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1. Who we are

Vision Statement

Bellevue Montessori School offers an enlightening and nurturing Montessori environment to educate and support each individual child in reaching their full potential and inspiring a passion for learning. With this foundation, our students will go on to become positive, contributing members of their immediate and global communities.

Mission Statement

Bellevue Montessori School develops an academically, socially, emotionally and culturally educated community of students within the framework of acceptance, compassion, and understanding, all in accordance with traditional Montessori curriculum and philosophy. We support each individual student in building a foundation for life-long learning in preparation for future educational endeavors.

Bellevue Montessori Principles

The Teachers:

- Begin work in our Schools with a kind of faith that the child will reveal himself through work;
- Understand that every act associated with the child is a gradual process and do not have an expectation of turnaround time.
- Actively serve as a link between the child and the developmentally appropriate materials in the environment and become 'passive' once the rapport is established;
- Listen and reciprocate when asked and needed by the child;
- Respect all children at all times - during work, nap time and most importantly during the 'toilet learning' process;
- Are 'tireless' in teaching, making the environment alive and yet keeping a concentrated silence, using soft words and a loving presence;
- Acknowledge and respect sensitive periods of learning and ensure that the child who is absorbed in his work is not disturbed by any other child or adult;
- Help the child to achieve physical and psychological independence;
- Understand that children have dormant beautiful qualities; intellectual and spiritual and orient themselves to see this marvelous being hidden in each child;
- Assist the child in his/her physical, intellectual, emotional, and social growth;
- Know that love, rather than judgment, teaches acceptance;
- Believe peace, through education, is attainable.

Montessori Philosophy is not only a kind of education but A Way of Life.

Adult must consciously model appropriate behavior as it impacts the child socially and emotionally.





Must help the child to recognize the interconnection of all living things.

Prepare an environment where the child can develop his potentials in order to achieve goals for and by himself while having a positive impact in the environment.

The child will become an independent individual who happily forms part of a community.

The Toddlers:

Learn through their own activity in a richly prepared environment;

Work in mixed-age setting;

Enjoy freedom of choice with responsibility;

Use self-teaching manipulative materials;

Develop character, independence and personality;

Progress at their own pace such as in toilet learning;

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

Understand rules of the community and earn logical consequences for behavior;

Go through the process of working individually and as a community, when needed;

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

Receive gross and fine motor education for neuromuscular development;

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

Have purposeful practical life activities that promote the development and integration of intellect, will and movement

2. Parent Communication

Good communication between parent and teacher is essential to the proper care of your child. You are always welcome in our school. Bellevue Montessori School encourages parents to visit the school to observe your child both at the Primary and Elementary Levels. Children in the age group of 18 - 36 months are quite different from the older children in their psychological understanding of the concept of time and separation from parent is hard for them. Having seen their parent in class and the parent departing without taking them along with; can actually upset their rhythm and would be hard on them and you, as a parent. In the best interest of the child and parent, we would refrain from offering observation and volunteer opportunities in the toddler campus.

Parents will receive notification emails from their classroom teacher and the school administration regarding important events or happenings in the classroom through our Hubbli communication and information system. To login to the Hubbli site, go to <http://www.bellmontessori.hubbli.com/>.

The classroom group pages will feature pictures and information from your child's classroom as well as a calendar to keep you up-to-date on future events. Please contact lcraib.bms@gmail.com if you have any questions about how to login to your account.

We schedule two parent conferences, one in October and one in February, to discuss your child's progress. If you have any questions or concerns at any time, please contact your child's teachers by phone or e-mail. Teaching staff is available by phone from 8:00 – 8:30am on school days and access their emails after school hours.

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

3. Parent Education

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

Beginning October, Parent Book Club Meetings are offered to further familiarize you with the Montessori curriculum and philosophy. Throughout the year, Grab a Coffee Gatherings are held periodically for parents to meet and talk about common topics / to answer common queries with the Program Director. A topic is presented, and discussion follows. Watch for information for these informative classes.

4. Discipline

Our discipline policy is based on freedom and discipline and relies on the fact that self-discipline is a developmental aspect in children.

We are aware that the infant who starts toddling with uncertainty on his feet, wobbles and falls, but with sustained efforts of his own and repetition, ends up walking easily. Children correct their errors through growth and experience. We need to help them understand that mistakes are acceptable and there is no shame or correction in the environment. When a child makes a mistake, it is important for the adult to show empathy, model and collaborate with the child to help him make it better. It is a gradual growth of character and when force is exerted, and freedom is compromised, self-discipline vanishes.

The approach to discipline in the toddler community will be slightly different from the Primary. We understand that this child may / may not be capable of expressing his / her emotions completely. (For ex. A child who is tired may exhibit restlessness as he is not sure of to sleep or to cry) During these instances, we distract the child or offer choices. Choices that are offered are true and realistic. Offer of choices is accompanied with the information about the consequences.

We also have three guidelines to adhere; to help the child understand the rules of the community.

- Extend respect and dignity to self and others in the community;
- Care for the environment (school and outside);
- To have a respectful relationship that is safe for oneself and the community.

Children will absorb and learn the rules from how the teachers model and also verbally when required. If there is an instance where a child is upset and forgets the rules, he/she will be reminded in a soft yet firm tone. If a child is upset and chooses not to cooperate with the rules of the school, he/she will be with the adult till such time that he gets over his emotion. If a child's behavior continues to disrupt the classroom environment to the extent that opportunity for other children is hindered or a danger to any

other child, this will be communicated to the parent through a parent conference and mutually arrive at a solution to help the child. It is our vision to nurture in all our children self-discipline, which we believe leads to greater self-awareness and self-respect.

5. The School Day

Typical Daily Schedule

7:45 - 8:30 AM Activity Club
8:30 - 9:10 AM Arrival Time
8:30 - 11:30 AM Classroom work Time with Montessori Materials, Circle and Recess
11:30 – 11:40 AM Wash Hands and get ready for Pick up / Lunch
11:40 - 11:50 AM Dismissal from Morning Session
11:45 - 12:15 PM Lunch
12:15 - 12:30 PM Clean up & Get Ready for Nap
12:30 - 2:30 PM Nap Time
2:30 - 2:40 PM Bathroom as needed
2:45 - 3 PM School Day Dismissal / Pick up
2:40 - 3:10 PM - Outdoor Play time
3:15 - 5:30 PM - Full Day children have time to work with Montessori Materials, Circle time and Snacks
5:30 - 5:45 PM - Bathroom as needed
5:45 - 6 PM - Children depart / pick up

Early Arrival & Activity Club (7:45 to 8:30 AM)

Students may arrive as early as 7:45 AM, for participation in the morning Activity Club. When you arrive for Activity Club at or after 7:45 am, please park your car in a designated parking space and proceed to the classroom along with your child to sign in and drop off. Students are welcome to bring their breakfast if arriving early.

Morning Arrival & Drop Off (8:30 to 9:10 AM)

Arrival time is from 8:30 to 9:10 am. Parents will be provided a designated drop off time of 10 minute duration, along with a parking spot. You get to park in your spot at the designated time and accompany and drop off your child at the classroom door after signing in your child on your phone using the QManager App. Make your drop off brief and if there is anything that you may want to convey to the teacher please write it down on the paper in the clipboard or send an email to the teacher and she will read it after the children go to nap. Do not park your car in the non-designated area or time. If you happen to arrive earlier than your designated time, please pull up at the church parking as you wait for your time slot. We request your patience at all times, especially during the first couple of weeks while teachers are learning cars, children and parent faces, and everyone is getting used to a new routine. PLEASE BE RESPECTFUL AND DRIVE SLOW.

We highly encourage getting to school on time as settling into a routine at the earliest helps the child adapt to the environment easily. The Montessori work cycle is a period of concentrated activity for each

child in the classroom and another child's late entry can be a way of distraction for the young minds at work. Also, children who arrive later from their designated time tend to have a hard time in transition.

Late Arrival Sign In (After 9:10 AM)

If your child arrives after the arrival staff has returned to their classrooms, please park your car in one of the parking spots, walk your child all the way up the ramp to the back entrance of the campus / upper classroom, sign your child in and a staff member will walk him/her to their respective place. Please do not block the fire lane or other cars that are parked. Please do not drop your child off outside; every child must be escorted into the school by an adult.

Arrival Grace and Courtesy in the Parking Lot

Grace and Courtesy acts as the glue that binds human beings in the society. These are the rules that all of us abide by and model to our children. Actions speak louder than words and children absorb what we model. We request you to be aware of this at all times and be patient and courteous whenever you are on campus. If you have any concerns with the Arrival, Departure or Parking Lot, please direct it to the Administration.

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

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

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

Montessori Class Time

During the Montessori Class time, the Teacher is the Guide and acts as a link that connects the child to the materials in the environment through individual and group lessons. Children have freedom to choose an activity that they want to work with from the Prepared environment which has an impact on the development of the child and helps him build mental patterns and determines his personality. Children have the freedom to choose from activities of practical life, food preparation, art, music, language and psychomotor development. Teachers observe each child's work and keep a record of what is presented to him, his activity of interest, activities mastered, and in what areas the child needs help. Once a child has completed a work, they may return it to the shelf and select a new activity. Children may also observe another child's lesson or, if invited, work cooperatively with another classmate. Compassion and respect are created through interactions in the mixed age community. It also offers children an opportunity to observe other children working on activities at their own level or engaged in more complex lessons creating motivation for trying new challenges.

Lunch

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

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

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

Lunch Packing Tips

Eating lunch at school allows your child to enjoy a meal while socializing with the community. Lunch at school helps learn table manners; table setting, clean up, and the facts of good nutrition. We ask that no sweets or junk food be sent in the lunch. Fruits can make a nice dessert for your child in addition to bringing in nutrition value.

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

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

Recess

On most days, our children go outside to the playground or undercover area for recess. We encourage students to wear layered clothing, including waterproof jackets and hoods when the weather is cool or rainy. We also recommend that children have separate 'outdoor shoes' that they can wear when they go for recess and have an 'inside shoes' that they can use to work in the classroom. Layered clothing generally is advisable from late October through April.

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

Dismissal

Morning Dismissal (11:40 – 11:50 AM)

All children who are enrolled for the morning class are dismissed from 11:40 – 11:50 AM. During this time, parents must sign in and pick the child up from the front entrance. Children not picked up by 11:55 AM get back and stay in their classroom. You will be charged a late pick-up fee of \$10 for the first 10

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

Afternoon Dismissal (2:45 – 3:00 PM)

Afternoon dismissal starts at 2:45 and ends at 3:00 PM. During this time, parents must sign children out on one of our hand-held devices or on the QManager app on their phones and pick the child up from the front entrance. Never leave your car unattended during dismissal times.

Late Dismissal and Activity Club (After 3:00 PM)

If your child is not picked up by 3PM you will be charged a late pick-up fee of \$10 for first 10 minutes and \$1 per minute thereafter. Children will be signed into Activity Club at 3:15 PM and there will be an additional charge of \$20.

Dismissal Courtesy in the Parking Lot

Always pull forward as far as possible to leave space for vehicles behind you.

If for any reason you feel that another parent has not treated you with respect in our parking lot, please do not confront them in front of the children. It is important that all children feel safe at school. Please direct any concerns to the Administration so that we can discuss any infractions with another parent.

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

Please be prepared to greet your child by ending cell phone calls before you proceed to pick your child.

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

6. General Information for your Student

First Days

The first day is a great change in your child's life. His/her transition and adaptation to the new environment depends, in large part, upon your attitudes and good communication with the teacher and trust in the environment. Our goal is to make it a calm, orderly process for everyone. To understand and with this new routine, parents and the child are invited to attend a Meet & Greet with their child's teacher before school begins. This is an important time for your child to see their new environment, cubbie and meet the teacher(s). This would help him in building his sense of trust and security in the environment. This would be an ideal time for you to get to know about your child's classroom, teacher and also share queries / concerns about your child. Administrative staff are also available to answer any procedural questions. Please make sure you get answers to all of your questions before the first day, so there are no delays in getting children into their classrooms and settled with their new teachers and classmates.

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

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

Upon arrival on the first day, pull up to the front door and use the drop off guidelines. Say a friendly good-bye, only one time, and leave. Parents should have a matter-of-fact attitude, which gives the child great security. A parent's brief good-bye allows the child to attend to the teacher, classmates and classroom activities. Any tears that may occur are then quickly dried.

Children should not bring toys to school unless it is something that they need for napping.

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

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

Clothing

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

The child should be dressed in comfortable, non-fussy clothes. When buying clothes for toddlers the point to consider is that it should help their movement and transition to toilet learning. Provision of appropriate clothing to the child is very important as it impacts his physical and psychological needs. Always have extra sets of clothing (t-shirts, training pants, pants / shorts, socks, diapers, wipes, etc.) for your child at school. Pack a couple of sets to keep in the classroom in a zip-lock bag and label it clearly with your child's name. If for some reason your child gets wet outside or needs to change their pants, they will feel more comfortable in a dry set of new clothes from home.

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

Toilet Learning

Toilet independence is about acquiring the ability to consciously control the sphincters when we need to urinate and eliminate waste. This infers that this process involves both physical and psychological maturation leading to independence. Toilet independence is a natural acquisition for the child similar to the milestones of movement and language. Understanding and adhering to the natural process makes it easy for the child to adapt to this change. Before we begin this process, we would have a conversation with the child's parents and help them to prepare the home environment to ease this transition for the child. To aid in the process of toilet learning at school, we would be moving the child to use training pants and request parents to travel with us in this journey patiently and with less anxiety. Till such time, we need labeled diapers for your child along with the set of clothes that you provide. If there are any accidents, we will send the soiled clothes back home with a note and a replacement should be sent in the next day. The process also includes learning how to unfasten and fasten garments, wiping themselves, flushing and washing hands.

Birthdays

We at Bellevue Montessori School welcome celebrating children's birthdays at the Primary and Elementary level. In the Toddler level, the concept of time and birthday is too abstract for the child who seeks reality to comprehend. Nevertheless, we can celebrate your child's special day and you may provide a special birthday treat which can be cheese or crackers or a fruit that comes prepackaged from a store. As we have several students with gluten, nut and egg sensitivities, fruit is the preferred birthday treat as all children can participate. Please keep the serving sizes of any sugary treats on the smaller size. We want to promote a moderate approach to eating particularly with sugary treats. Please respect that

healthy eating is a priority for many of our parents and that they would prefer that their children do not eat cupcakes at school.

As we have several children with severe life-threatening allergies, our staff must be able to read the ingredients on the package of any food shared at school. No items with nuts please!

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

Gifts

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

Snack

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

Sharing and Toys

Your child may not bring any toy or object from home to school. It is hard for children of this age to understand the concept of sharing and it's better to avoid bringing any object that could attract the other child's attention.

Pet Policy

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

Health and Safety

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

Medical Information

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

Medications

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

If your child requires an Epi-Pen or other allergy medication to be kept at school you need to fill out the Childcare Emergency Plan for Allergic Reactions, which needs to be signed by your child's healthcare provider.

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

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

Illness

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

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

When to keep your child at home:

Colds: For three to four days after symptoms appear especially if your child feels poorly, has a persistent cough, his/her nose is very full or secretions are yellow or green.

Strep Throat: From the day your child is diagnosed and 24 hours following the administration of antibiotics.

Chicken pox: Until all lesions are crusted over. This usually takes seven to ten days. Children are most contagious the day before a rash occurs.

Children may still get Chicken Pox even though they have been immunized.

Stomach Flu: Generally for as long as the child has diarrhea or fever of 100° F or more, and for 24 hours after vomiting.

Vomiting: If your child throws up during the night, before school, or on the way to school, please do not bring him/her to school for 24 hours.

Conjunctivitis (pink eye): If the infection is bacterial, keep the child home from the time the child's eyes are red and oozy until 24 hours after s/he starts antibiotics. Viral conjunctivitis is contagious for five to seven days.

Fever: If a child has a fever of 100° F or more or is lethargic or irritable. In order to return to school, a child must be free of fever for 24 hours without the aid of fever-reducing medication.

Impetigo and Scabies: Children need to stay home until the infection is gone or we receive a written notification from the Doctor.

Hepatitis, Measles, Meningitis, Mumps, Rubella, and Tuberculosis: These are very serious diseases and we need to be notified immediately when a diagnosis is made. Your child needs to be kept home and cannot return until we have written notice from your child's doctor.

Emergency Situations

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

To ensure security and safety, the buildings will be locked until we are able to account and provide immediate care for all students and staff. We will attempt to send an email to inform you of the

emergency situation of the school. Please do not call as the phones may not be monitored in order to meet the needs of the children. Details of our response are contained in our Emergency Response Plan.

Emergency Drills

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

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

Emergency Response Plan

A copy of the Emergency Response Plan is available on the website.

7. School Policies

Sign-In/Sign-Out

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

Children’s Records

The duration of the Toddler Program at Bellevue Montessori Program ranges from 12 - 18 months depending on the age at which the child enters the school. Move ups to Primary happen when the child is ready physically and psychologically. Teachers fill out move-up forms only the children are ready. If you may need a recommendation form for another school, please give the teacher the form with an addressed envelope complete with adequate postage. Because of confidentiality, the form will be directly mailed to the school requesting the information. Out of respect for the teacher’s time please allow a minimum of 2 weeks to complete the school questionnaires or recommendations.

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

School Closure

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

Non-discrimination Policy

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

Cultural Diversity

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

Department of Early Learning

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

License, monitoring checklist, compliance agreement, staff names, schedule and snack guidelines. Posted in each classroom are staff names, schedule and evacuation diagram and can be shown to parents on request.

Confidentiality

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

Classroom Supervision

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

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

Students are always under the supervision of staff.

Volunteers

Bellevue Montessori School welcomes volunteers at both Primary and Elementary programs. We would not be extending classroom volunteering in the Toddler Campus as it would be hard for toddlers to see their parents in school and not being able to go with them immediately.

Playground Supervision

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

8. Activity Club

Activity Club provides does not only serve to provide before and after school care for the children but more so an extended period of Montessori Work time. The program includes structured work time, outdoor playtime, snacks and circle time that includes songs and stories.

The full benefits of Activity Club are available to students who contract for it for the entire school year. Childcare is provided every school day from 7:45 am until 8:30am before school and from 2:45pm until 6:00pm after school. In addition, childcare is provided from 7:45am until 5:45pm on teacher preparation days, conference days, mid-winter break (not including Presidents' Day) and spring break by reservation at no additional charge.

Late Pickups

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

9. Student Safety

Safe Student Transportation:

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

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

Reporting Suspected Child Abuse:

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

Safety in the Traffic Lanes and Parking Lot:

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

Pesticide Application:

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

Bellevue Montessori School is a non- smoking environment

Revised June 9,2020.

Please go to the link below to view the Parent Handbook Addendum during Covid-19.

<https://bellmontessori.hubbli.com/wp-content/uploads/sites/160/2020/06/PARENT-HANDBOOK-ADDENDUM-DURING-COVID-19-2.pdf>

As a requirement for your child's enrollment, we ask that you read this addendum and agree to the policies and procedures outlined. Thank you for taking the time to read this important document.