determined.

We aim to notify families of closures as early as possible, typically by the evening prior to the expected closure, or at least one hour before the start of the day. Families will be notified via multiple communication channels, including Phone Call (for urgent notifications), Email, Social Media and Center Website. If the closure happens unexpectedly during the day (due to weather worsening, emergency, or other urgent situations), families will be contacted immediately to pick up their children as soon as possible. Parents and guardians are responsible for ensuring their emergency contact information is up to date and also ensure they can be reached immediately in case of an emergency during the day.

In cases of planned closures (e.g., holidays, weather-related closings), tuition fees will remain in effect as usual, tuition refunds or credits will not be made.

FIRE & EARTHQUAKE

CCM regularly conducts monthly fire evacuation drills and quarterly earthquake and lockdown drills. The school's emergency/disaster plans are reviewed on an annual or as needed basis. These are general safety procedures and parents are not required to be notified of these drills.

In case of a fire:

- An audible alarm will sound instructing the occupants to leave the building.
- Students will line up and follow their teacher out of the classroom to the approved “Safe Dispersal Area” near the playground. Teachers will count the children carefully using the name-to-face method.
- A Teacher will take Grab-and-Go Backpack from the classroom during exiting the classroom.
- Teachers will check the roll sheet to make sure every child has been accounted for.
- Teachers hold green cards up in the air, if all is accounted for. And will hold a Red card in air if there is any issue that the Director Or Emergency Personal needs to be aware of. Administrators will check all rooms, follow the classes out, and verify the roll sheet.
- Students will return back to their classes only after the fire department (or the director, if it was only a drill) has declared that it is safe.
- Parents or emergency contacts will be contacted using cell phones in the event of a real emergency.

In case of an earthquake:

- Children will be instructed to “drop and cover” until shaking stops
- If there is damage to the building, everyone will be evacuated using the practiced route if accessible or an alternative route if not accessible
- Administrators will search the building to make sure no children is left behind
- If needed gas and water heater will be turned off

Each classroom has been supplied with a “Grab & Go” bag that includes basic supplies such as flashlight, whistle, first aid kit, tissues, tarp, water etc., rescue medications (such as Epi-pens and asthma inhalers) plus emergency information for all children and staff. The Grab-and-Go bag is always taken when the children leave the classroom. Teachers will immediately administer first aid as necessary while the Assistant Teachers take care of the children.

CCM is equipped with 3 days of food and other supplies to support emergency care for up to 72 hours. All supplies are labeled and expired ones are refreshed annually. Parents are required to prepare a care pack for their child and provide it after enrollment.

Parents should be aware that in case of an emergency following are the designated evacuations sites:

- **On Premises:** East side of the building near the outdoor playground marked “Safe Dispersal Area”
- **Off Premises:** Kenmore Community Church, 7504 NE Bothell Way

EVENTS & PROGRAMS

FIELD TRIPS

We enjoy giving children the opportunity to learn about their community by scheduling field trips throughout the year. Transportation will be provided by city or chartered bus. You will be notified well in advance of all field trips. Your permission for your child to participate is part of your enrollment record, but you must authorize each field trip individually. There will be occasions when an additional fee or lunch from home is required. This information will be posted. Please let your child’s teacher or the director know if you are available to join us. An adult must accompany each child under 3 years of age.

Normally toddlers do not participate in field trips. We do, however, need parents to sign the “field trip” permission form for our daily walks. Staff and children may go for a walk to Kenmore library or 51 fire station across the street from school. The staff child ratio is maintained, and the Grab-and-Go backpack and emergency cell phone are carried by the lead teacher at all times.

BIRTHDAY CELEBRATIONS

A child’s birthday is his/her own special day to share with friends. For celebrations to go smoothly there are a few simple rules to observe:

- Parents should email the classroom or office in advance to alert the teacher so that they can plan the necessary time and not have a conflicting lesson.
- Parents are invited to send something that is on the approved snack list as a birthday snack to share. Any food items brought must be store-bought, prepackaged and unopened with ingredients on the label. No home baked goodies are allowed. Please do not bring cakes, ice cream/frozen treats, donuts or cupcakes. Do not bring any item that contains peanuts, tree nuts, nut products, chocolate, or with disclaimer that states products produced in a plant that makes other nut products, as some children have life threatening allergies. Please send paper napkins for all.
- Please do not send in birthday party bags.
- Parents are encouraged to pick out and purchase a book together with their child to donate to the school library in honor of their birthday.

SHARING CONTACT INFORMATION WITH OTHER FAMILIES

Parents sometimes request contact information for other families to arrange playdates, birthday parties, etc. If you do not wish your contact information to be shared, please notify the school in writing and we will omit it from classroom and/or school directories.

RELIGION, HOLIDAYS, AND CULTURAL ACTIVITIES

We recognize and value the diversity of religious beliefs, cultural backgrounds, and holiday traditions represented in our school community. In keeping with Montessori philosophy and Washington State educational guidelines, our approach to religion, holidays, and cultural activities is rooted in respect, inclusion, and global awareness. While we do not promote or teach any specific religion, students are introduced to a variety of cultural and religious traditions from around the world in an age-appropriate and educational manner. Holidays are acknowledged as cultural learning opportunities, and related classroom activities are designed to foster understanding and appreciation—not religious observance. Participation in any activity is voluntary, and families are encouraged to communicate any preferences or observances so we can provide appropriate accommodations. We also welcome families to share their own traditions, enriching the classroom experience and helping students develop empathy, respect, and a broader worldview.

SHARING DAY

“Sharing” can be an important aspect of your child’s school experience. In an effort to make it a positive experience, and part of the educational process, we have established several ways your child can participate in sharing.

- At any time, your child may bring a book to place in the reading area of his or her classroom, where it will be available to all the children. Please make sure the book is clearly labeled with your child’s name to ensure its safe return home.
- At any time, a child may bring an object from nature (rocks, shells, leaves, seeds, etc.) to place in the “nature” area of the classroom.

Once a month, the teachers will devote a circle time to a “sharing circle”. This is a verbal exercise, where each child is given the option to share a story, a joke, or something special happening in his or her life. This is a valuable opportunity for children to practice speaking in front of others in a safe, natural atmosphere. While most children choose to share, it is always a choice, never forced. Please limit sharing items to appropriate books and natural objects or other items specified by the teacher Please refrain from sharing anything that may be breakable and leave toys at home.

ADMINISTRATIVE POLICIES

COMMUNICATIONS

Essential in the care of a young child is good communication. CCM works hard to keep parents well informed.

- As required by licensing, CCM has several formal policy handbooks, including our Parent Policy, Health Policy, Emergency/Disaster Policy, Pesticide Policy, and Bloodborne Pathogens Exposure Policy.

- There is information posted on the Center Parent Information Board and each classroom's Parent Information Board.
- School and classroom newsletters contain information for parents.
- Various field trips and school events are held throughout the year.
- Parent-teacher conferences are conducted in fall and spring.
- Lead Teachers are available for discussion regarding children's progress and classroom experience. The Director and Administrators are available to answer any questions or concerns. Parents may request a conference with their child's teacher or review their child's records by calling or emailing the office. Parents are asked not to engage their child's teacher in lengthy or confidential conversations at drop-off or pick-up when she is responsible for supervising children. They can speak with the Director or Administrator to arrange coverage for a time the teacher can step out of the classroom to chat with the parent.

Contacting CCM

The best way to get in touch is to call the school at 425-485-5437 during office hours 8:30 a.m. to 5:00 p.m., Monday through Friday. Parents can also email us at info@columbiacrestmontessori.com. If there is an emergency or a parent needs assistance after office hours the school emergency response team may be reached at (425) 780-6775.

Conferences & Consultations

Formal Progress Reports will be sent home in November and April, and give detailed accounts of your child's growth and individual learning goals. Parent-Teacher Conferences are encouraged to be scheduled in December and in May, and can be scheduled anytime a parent wishes. Individual parent notes may also be sent during the school year. Parents are always welcome in our school and encouraged to come in and observe their child or participate in volunteer class activities. Parents shall have full access to areas used by their child. Formal observations may be requested any time after November.

EXPULSION POLICY

While we aim to work collaboratively with families to address any challenges, there may be situations where expulsion becomes necessary to ensure the well-being of the child, staff, and other children in the center.

Grounds for Expulsion

Expulsion may be considered in the following circumstances:

1. **Physical Aggression or Violence:** If a child repeatedly exhibits violent behavior towards themselves, staff, or other children (e.g., hitting, biting, or aggressive physical actions) and all efforts to address the behavior have been exhausted.
2. **Severe Behavioral or Emotional Issues:** If a child consistently demonstrates severe behavioral or emotional challenges that significantly disrupt the learning environment and cannot be managed despite appropriate interventions.
3. **Non-compliance with Center Policies:** If parents or guardians repeatedly fail to comply with the center's policies, including those related to payment, attendance, or health and safety requirements.

4. **Health and Safety Concerns:** If a child has a medical condition or illness that poses a significant risk to the health or safety of themselves, other children, or staff, and no reasonable accommodations can be made.

Process for Expulsion

- Prior to expulsion, the center will make every effort to work with the child's family to address the behavior or issue through positive guidance, interventions, and the development of an action plan. This may include working with outside specialists or therapists, where appropriate.
- The parents or guardians will be informed of any concerns or incidents and given opportunities to discuss the situation with the center's director or administration.
- If a resolution is not reached and the behavior continues to be disruptive or unsafe, a written notice of expulsion will be provided to the parents or guardians, explaining the reasons for expulsion and the steps that were taken to resolve the issue.

Appeals Process

Parents or guardians may appeal the decision of expulsion by submitting a written request to the center's administration. The appeal will be reviewed, and a meeting will be scheduled to discuss possible alternatives or solutions.

We believe that expulsion should be a last resort after all other avenues have been explored. We are committed to working in partnership with families to ensure the best possible experience for every child in our care.

CONFIDENTIALITY OF STUDENT RECORDS AND LEGAL ACCESS

We are committed to protecting the privacy and confidentiality of every child's personal and educational information. In compliance with the Family Educational Rights and Privacy Act (FERPA) and Washington State privacy laws, all student records are securely stored and accessed only by authorized school personnel for educational purposes. Student information will not be released to any outside individual, agency, or organization without written consent from a parent or legal guardian, except as required by law. In Washington State, both custodial and non-custodial parents have equal rights to access their child's educational records unless restricted by a court order. Additionally, certain state agencies, such as DCYF (Department of Children, Youth, and Families) and CPS (Child Protective Services), have the legal right to access these records if necessary. It is the responsibility of the enrolling parent or guardian to provide up-to-date legal documentation concerning custody, guardianship, or access restrictions. All requests for student records must be submitted in writing, and identification may be required to verify the legal authority of the requesting party. This policy ensures that all student data remains secure, and access is granted only to those with verified legal rights.

REPORTING OF CHILD ABUSE & NEGLECT

At Columbia Crest Montessori, all staff members are legally required to act as mandated reporters of suspected child abuse, neglect, sexual abuse, or maltreatment. If any staff member suspects a child is being

harmed or is at risk, they are obligated to report their concerns immediately to the designated child protection authority, in accordance with local and state laws. The report must be made promptly to ensure the safety and well-being of the child. Failure to report suspected abuse or neglect can result in serious legal consequences. Our center provides ongoing training to ensure all staff are aware of the signs of abuse and understand the proper reporting procedures.

TERMINATION OF SERVICES POLICY

Our Montessori school is committed to creating a respectful, nurturing, and safe learning environment for all students and families. However, the school reserves the right to terminate services at its discretion if it is determined that a student's or family's continued enrollment is not in the best interest of the child, other students, or the school community. Grounds for termination may include, but are not limited to, consistent non-payment of tuition or fees, failure to follow school policies, disruptive or unsafe behavior by the student or parent/guardian, or a demonstrated inability of the school to meet the child's developmental or behavioral needs. In most cases, efforts will be made to communicate concerns, work collaboratively with families, and implement support strategies before termination is considered. When termination is necessary, families will be given written notice and guidance on next steps.

Note: The decision to dis-enroll a family from the program, with or without notice and/or the forfeiture of any tuition, fees or deposits (depending on the circumstances), is made at the discretion of the Director or Administrator.

CLOSING STATEMENT

The policies outlined in this handbook are subject to change at the discretion of Columbia Crest Montessori at any time. Every organization needs a clear set of guidelines to ensure the program runs smoothly and safely, helping us achieve our goals. We kindly request your cooperation in adhering to the policies presented in this handbook. All policies, including this one, are available to both staff and parents and can be found in the policy binder located in the main office. Parents may also request a copy of this policy by emailing the office.

Open communications between staff and parents is an important value of our program. We encourage parents to share their thoughts with us, including things that we are doing well, suggestions for improvement, special areas of interest to their children, and ways we can better serve their families needs. We are always looking for ways to improve our school. We recognize that it truly does "take a village to raise a child." We are thankful to our parents for allowing us the privilege of working with them to support their child's healthy growth, development and learning at Columbia Crest Montessori!

Columbia Crest Montessori Parent Handbook

Terms of Agreement

Please sign and date this form acknowledging the terms & conditions in this handbook and return it to the school office.

I, _____, parent of _____,
Parent's Name Child's Name

have read, understand, and agree to abide by the policies, terms and conditions mentioned in this parent handbook.

Parent's Signature Date Signed

Parent's Signature Date Signed

Staff Signature Date Accepted