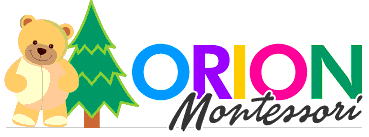
Parent Handbook



**Where Your Kids Shine!!**

**Where we strive for**

* **academic excellence**
* **develop good habits**
* **learn life skills**

11120 127th Ave NE

Kirkland, WA 98033

[orionkidsschool@gmail.com](mailto:orionkidsschool@gmail.com)

425-499-3313

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Orion Montessori provides a strong foundation for children ages two and six months through six creating a love for lifelong learning. Here at Orion we stimulate children’s curiosity and help them grow into independent individuals. Orion Montessori inspires children to love nature, demonstrate innovation and creativity and have a love for learning. At Orion Montessori children learn core academic subjects like Math, science, arts, social studies and even culinary arts through fun and interactive ways. We provide a program that includes three different languages English, Spanish and Hindi.

## Our Vision

That all Orion Montessori students are confident, conscientious and responsible citizens prepared to excel in our ever-changing world.

​

## Our Mission

To empower children to become intellectually capable and responsible individuals who can make the world a better place to live in.

​To provide opportunities for children to explore, experiment and excel.

To provide children the academic advantage so that they can succeed.

**Why choose Orion Montessori?**

 Orion Montessori has a safe, beautiful, clean and well-lit safe indoor spaces.

 Our campus is completely pesticide-free.

 It is certified wildlife habitat by National Wildlife Federation.

 Our front yard mimics the northwest forests where kids can feel and touch realistic looking pretend animals.

 We are licensed by the Department of Children, Youth and Families, State of Washington and our campus is inspected yearly. The reports from these inspections are available for your review.

 Our staff are Early Learning professionals with cleared backgrounds, yearly trainings including, first aid, CPR, HIV, stars training and food permits. My staff and I provide constant supervision to make sure that the health and safety of your child is our number priority.

 We provide a learning environment that encourages children to be inquisitive and continually have a desire to learn

 Our facility is equipped with a variety of educational materials to keep your children learning.

 Our goal is help them develop good habits that last a life time.

**This handbook was updated on July 1, 2019**

This handbook has been approved in partnership with the Department of Children, Youth and Families Child Care Licensors August 1, 2019.

# About the Director

I have worked with children for over twenty years. I have several degrees which include an Early Childhood Education degree. I pursued my PhD in Biotechnology in India. I was born in India and came to Washington state in 2001 when I started a family. Like any other parent, I began looking for a good preschool for my son so that I could pursue my research profession. It was not easy to find a good school; there were long waitlists and it was hard to get in. I finally was able to get a spot in what appeared to be a great program and my son started preschool. I was so excited to get him enrolled, but soon we realized he was not enjoying the preschool, as he was not being challenged. My curious and exceptionally bright child was not learning. I could not find any school that could meet my son’s needs. I then quit my research scientist job and started doing fun STEAM activities with my son. I home schooled him and designed my own curriculum that was stimulating and fun. He was enjoying his days and learned to read and write by the age of three. Soon my friends were interested and wanted their children to come to my preschool. I became licensed by the state and opened my preschool in 2007. I developed a unique curriculum which helps children gain a strong foundation for when they enter elementary school and beyond.

My passion is fueled by running a Montessori style school enhanced by Reggio Emilia’s emergent curriculum along with my own customizations of it. My teaching pedagogy and techniques have evolved and refined over the last twenty years. Over the years my quest has been to design a unique method to teach complex concepts in a fun and interactive process.

I have continued my training by taking classes every year. I love sharing these trainings and new things that I have learned with parents and have a record of all the classes that I have taken. Feel free to ask to see mine or my staff’s training logs any time.

# My Training and Experience

The State of Washington requires that I take annual training on topics related to caring for young children and leadership practices. Feel free to ask me about my training and my staff’s training. I will frequently share interesting things I learn with the families in my program.

Over the years my quest has been to design a unique method to teach complex concepts through a fun and interactive process. I have noticed how fun and interactive curriculum creates interest in children which in-turn boosts self confidence among the children while increasing their sphere of knowledge. It also instills self-learning skills and quest for exploration. I provide a stimulating environment where each child likes to explore and learn new ideas through multiple ways such as feeling, reading, listening, creating or experimenting with materials. They also get ample fun filled practice to master their skills. The children at Orion Montessori, who are exposed to this multisensory learning, are better equipped to handle the increased academic load in higher classes and are very successful at school

# Curriculum Philosophy, Implementation and Program Description (WAC 110-300-0305)

The curriculum philosophy of Orion Montessori is carefully planned to provide a wide variety of learning experiences for toddlers, preschoolers and kindergarteners. During these formative years, children learn faster than at any other time of their lives. Early experiences contribute significantly to the structure of the brain and its capacities. The curriculum is carefully designed and customized to the needs of the child, based on both Montessori and Reggio Emilia methods of learning along with customizations of my own. This proven method of education has been helping students attain strong academics, social and emotional skills for several years.

The Orion Montessori curriculum offers an individualized learning program based on the Montessori Method – a philosophy which recognizes that a child’s physical, social, emotional and intellectual developments are interrelated. Our school curriculum helps children develop the habits, attitudes and skills that lead to a lifetime of active thinking and learning.

Orion Montessori has different learning centers based on the children’s needs, age and interest. Both indoors and outdoors children have opportunities to learn while playing freely by working in small or large groups or sitting at a table working independently. Each day we have both structured and unstructured learning activities, that are either adult and child led. The small group size of my program means your child will receive more individual attention, which will help your child learn and develop emotionally, socially, cognitively, and physically. We help your child learn at their own pace and we help each child with an individual plan so that your child can reach their full potential.

Our program supports children who are both dual language learners and provide a program where children will be exposed to and learn other languages. For consistency of care our staff have all been trained on our curriculum and provide a stable, nurturing environment for the children.

All Children have the opportunity to learn and grow while attending Orion Montessori. Children from two years six months through Kindergarten will have a program designed specifically for their age and development. Please see our addendum for our daily routines and activities.

# Family engagement and partnership communication plan (WAC 110-300-0305)

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# Introductory Visit

We encourage you to visit our facility and schedule a meeting with me. After this meeting we will schedule a time for your child to visit our program for a couple hours. This will give your child a time to interact with the other children and will give us a time to assess your child’s needs. As your child becomes familiar and comfortable with our facility, we will gradually move your child into attending for a full day.

# Trial Period

Upon completion of the enrollment requirements your child will begin a two-week trial period. During this time your child is not considered enrolled. This period is used to observe your child’s adjustment to our child care and talk about concerns. I will talk to you daily about your child’s day. Please tell me if you have any concerns. After the two-week trial period, I will determine if the child care services are satisfactory to everyone. If any problems cannot be resolved, I will make the decision enroll or not enroll your child.

# Admission Requirements and Enrollment Procedures (WAC 110-300-0460)

When the child is enrolled, we assume that it for the whole school year. We hold your child’s place for the duration of time, and we plan accordingly. **Thirty days’ written notice is required if you must withdraw your child before the end of the school year. Tuition is due unless you have notified me in writing.**

# The State of Washington and I require that all documents are completed before the child’s first day of child care. I realize that there are a lot of required forms that need to be filled out, if you need support please feel free to call me. Remember to sign the immunization form and complete both sides of each form. You will also need to bring all the required supplies and pay the registration and deposit fees before the first day of child care. If your child has special needs make sure that you have the documentation from your doctor, especially for allergies and seizures.

All fees must be paid by the first of the month by check payable to Orion Education LLC.

# Deposits and Registration Fees

# Deposit:Your child's position is reserved upon receipt of one month’s tuition deposit. This deposit will be applied to the first month of care. Tuition must be paid on the first working day of the month and paid in its entirety. Fees are not reduced due to illness, vacations or other circumstances.

# Registration Fee: I require a non-refundable registration fee of $195.00 to cover administrative costs. This fee must be paid before your child’s first day of care.

I require a $200.00 fee for organic meals.

Families enrolling more than one child will receive a 5% discount on the second child’s tuition fee.

All fees must be paid by the first of the month by check payable to Orion Education LLC. Tuition, extended care and lunch bills must be paid in full for the previous month in order for your child to continue school. If you have any questions, please contact Shantha Pathak at 425-499-3313.

# Admission Forms WAC 110-300-0085, 0106(9)

There are several forms you are required to complete prior to your child's attendance. All forms can be found at [www.orionkids.com](http://www.orionkids.com). The forms include the following:

1. Child Care Registration

2. Permission Authorization for field trips, transportation, bathing, water activities, photo, video and surveillance activity.

3. Child Care fee Agreement

4. Certificate of Immunization Status (CIS) or Certificate of Exemption (COE)

5. Completed USDA food program enrollment (if applicable)

6. A plan for special or individual needs of a child, including allergies (if applicable)

7. Child Personal Behavior form

8. Medication authorization and medical procedure training (if Applicable)

9. Heath history form and Permission to seek emergency medical treatment

# Physicals

DCYF requires that we have a record of your child’s last physical exam, this exam must be within the last twelve months. A visit to the doctor for any reason will qualify. Please notify us of the date of your child’s last doctor’s visit. We encourage you to have your child’s vision, dental and hearing checked as well, as any loss can seriously interfere with his/ her school experience.

# How children's records, including immunization records, are kept current (WAC 110-300-0460 and WAC 110-300-0210)

A record for your child is very important to us. The records will be used to plan your child’s curriculum, classroom setting, daily activities and in emergency situations. All children’s files, including immunization records, must be updated by parents as personal and contact information changes and they will be updated every August. Immunization records must be updated the following school day after your child receives a new immunization including your child’s yearly flu shot. If you change jobs, your contact information changes, your emergency contact information changes you are required to update that information. Your child’s file will be a confidential file and will only be shared with you, the Department and staff.

# Certificate of Immunization Status (CIS) (WAC 110-300-0210)

A CIS form or similar form supplied by a health professional must be used, and be current and updated yearly. All children must be current on their immunizations. If there is a signed Certificate of exemption (COE) from a licensed physician, the child will be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

We accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records. The written proof must contain a schedule of when the immunizations will be given and you must follow this schedule. For the health and safety of your child, the other children, staff and myself we do not accept children that are not fully immunized unless the child is exempted due to an illness protected by the ADA or WLAD or by a completed and signed COE signed by a licensed physician. We do not accept children who are not fully immunized.

# Confidentiality policy including when information may be shared (WAC 110-300-0465)

Children’s records at Orion Montessori will include all admission forms, medication information, injury and incident reports, attendance records, payment history and other information obtained while caring for your children. This information will remain confidential. You have the right to access your child’s records at any time. Anything of a sensitive nature will be shared outside of the presence of the children. On a need-to-know basis, staff members may access your child’s file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at this child care. The Department may also access your children’s files.

# Non-discrimination Statement, Anti Bias and Bullying (WAC 110-300-0030, 0331, 0160)

Our program is defined by state and federal law as a place of public accommodation. I do not discriminate in my employment practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran’s status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW).

All staff have been trained on anti-bias and bullying policies and we work with the children to reduce and eliminate bulling and bias behaviors at our program. Our program is an inclusive program and children are supported in learning about similarities and differences in families, cultures, religions and many other areas of the children’s lives.

# Abuse and Neglect-Protection and Training (WAC 110-300-0475)

As preschool teachers, we will protect children from all forms of child abuse or neglect. We have a duty to report and am required by mandatory reporting laws to report any suspected physical, sexual or emotional child abuse; any suspected child neglect; child endangerment; or child exploitation. A child's sexual or physical abuse and maltreatment is disclosed to Child Protective Services (CPS) and my local law enforcement agency immediately (without prior notification to the parents involved). We will also inform my licenser. All staff and volunteers in this program, are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment and exploitation. All staff have been trained on the mandatory reporting laws of the State of Washington.

# Permission for Free Access (WAC 110-300-0085)

During business hours, you have the right to access any areas of my home licensed for child care. You are welcome to visit or drop-in unannounced to observe your child. You have the right to access your child’s file, provider training log(s), DEL inspection checklist(s), and Facility Licensing Compliance Agreements at any time. Please schedule time in advance if you would like to have a meeting with me or my staff, so we can arrange to speak away from the children.

# Definitions of Care

Full Time: 9:00 AM until 3:00 PM

Extended Care: 8:30 AM until 9:00 AM and/or 3:00 PM until 5:30 PM upon approval and payment.

Extended care can be provided if approved at the time of registration and fee is paid.

Fees are not reduced for late arrival or early pick up

# Sign-in and Sign-out Procedures/ Attendance records (WAC 110-300-0455)

Arrival and pick-up instructions:

* Upon arrival, the parent, guardian or authorized person must sign the child in using signature of the full name, the date and the time.
* Upon departure, the parent, guardian or authorized person must sign the child *out* using signature of the full name, the date and the time.
* The sign-in/sign out form is located in the front entry.

We realize that drop off and pick up times are very busy times for both you and our staff. We are unable to stand beside the attendance sheets to monitor if you signed in and out. Signing in and out is subject to a civil penalty fine by the state. If I am fined because you did not sign your child in or out, the amount of this fine will be on your next billing statement.

* Please identify on the Child Care Registration form who is authorized to pick up your child. We will not release your child to any person without your written permission. This form should be kept current. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child.
* Anyone who appears to be under the influence of drugs or alcohol arriving at child care to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, 911 will be called.

# Dual language Learning (WAC 110-300-0305)

Our program is a dual language program, English, Spanish and Hindi are all spoken by staff and the children. I work with all children helping them to develop and learn languages. If your child is a dual language learner, we will support your child to learn English in both the written and spoken form as well as other languages. You are encouraged to bring in books, music and other items that represent your child’s other language so that we can incorporate the language into our program

# Cost of Care Rates

Rates are evaluated and may be raised every year in August.

A two weeks’ notice will be given to families for rate increases.

If other adjustments are needed, a two weeks’ notice will be given.

The program rates are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Age | Registration Fee | Before and After  Care rate | Cost of Food | Tuition |
| Two years six  months through  six years | $195.00 | $100.00 Per Hour | $200.00 Per Month | $1195.00 per  month |

Your contract will specify your child’s days and hours of care.

# Payment Plan, Holiday charges and Discounts

*Payment Plan:* Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a space whether their child is there or not. Payment for care is due in advance on the first working day of the month. Special payment terms are negotiable on occasion and will be defined in the contract. Checks can be written to Orion Education LLC.

*Holiday Pay:*Fees are not reduced during months/weeks that have holidays or vacations or snow days.

# Payment Penalties:

1. The fee for late payment is $50.00 per day. If fees remain unpaid after a period of three days, your child will not be admitted until *ALL* fees are paid in full.

2. The penalty for NSF checks is $50.00 plus any bank costs incurred by me. Cash payment is required for returned checks. You may be put on a cash only basis after the second NSF check.

3. Late pick-up fees are $3.00 per minute for the first 30 minutes and $5.00 per minute after that. Emergency contacts will be called if you have not informed me of your inability to get to Orion Montessori on your scheduled time.

# Extra Charges:

Field Trip Fees: We do not usually leave the facility except for walking field trips. If we were to take a Field trip the cost of the field trip would be your responsibility. Fees will only be charged when necessary. You will receive advance notice of any charges.

You will be notified of extra field trip fees two weeks in advance

# Receipts and Taxes:

Every month you will receive an online receipt of payment. I will give you a copy of my EIN number for your taxes at the end of each year.

# Hours and Days of Operation

The child care program is open the following hours, except holidays. Parents of enrolled children are welcome to visit their children at any time during the day. Extended hours are available see the fee schedule above.

|  |  |
| --- | --- |
| **Day** | **Hours** |
| Monday | 9:00 AM Until 3:00 PM |
| Tuesday | 9:00 AM Until 3:00 PM |
| Wednesday | 9:00 AM Until 3:00 PM |
| Thursday | 9:00 AM Until 3:00 PM |
| Friday | 9:00 AM Until 3:00 PM |
| Saturday | CLOSED |
| Sunday | CLOSED |

# Holidays

Orion Montessori will be closed all legal holidays with pay, if the holiday falls on a Saturday or Sunday, Orion Montessori will be closed the day the holiday is legally observed. The following schedule are days that the child care is closed each year. Orion Montessori follows the Lake Washington school calendar for holidays.

|  |  |
| --- | --- |
| **Holiday** | **Date, Comments** |
| New Year’s Day | January 1st |
| Martin Luther King Day (observed) | January 20th |
| Presidents Day (observed) | Third Monday of February |
| Memorial Day (observed) | Fourth Monday in May |
| July 4th | July 4th and July 5th |
| Labor Day (observed) | First Monday in September |
| Veterans Day (observed) | November 11th or the following Monday |
| Thanksgiving Day and Friday (the day after) | Fourth Thursday and Friday of November |
| Christmas Week | December 24th Through January 2nd |
| Lake Washington School District  Spring Break | To be determined by Lake Wash.  School District |
| Lake Washington School District  Summer Break | 2-2.5 weeks |

# Family/Parent/Guardian Vacations and Absences

1. You are required to give two weeks advance notice for vacation.
2. Please call and inform me when your child will not attend due to illness or some other event.
3. Payment will not be reduced during your vacation days.
4. Please advise me upon enrollment if you plan to remove your child from child care for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).

# Provider Vacation/Emergency Closure Policy

I will give you at least four-week(s) advance notice of my vacation schedule. Payment will not be reduced during school closures. In the case of an emergency closure such as snow that makes the streets dangerous, earthquakes and other unexpected disasters I will let you know as soon as I become aware of the situation and will expect that you will let me know as well if you are not able to arrive at my child care. We will also follow the local school’s emergency closure days. We take about 4-5 weeks off a year and we will inform you eight weeks in advance.

# Back-up Child Care and Consistent care policy (WAC 110-300-0495)

We recommend that you have access to an alternate child care arrangement. You may need care if I am ill, school closure days or when I am on vacation. If I am ill, you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup child care for school holidays and possible sterilization of the facility (to prevent further spreading of infections). For a child care referral, please call:

*Child Care Aware of Washington*

*(206) 329-5544*

*1-800-446-1114*

# Emergency closure guidelines

Occasionally we must close school due to snow and driving conditions, or water, power or heat outages. During the school day, we will only decide to close when it would risk the health and safety of children to stay open. On these rare occasions, we will contact parents to pick up their child. If we cannot reach parents, we will try their emergency contacts. If at any point there are staff members assisting me, someone will stay at the school until the last parents leaves if it is safe to do so. Should school be closed for any reason, Orion Montessori reserves the right to reschedule make-up days as needed, or not. Those days may be scheduled during the school year, or may extend it. Any prepaid child care fees will be applied to the make-up days. No refunds are given because of emergency closures.

 In a widespread event, such as a large earthquake, please try not to flood our phone lines immediately. We need to keep our phones open in order to call for help or to contact the families of any one who may be injured.

 Under our school emergency procedures, we will first call for emergency aid, then activate a message on our voicemail and contact the parents of any injured children. Then we will notify others. If you must call us, please try to be brief.

 All students of all ages must be signed out at a central location before they are taken home in an emergency. Please remember to do this so we can keep track of everyone and relay messages to others in a family who are equally concerned about the whereabouts of children.

 Make sure you have as many people as possible authorized to pick your child up in the event of colossal traffic jams in widespread emergency events

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# Staffing Plan, Classroom types and Ratios (WAC 110-300-0495)

We will maintain the State required staff to child ratios at all times. For consistency of care I or a permanent staff member will be assigned to care for your child with a goal of building a long-term trusting relationship. Any staff who covers for me in my absence will meet all State requirements to care for the children, and be fully trained according to State requirements and will be trained on the policies and procedures of our program. You may ask for access to our staff training and professional development records.

If we have any staffing changes, or I need to be absent for an extended period of time, you will be notified in writing or by electronically.

Our staff to child ratios is two to three staff and eight children. We offer a Montessori Pre-school and Kindergarten type of classroom settings. Our ratios are below the state requirement so that your child will get personalized attention. Our teachers are highly trained to care for the special needs of the children in their classrooms and are able to provide your child with experiences in dual languages.

Parent volunteering is crucial for Orion kids. You could help us in the following ways:

* Advertising,
* Fundraising,
* Gardening
* Handyman
* lending objects of study
* Helping your child with their homework.
* Volunteering with some activities and projects from time to time.
* Bringing in food, toys or objects to share from your child’s culture
* Helping out with the parties.
* If you are first aid, HIV, food permit certified and are willing to complete a background clearance you could volunteer or substitute at Orion kids.

# Termination of Services (WAC 110-300-0485)

1. You are required to give me ninety-day notice of your intent to terminate care. All fees are due at the time of notice. You will not be reimbursed already paid fees. If you leave before the end of the month you will owe for the full month your child attends.

2. Changes of services for your student from full time to part time will also require a ninety-day notice.

3. Students who withdraw will lose their class placement. Re-enrollment will be on a space available basis. Reregistration fees and deposits will be required for reenrollment.

4. The following are conditions that may cause child care to be immediately terminated:

1. Non-receipt of payment
2. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the child care facility, staff or policies
3. Continual late payments or unpaid bills
4. Continual late arrivals or pick-ups

# Expulsion Policy (WAC 110-300-0486, 0340)

At our facility we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. During the two-week trial period we will have helped you child learn the rules and acceptable behaviors while at Orion Montessori. After the two-week trial period and your child exhibits behavior that presents serious safety concern for the child or others and I am not able to reduce or eliminate the safety concern through reasonable modifications the child’s care will be terminated. Examples of behaviors would include biting beyond the toddler age, throwing objects at others, hitting others with objects and leaving the facility as well as other behaviors that put the child or others in danger.

Prior to expulsion of services due to child’s behavior I will provide the following supports:

1. We will have a parent or guardian meeting weekly or sooner as needed.
2. We will review the expulsion policy with the parents or guardians.
3. We will record the incidents that led up to the expulsion, include the date, time, person involved if it is an adult and details of the incidents
4. We will give the parents a copy of the steps that were taken to avoid expulsion. These steps include:
   * 1. Working with the child individually to help reduce the behaviors
     2. Reviewing the house rules with the child
     3. Reducing the amount of distractions for the child in the child care.
     4. Helping the child learn to talk about feelings and communicating his wants and needs.
     5. Meeting with the parents to discuss the behaviors and working with the parent on a plan to reduce the behaviors.
     6. Having the parent or guardian come in to the child care and staying with the child to help with continuity of care, redirection and reducing the behaviors.
     7. Have the parent come to the child care and spending several days with the child to give the child and the facility the support to provide a safe, enriching learning environment for all the children.

5. We will give the parents or guardians a description of the environmental

change, staff change and other reasonable modifications that were made.

1. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians that are involved in the care of the child.
2. We will give the parents or guardians referrals to community-based programs/settings

The Department will be notified of the expulsion.

# Posting requirements: (WAC 110-300-0505)

Our policies can be found in the corridor of our school. Our postings consist of our parent handbook, health policy, staff policy, emergency preparedness plan, our menus, emergency drill logs, liability insurance, inspection reports, enforcement actions and resources for families. A copy of all our policies are available at our website (<https://www.orionkids.com/>) for your perusal.

At times we will update the information and send you a new copy. Any changes will be implemented two weeks after you receive a copy of the updated information.

# Items Brought from Home

Please do not allow your child to bring any toys, food, electronics or other personal items to child care. I will not be responsible for broken, stolen or lost toys and electronics. These items will be put away as soon as I become aware of them. You will be informed on days that your child has a sharing day where they can bring one item to share with the rest of children. Please make sure the item is of an appropriate size so that it is not a choking hazard, that it is not fragile and can be held by many little hands and that the object is appropriate for sharing.

# Checklist of Child Care Supplies

|  |  |  |
| --- | --- | --- |
|  | ***Item*** | ***Comments*** |
| 1. | Two sets of Blanket and sleeping necessities | Please take them home at the end of the week for cleaning |
| 2. | Change of clothes | At least two sets. All clothing must be labeled with the child’s name |
| 3. | Diapers | Bring in two weeks supply |
| 4. | Toilet training Pants | These need to be brought home when used. |
| 5. | Plastic Pants | At least two |
| 6. | Diaper wipes | At least two weeks supply |
| 7. | School Supplies | See the list below |
| 8. | Accurate emergency information | This will need to be updated when the information changes |
| 9. | Cold and rainy weather clothes | This includes gloves, hat, warm coats and boots |
| 10. | Toothbrush |  |
| 11. | Sunscreen (must have written permission) |  |
| 12. | Three-day supply of medication | Only if there is medication that has been approved by a doctor and the child care. |

You will also need to bring in the following items:

**ORION MONTESSORI SCHOOL SUPPLY LIST**

* 1 plastic Pencil box.
* Ticonderoga brand pencils
* Primary composition notebook- quantity 2
* 1 package of post its.
* Box of Crayola crayons 24
* 2 Hi Polymer brand erasers.
* Crayola washable markers
* Avery Glue sticks
* Glue 4 ounces
* Pair of Fiskars blunt tip scissors
* Bottle of hand sanitizer
* 1 box of gallon Ziploc
* Set of spare clothes
* Sheets -2 sets
* 2 light weight blankets.
* Seventh generation disinfecting multi surface wipes.
* Reusable bags

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**ORION MONTESSORI’s EMERGENCY KIT**

* Mylar emergency blanket,
* Small water bottle.
* Cheerful family photo.
* Light blankets-2
* Single twin sheets -2
* 30-gallon garbage bag

**ORION MONTESSORI EMERGENCY INFORMATION (which is included in our Emergency kit)**

* Student’s name and address/ phone number
* Parents home/ mobile/work numbers
* Alternate local contact
* Alternate out –of- state contact

Note: During the school year, please remember to replace any items used by your child so that we always have a clean dry set on hand.

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Please put all the items in a plastic box with your child’s name on it.

# Typical Daily Activity Schedule (WAC 110-300-0360, 0295, 0296)

|  |  |
| --- | --- |
| Time | Activities |
| 9:00 AM to 10:00 AM | Outdoor Activities |
| 10:00 AM to 10:20 AM | Snack |
| 10:20 AM to 11:20 AM | Indoor activities such as math, grammar, language, and literacy |
| 11:20 AM to 12:00 | Art, science and other hands on activities |
| 12:00 PM | Lunch |
| 12:30 PM to 1:00 PM | Quiet activities/ Nap for younger children |
| 1:00 PM to 2:00 PM | Outdoor activities/ Nap for younger children |
| 2:00 PM to 2:30 PM | Snack |
| 2:30 PM to 3:00 PM | Indoor Activities |
| 3:00 PM | Snack and Departure |

**Typical Indoor Activity Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Math/Reading  Show and Tell | Math/Reading  Social Studies | Math/Reading  Music | Math/Reading  Science | Math/Reading  Art |

**Indoor Activities Include:**

* Using Montessori materials (math manipulatives, language, sensory color paddles etc.)
* Reading phonetically
* Writing stories and poems
* Science activities
* Music
* Dancing
* Geography
* Culinary arts (writing a recipe, food preparation including measuring and baking)
* Arts and crafts
* Indoor PE
* Yoga and meditation
* Dramatic play

**Outdoor Activities Include:**

* Hand and eye coordination exercises
* Climbing, running, and jumping exercises
* Gardening and harvesting
* Arts and crafts
* Playing as a team (including dramatic play)
* Stretching exercises

## The state mandates that children in care over six hours must have at least 90 minutes of outdoor time. Please note that this schedule is a typical day and that it may fluctuate due to weather, parties and other factors.

# Screen Time Usage (WAC 110-300-0155)

We do not use television, videos, or computers for educational purposes at our program. Please do not allow children to bring electronics.

# Outdoor activities (WAC 110-300-0147)

Our facility offers a 90-minute outdoor programming daily for all children enrolled, except during the following conditions:

(a) Heat in excess of 100 degrees Fahrenheit or pursuant to the advice of the local authority

(b) Cold less than 20 degrees Fahrenheit, or pursuant to the advice of the local authority

(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger

(d) Earthquake

(e) Air quality emergency ordered by a local or state authority on air quality or public health

(f) Lockdown notification ordered by a public safety authority

(g) Other similar incidents. It is your responsibility to make sure your Child has appropriate clothing for outdoor activities during days that may be hot, rainy and cold. This includes a hat, coats, clothes for rainy days and appropriate footwear. If your child is too sick to play outdoors your child is too sick to be at child care. Please keep your child home if they are ill.

# Napping/sleeping (WAC 110-300-0265)

A rest period will be offered for all children under five years of age, who remain in care for more than six hours or show a need to rest. We offer a scheduled nap or rest time and offer alternative quiet activities for children who may need that or no longer require naps. No child will be forced to sleep/nap. We will work with you to discuss your child’s sleep patterns and needs. We must allow young toddlers to follow individual sleep schedules.

**Mixed Age groups: (WAC 110-300-0345, 0450)**

Our preschool has a mixed age grouping, during the day the children will be participation in learning, playing, eating and sleeping with children from different age groups. We will set up programs and curriculum for the age of your child/children. The age group ranges from two years six months through six years old.

# Individual care plan, Special needs accommodation (WAC 110-300-0300)

We will ask all parents and guardians to have a written individual care plan for each child with special needs including allergies and seizures. The individual care plan must be signed by the parent or guardian and must contain the following:

1. The child's diagnosis, if known;

2. Contact information for the primary health care provider or other relevant specialist;

3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;

4. Directions on how to administer medication;

5. Allergies;

6. Food allergy and dietary needs, pursuant to WAC [**110-300-0186**](https://app.leg.wa.gov/wac/default.aspx?cite=110-300&full=true#110-300-0186);

7. Activity, behavioral, or environmental modifications for the child;

8. Known symptoms and triggers;

9. Emergency response plans and what procedures to perform; and

10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:

1. Physician or physician's assistant;
2. Mental health professional;
3. Education professional;

d. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or

e. Registered nurse or advanced registered nurse practitioner.

11. If the child has one of the following it must accompany the child’s service plan.

(a) Individual education plan (IEP);

(b) Individual health plan (IHP);

(c) 504 Plan; or

(d) Individualized family service plan (IFSP).

Our goal is to help your child succeed; if you need help obtaining the required information please let me know and I will help.

# Religious and Cultural Activities

Our religious and cultural activities include learning about different holidays, traditions and celebrations. We do this through art, languages, foods, decorations and stories. If you have items that you would like to share that represent your family’s cultures and celebrations please talk with me about them and we will try to incorporate them into our program. Children will also have a show and tell time where they will be encouraged to bring in items from their home to share with the other children. This is a great time for your child to share an item that is unique to your family.

# Child Guidance plan, Physical Restraint policy and Corporal punishment (WAC 110-300-0331, 0335, 0490)

We will use consistent, fair and positive methods of managing children’s behavior. Methods used will be appropriate to the child’s abilities, developmental level, and culture. Research has shown that time out doesn’t work in the favor of kids, at Orion Montessori we use redirecting, helping the child work through difficult situations, helping with communication, and setting clear achievable rules. We believe in logically explaining to kids. We talk about the importance of positive behavior and its impact on us. In cases of severe behavioral issues which require extraordinary care and attention, we will work hard with parents and follow our expulsion plan when needed. We will also help you find other places which might be more suitable for your child. Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain.

All staff and volunteers are trained on the guidance and discipline policy and practices of this facility.

# Diapering Procedure (WAC 110-300-0221)

Children will be attended to at all times during the diapering procedure. Diapers will be checked every two hours and changed when necessary and not less than every four hours. The parents or guardians will need to supply appropriate diapers include disposable or cloth diapers and diaper wipes. All staff, parents or guardians will wash their hands immediately before and after diapering. The child’s hands will also be washed immediately after diapering.

# Toilet Learning (WAC 110-300-0220)

Before a child is ready to start toilet training, I will discuss with the parent or guardian their views on toilet training. For toilet training I use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with the parents or guardians. Children will use the toilet facilities (not potty chairs) and will be supported as they learn to independently go from wearing diapers to being fully trained.

# Naps, Rest Periods and Infant Sleep Patterns (WAC 110-300-0290)

Toddlers (age 24 months to 30 months) will follow their own individual sleep patterns and never be forced to sleep. Toddlers will use napping equipment approved by the U.S. Consumer Products Safety Commission or ASTM international Safety Standards. Napping equipment will be clean and firm with a snug-fitting mattress that does not have tears or holes. Sheets will be provided by parents. Every Friday they will be sent home for washing and sanitizing.

# Special Care for Children Entering Kindergarten transition plan (WAC 110-300-0065)

Children turning five years old or six months before your child is ready to attend a Kindergarten program, we will meet with the family to provider resources and write a transition plan with the parents. Our vision is that all Orion kids will be ready for the next steps both academically and emotionally. I have available resource materials on the local public and private schools or they can be found on line at <http://www.k12.wa.us/EarlyLearning/Resources.aspx>

# Meal and snack schedule (WAC 110-300-0180)

At Orion Montessori, children eat fresh, organic International lunches made from scratch every day. Lunch time is also a time for education. During lunch children learn about food from various cultures, menu, and nutritional value. They are involved in the food preparation process from time to time. They learn the importance of keeping food safe and the measures required for it and how to prevent cross-contamination. We do not participate in the USDA Food program but follow all the Departments requirements for a balanced diet.

All meals and snacks are prepared and served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National School Lunch and School Breakfast Program standards and the Washington state food handlers guide. It is your responsibility to notify me of any allergies or adverse reactions your child may have with certain foods or beverages. We do not allow food from home. Children may bring food from home only if there is a special dietary requirement. Please do not bring glass containers. We do not microwave food. Please bring foods that can be held and eaten, such as sandwiches or wraps.

Home canned foods are not allowed to be served*.*

Safe drinking water will be served.

We serve milk or yogurt at lunch

# Sample Menu and Description of How Foods Are Served (WAC 110-300-0450)

Our meals are all fresh, organic and meet the FDA food requirements.

A six-day sample lunch menu

Day 1:  Asian style Stir fry rice / noodles with vegetables, fruits and milk or a cup of yogurt

Day 2:  Pasta with Marinara sauce with vegetables (optional meatballs) with fruits and milk/ yogurt

​Day 3:  Sandwich with eggs, bowl of salad with fruits and milk /yogurt.

​Day 4:  Taco/ Burrito with organic seasonal vegetables on the side (fruits and milk).

​Day 5:  Homemade potato wedges, soup, garlic bread a cup of milk and fruits.

​Day 6:  Naan, curried vegetables/ meat/ fish/ cup of yogurt/ milk and fruits.

Day 7: French crapes with berries and cream or crapes with pesto and vegetables and seasonal stemmed vegetables with milk.

Snack sample menu

Naan, humus and water

Fruit, cheese and water

Crackers, cheese and water

Broccoli, humus and water

Carrots, yogurt and water

We serve all food family style so that children learn to eat with a family, learn manners and taking turns. This also helps children with communication and sharing skills. We are aware that families and children have food preferences that are not allergies. At Orion Montessori we introduce children to a variety of foods textures and taste and support children to try new food items. If your child has a food preference that you would like us to be informed about please share this information with us when you enroll your child so that we can discuss this. During the year we offer a variety of foods from different cultures and ethnic groups. Our menu will periodically change to enhance our program to incorporate our cultural studies.

# Food allergies and special dietary needs (WAC 110-300-0186)

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC [**110-300-0300**](https://app.leg.wa.gov/wac/default.aspx?cite=110-300&full=true#110-300-0300) must include the following:

(a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;

(b) Identify foods that can be substitute for allergenic foods; and

(c) Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction. The specific treatment plan must include the:

(i) Names of all medication to be administered;

(ii) Directions for how to administer the medication;

(iii) Directions related to medication dosage amounts; and

(iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

We require that the parents or guardians of a child in care ensure that the program has the necessary medication, training, and equipment to properly manage your child's food allergies.

If your child suffers from an allergic reaction, we must immediately:

(a) Administer medication pursuant to the instructions in that child's individual care plan;

(b) Contact 911 whenever epinephrine or another lifesaving medication has been administered; and

(c) Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:

(i) The child is having an allergic reaction; or

(ii) The child consumed or came in contact with a food identified by the parents or guardians that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.

# Food Handling Practices (WAC 110-300-0195)

Anyone preparing food for the children is required to maintain a current and valid Washington state Food Handlers Permit and will follow all procedures. Proper hand washing procedures will be followed during food handling.

Safe food, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with current department of health Washington State Food and Beverage Workers’ manual and current foundational Quality Standards WAC 110-300. All food is prepared on site and served family style to the children.

# Dishwashing Practices (WAC110-300-0198)

Dishes are washed in an automatic dishwasher using the sanitizing cycle.

# Safety of Food Containers and Preparation Area (WAC 110-300-0197)

Food preparation and eating surfaces are cleaned and sanitized before and after use. Food preparation surfaces are free of cracks and crevices with a floor area that is resistant to moisture.

Food is not cooked or reheated in a microwave unless the container is labeled by the manufacturer as “microwave use”, “microwave safe”, or other similar labeling. Disposable serving containers are only used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times. Children

will learn to cut their own food using appropriate utensils.

# Policies for Food Brought from Home (WAC 110-300-0190)

A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee before the child’s first day of attendance. All food and drink items brought from home must be labeled with child’s first and last name and the date it was prepared. Leftover food can only be served if the food was not previously served at your facility or mine. If you choose to provide alternative food for your child, I will need a written plan. Any meal or snack brought from home that does not meet USDA CACFP requirements will not be served to your child and a ten-dollar fee will be charged for the meal cost and preparation fee. The cost of all meals is $200.00 per month, this fee is required at the first of each month.

Food items that are brought from home to share such as birthday cakes or cupcakes must have written permission obtained by all parents of children who will consume the item, so please give me a one week notice so that I can inform the other parents.

# Water activities (WAC 110-300-0175)

We have sensory play which may contain water at times. During the summer months there may be water play outside. This will not consist of a swimming pool. Please make sure that your child has extra clothes if they are to get wet or dirty and may need to change clothes.

# Transportation and Off-Site Field Trips (WAC 110-300-0480)

We do not take regular field trips, except for occasional walking field trips around

our neighborhood. During these walks we maintain the same high level of

supervision as we do at the facility. If we plan a field trip outside of our

neighborhood, in the future, the following rules will apply:

1. Parents are responsible for transportation to and from my home.
2. If we take a field trip off site, you will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance.
3. Transportation for field trips will be provided by private cars, vans, busses or walking.
4. All children will need an appropriate car seat or booster seat and seat belt.
5. Children’s emergency contact and medical release forms and medical/immunization records, a first aid kit my first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.
6. Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a criminal background check.

Any parent transporting a child to a field trip shall not smoke, vape or use any form of cannabis while driving on the field trip. We will maintain the same child to adult ratios while on field trips.

***Transportation To/From School***

We do not provide transportation at this point of time.

# Dental hygiene practices and education (WAC 110-300-0180(2))

* Tooth brushing and dental hygiene is very important for all children. We will talk with the children about the importance of tooth brushing and will be providing a tooth brushing program at our facility.
* If you would like your child to not participate in this program you will need to complete a form stating that your child will not be participating in our tooth brushing program.
* The state requires that we have the name of your child’s dentist and contact information for the dentist in your child’s file

# Health Care Practices (WAC 110-300-0500)

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as Immunization tracking, and medication management, storage, administration and documentation. We have established handwashing and hand sanitizer use, the observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy. We do not have pets at our facility except for an occasional Betta fish. Our policy includes how and where we change the fish bowls water and who is responsible for this task. We control insects by having screens on the windows and keeping our environment clean. Our pest control policy can be found in our health plan.

Our health policy is reviewed and approved by the department and can be found in the corridor of our facility or on our web site at <https://www.orionkids.com/>

# Emergency preparedness and Evacuation Plan (WAC 110-300-0470, 0166)

You will find our programs evacuation plan posted in the corridor near the entrance. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Please refer to my posted evacuation plan for a full list of details, floor plan, and gathering place outside of my home so you are aware of our emergency natural and unnatural disasters /evacuation procedures.

Our Emergency Procedure outlines our responses to various emergencies including earthquakes, fires, power outage, loss of water, serious accidents or illness among staff or children, severe winter storms, school intruder/strangers/volatile encounters, hazardous waste accidents or chemical emergency. We have four security cameras to prevent intruders from coming into our premises. We have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. We continually check my home for potential hazards on a regular basis. We have state of the art fire and carbon monoxide alarms that are hard wired. We have a landline so that emergency responders will be able to see our location and respond immediately. We maintain our electrical circuits, devices and appliances and have tamper resistant outlets in all rooms where children have access. Our doors are fire proof and we have a fire extinguisher that is maintained and mounted where it is easily accessible. Our out of state contact number is 408-444-3719. Please keep this number in a place where you can easily access it during an emergency.

Should my home become inhabitable in a disaster, the children and we will be located at in front of our facility if possible, or we may walk over to Lake Washington Institute of Technology.

My emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and when it is appropriate to evacuate WAC 110-300-0470(1)(c).

Emergency drills may upset some younger children. We urge you to practice for earthquakes and fire evacuation at home. It is prudent and if familiar with them, children won't think these drills happen only at school.

Our emergency kit includes water, snack bars, canned milk, space blanket, flash light, address and contact information of all children, non–perishable canned food and a can opener, books, a whistle, photos of parents, and a complete first aid kit. We have a professional emergency bag available in our facility at all times.

# Earthquake Plan (WAC 110-300-0470)

**When Indoors:**

* Move away from windows, tall furniture, and heavy appliances
* Everyone in the program will be instructed to:
  + **DROP** to floor
  + **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
  + **HOLD ON** to furniture if under it until shaking stops
* A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over

**When Outside:**

* Move to clear area, as far as possible from glass, brick, and power lines.
* **DROP & COVER.**
* Adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over
* A head count of the children will be taken to ensure all children are present

**After earthquake:**

* Account for all children, staff, and visitors
* Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency
* Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate building calmly and quickly to our designated meeting spot located:

If gas is smelled; the main gas valve will be immediately turned off

* We will monitor our portable radio or cell phone for information and emergency instructions
* Our designated out-of-area contact will be notified of our status when possible and if needed.
* We will remain outside of building until it has been inspected for re-entry and determined safe.

We will walk the perimeter of the home to assess if the home is safe to go back into. If available we will ask authorities to assess the home.

We have an out of state contact, the phone number is 408-444-3719. We practice disaster or fire drills at least monthly and this information can be found posted on the corridor wall of our home.

# Evacuation Plan: (WAC 110-300-0470)

**When On-site:**

* All children will be gathered and escorted to the designated meeting spot located: When it is safe to be on our property, we will evacuate to the front yard near the cedar tree. If we need to relocate off site, we will go to Lake Washington Institute of Technology South Parking lot or the main East entrance.
* The evacuation plan, meeting place and out of state contact information can be found posted in the corridor of our home.
* A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
* If safe to do so, the whole home will be checked, to ensure that all children have left the building safely.

**When Off-site:**

* All children will be gathered and escorted to the designated meeting spot with the grab and go bag and our daily attendance log
* A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
* All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all children are safe and accounted for
* Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location
* If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out.
* We do disaster and fire drills at least monthly. It is recommended that you do drills at your facility as well to help the children learn what to do if there is a disaster.

# Fire Evacuation Plan: (WAC 110-300-0470)

* We will activate our fire alarm or alert staff that there is a fire (yell, whistle, etc.).
* We will evacuate the building quickly and calmly:
  + If anyone’s clothes catch on fire they will be instructed to STOP, DROP, & ROLL until the fire is out
* We will take our grab and go bag including attendance sheets and emergency forms as we are exiting the building
* A designated staff member will check areas where children may be located before, they leave the building
* Once everyone has evacuated the building safely a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
* We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.
* Fire drills are practiced at least monthly and the log for these drills can be found in the corridor with our other postings.

# Lockdown Plan*:* (WAC 110-300-0470)

* We will lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, and all lights will be turned off;
* We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor;
* When possible, we will bring attendance sheets, first aid kits, cell or land line phone, pacifiers and other comforting items, and books to our safe lockdown area;
* To maintain a calm atmosphere in the room we will read or talk quietly to children;
* If a phone is available, we will call 911 to ensure emergency personnel have been notified;
* We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
* We will notify parents and guardians about any lockdown, whether practice or real. If real we will notify parents and guardians when it is safe to do so.

In the case of a disaster of any kind, I have prepared my home for evacuating the children and have a three day/72-hour supply of food and water for each child and staff. Please bring a three-day supply of any required medications for your child/children. We will keep the children at our facility until the parents are able to safely arrive to pick up their children after a disaster, and will not leave your child unsupervised.

We have a disaster kit that includes water, snacks, canned milk, space blanket, Flash light, address and contact information of all children, Non–perishable canned foods and a can opener, books, whistle and a first aid kit. Please bring in a picture of the child’s family to put in with this kit.

# Injury or medical emergency response and reporting (WAC 110-300-0475)

1. My staff and I have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.

2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified with an injury report. With some minor injuries’ parents may be called to help decide whether the child should go home.

3. Head injuries, sever bleeding or other serious injuries we will contact the parent immediately and write an injury report.

4. In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. I will notify you as soon as safely possible.

5. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to my Department’s Licensor and child’s social worker, if any. You will be given a copy.

6. All injuries that the child arrives with will be documented and an injury report will be written.

# Medicine Management and policy (WAC 110-300-0215)

1. **Reasonable accommodations:**  We will make reasonable accommodations for children requiring medications for disabilities and other medical conditions.
2. **Nonprescription medication, creams, vitamins, herbal medications and other similar items will not be administered at our facility.**  This includes all over-the-counter items. You may come to the facility to administer this type of item if your child requires it during the hours, they are attending school.
3. **Prescription medication.** Prescription medication will only be given to the child named on the prescription. Prescription medication will only be administered if it cannot be given at home. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with:

The child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date, dosage amount, and length of time to give the medication; and instructions for administration and storage.

1. **A detailed medication log**, inclusive of documentation of when a medication is given or not given as prescribed, or as indicated on the permission form will be kept with all medicines given out at our child care facility.
2. **Storage:** Medications will be stored in the original container. The container must have the patient's name, instructions and date of expiration. It will be stored out of the reach of the children. Medication will be stored according to its label including medication that states it must be refrigerated. Controlled substances will be locked up.
3. **Oral medication:** Any medicine taken by mouth for children under two will need written permission from your doctor and include all required information for “Prescription medication” and stored separate from topical medications.
4. **Permissions**: Doctor's and parent’s permission is required for all prescription medication.
5. **NON-Administration**: We will not be administering diaper cream, vitamins, teething medications, cough syrup, lotions and herbal remedies or similar items. WAC 170-300-0215(3)(iii)
6. **Training:** a child's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).
7. **Unused medication:** All unused medication must be taken home by the parent or guardian.

# Exclusion/Removal Policy of Ill Persons (WAC 110-300-0500)

1. Each child will be observed daily for signs of illness.

2. Children who are contagious must stay at home. Parents must inform me if anyone in their family is exposed to or has a contagious illness such as chickenpox, strep throat, influenza or other contagious illnesses. All parents of children in my care, will be notified by phone within 24 hours of communicable diseases or food poisoning that their child may have been exposed too. The health Department will be notified of food poisoning and of all reportable diseases at the facility.

3. Please call me if your child will not attend due to illness. If you are unsure if your child should come or not, please call.

4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, we will reasonably prevent contact between the ill child and other children until you arrive.

5. The parent is responsible for finding substitute care in case of the child's illness.

6. Children and staff who are exhibiting the following symptoms will be excluded from child care per instruction of the Department of Public Health. A doctor’s letter may be required to return to child care.

**Diarrhea:** where stool frequency exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus;

**Vomiting:** Vomiting on two or more occasions within the past 24 hours.

**Rash:**  Body rash not associated with diapering, heat or allergic reactions.

**Eyes:** Thick mucus or pus draining from the eye, or pink eye.

**Appearance/Behavior:** A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness. unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

**Sore Throat:** Especially if associated with fever or swollen glands in the neck.

**Open sores or wounds:** discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;

**Fever:** A fever 101 degrees Fahrenheit for children over two months (or 100.4 degrees Fahrenheit for an infant younger than two months) by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea);

**Lice, ringworm, or scabies:** Individuals with head lice, ringworm, or scabies must be excluded from the child care premises beginning from the end of the day the head lice, ringworm or scabies was discovered until all nits and live insects are removed.

**Whooping Cough:** Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound

**Chicken Pox:** Children may return when the blisters have dried and formed scabs.

**An Illness or condition:** that prevents your child from participating in normal activities such as outdoor play.

If a child is too ill to actively participate in normal play or go outside to play, they are too ill to be at school.

# Reporting and Notifying Conditions to Public Health (WAC 246-110-010)

I am required to notify the Department of Health, my licensor, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter WAC 246-110-010(3).

# Pesticide policy (WAC 110-300-0255)

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Our pest control steps include: Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both the Indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found; we will document all steps taken to remove or exterminate the pests; and provide notification to all parents or guardians of enrolled children what measures we take to eliminate pests within forty-eight hours of application, unless in cases of emergency (such as a wasp nest). We do not use pesticides, insecticides, or weedicides on our premises. We use natural and organic methods to control pests and weeds.

# Hand Washing Practices and Hand Sanitizers (WAC 110-300-0200)

To reduce the spread of germs and infections we will help direct, assist, teach, and coach, your children to wash their hands. We will use the following steps

* Wet hands with warm water
* Apply soap to the hands
* Rub hands together to wash for at least twenty seconds
* Thoroughly rinse hands with water
* Dry hands with a paper towel, single-use cloth towel, or air hand dryer
* Turn water faucet off using a paper towel or single-use cloth towel
* Properly discard paper single-use cloth towels after each use.

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We will have all children wash their hands at the following times:

(a) When arriving at the early learning premises;

(b) After using the toilet;

(c) After diapering;

(d) After outdoor play;

(e) After gardening activities;

(f) After playing with animals;

(g) After touching body fluids such as blood or after nose blowing or sneezing;

(h) Before and after eating or participating in food activities including table setting; and

(i) As needed or required by the circumstances.

Staff will wash their hands

(a) When arriving at work;

(b) After toileting a child;

(c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);

(d) After personal toileting;

(e) After attending to an ill child;

(f) Before and after preparing, serving, or eating food;

(g) Before preparing bottles;

(h) After handling raw or undercooked meat, poultry, or fish;

(i) Before and after giving medication or applying topical ointment;

(j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;

(k) After handling bodily fluids;

(l) After using tobacco or vapor products;

(m) After being outdoors;

(n) After gardening activities;

(o) After handling garbage and garbage receptacles; and

(p) As needed or required by the circumstances

Please set a good example for your child and help them to wash their hands with the steps above.

Hand sanitizer will be used in accordance with WAC 110-300-3650 and will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom I have a signed parent permission on file. Hand sanitizers will not be within reach of the children.

# Cleaning, Sanitizing, and Disinfecting Procedures (WAC 110-300-0240,0241)

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Rugs within the child care space are vacuumed daily and undergo a deep clean at least twice a year. Our facility has no carpets. Our hardwood floors are cleaned every week and sanitized. Bedding, blankets and other laundry will be sent home for cleaning, sanitizing and disinfecting weekly or more often if soiled (each child brings her own). If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow department of health's current guidelines for mixing bleach solutions for child care and similar environments. We might sterilize the facility to prevent further spreading of infections.

# Blood Borne Pathogen Plan WAC110-300-0400

All staff caring for children in my program have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care.

# Injury Prevention WAC 110-300-0475

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families - that they are free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products, chemicals, and personal hygiene products will be inaccessible to the children and stored. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

# Pets (WAC 110-300-0225)

I do not have pets at our facility except for an occasional Betta Fish.

# Photography, Videotaping and Surveillance (WAC 110-300-0450)

We do take pictures of the children for facility use only

We do take pictures of the children for social media post

We do take videos of the children for facility use only

We do take pictures of the children for social media post

We have surveillance video to monitor our home’ entrances and exits.

We delight in taking videos and pictures of your children in active play and learning. We will share these pictures with you on both our web page and through the internet directly to you. We also use these pictures for our art work and in our curriculum. All parents will sign a release for the approval for these pictures.

# Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal drugs (WAC 110-300-0420)

The use and visual possession of tobacco, vaping, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property during business hours, including, but not limited to:

• Indoor and outdoor licensed space.

• Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.

• In motor vehicles while transporting children, on field trips, to and from school or other child care related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

No illegal drugs are allowed on the premises. Alcohol, vaping and Cannabis may not be consumed during business hours. The licensee, staff, volunteers, or household members must not, or allow others to:

* Have or use illegal drugs on the premises.
* Consume alcohol or cannabis during operating hours.
* Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
* Be impaired as to not be able to respond promptly and care for children.
* The licensee must keep and store all alcohol, including closed and open containers, inaccessible to children and out of the view of children.
* Cannabis and/or Cannabis products in a family child care home will be stored out of the licensed space and inaccessible to the children.
* The licensee must keep tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue and all paraphernalia inaccessible to the children.
* All vaping devises will be stored inaccessible to children and out of the view of children.
* Smoking or vaping tobacco products that are used during business hours must not be in a "public place" or "place of employment," as defined in RCW [**70.160.020**](http://app.leg.wa.gov/RCW/default.aspx?cite=70.160.020)., in a motor vehicles used to transport enrolled children. Used by any provider who is supervising children, including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW [**70.160.075**](http://app.leg.wa.gov/RCW/default.aspx?cite=70.160.075).

Orion Montessori staff, volunteers, and family members do not use or store prohibited substances such as tobacco, vaping, cannabis, alcohol, and illegal drugs.

# Guns or Weapons (WAC 110-300-0165)

I do not have any guns, weapons or ammunition on our premises.

# Insurance Coverage (RCW.43.215.535 WAC 110-300-0410)

We carry liability insurance through ChoiceInsurance LLC. Please see notice posted in the corridor.

# Safe water sources (WAC 170-300-0235)

My water has been tested by the city and has been found safe for drinking. I maintain my water at 120 degrees to reduce the possibility of getting burned**.**

# Retaining facility and program records (WAC 170-300-0465)

All records are kept confidential and available for review. I maintain current records in the licensed space of my home and records that are over 12 months I retain for at least five years and they are easily accessible. If you would like to review your child’s records or our staff training logs please fill free to ask me for them.

***ORION Montessori***

***Kirkland Enrollment Contract***

**11120 127th Ave NE**

**Kirkland, WA 98033**

[**orionkidsschool@gmail.com**](mailto:orionkidsschool@gmail.com)

**425-499-3313**

***Name of the Student:***

***Date of Birth:***

***Name of the Parents:***

***This contract is for the enrollment for the 2019-2020 school year at Orion Montessori, Kirkland.***

***I UNDERSTAND AND AGREE TO THE FOLLOWING TERMS:***

* ***Registration at Orion Montessori, Kirkland requires agreement with the philosophy and policies described in the Parent Handbook. By signing the contract, I acknowledge that I have read the Parent Handbook for the program in which my child will be enrolled and agree to accept the provisions and policies that are contained in it, as well as revisions that may be adopted after this date. I acknowledge that it is my responsibility to request an explanation or clarification for any provision which I do not fully understand. I understand that the school may revise the handbook at any time, and that written notice of revisions will be posted with the date of revision on the website. I agree that I am responsible for reading the revisions on the Parents’ Corner.***
* ***By initializing below, I specifically acknowledge that I have read, understand, and agree to each of the following.***
* ***Emergency Response Plan \_\_\_\_\_\_\_\_\_***
* ***Health Policy \_\_\_\_\_\_\_\_\_***
* ***Pet policy \_\_\_\_\_\_\_\_\_***
* ***Confidentiality Policy \_\_\_\_\_\_\_\_\_***
* ***Provider Vacation/Emergency Closure Policy \_\_\_\_\_\_\_\_\_***
* ***Back-up Child Care and Consistent Care Policy \_\_\_\_\_\_\_\_\_***
* ***Expulsion Policy \_\_\_\_\_\_\_\_\_***
* ***Dual Language Learning Policy \_\_\_\_\_\_\_\_\_***
* ***Physical Restraint Policy \_\_\_\_\_\_\_\_\_***
* ***Exclusion/Removal Policy of Ill Persons \_\_\_\_\_\_\_\_\_***
* ***Pesticide Policy \_\_\_\_\_\_\_\_\_***
* ***Medicine Policy \_\_\_\_\_\_\_\_\_***
* ***I agree that I will promptly notify Orion Montessori, Kirkland in writing of any changes in the application for enrollment and of any other information required by school policies.***
* ***Orion Montessori, Kirkland charges a tuition for the school year described at the beginning of this contract. The tuition payment obligations remain the same each month regardless of the number of days of school in the month, attendance, vacations, family emergencies, school closures, holidays, student illness and any other reason that my child does not attend school. School closure days due to weather or power outages are not made up.***
* ***Unless otherwise agreed to in writing, the tuition is due every month. The first tuition payment must be submitted as a deposit with the application for admission. For new applicants to the pre-elementary program, this payment will be deposited only after a final approval of the admission application. These payments are non-refundable.***
* ***I will pay monthly tuition on or before the first school day of the month. I will pay (1) a $20.00 late fee if my tuition payment is received after the fifth of the month, (2) a $50.00 handling fee for any returned check, and (3) interest on past due balances at the rate of 1.5% per month.***
* ***Orion Montessori, Kirkland reserves the right, it its sole and absolute discretion, to revoke enrollment at any time (before or after the beginning of classes) when it seems necessary. In the event of admission being revoked, Orion Montessori, Kirkland reserves the right to determine whether any portion of the tuition deposits will be refunded.***
* ***In the event an attorney is employed to collect any amount due hereunder, I agree to pay all attorney's fees and costs incurred by Orion Montessori, Kirkland for the collection of the amount due.***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name), have received and read the Parent Handbook and by signing I agree to adhere to all the policies stated within.

Parent/Guardian Signature Date

Please sign and return to program

Student Withdrawal Form

I hereby give 30 days’ notice that my child,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

will be withdrawing from Orion Montessori on \_\_\_\_\_\_\_\_\_

Date

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

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date Parent Signature

**Addendum 1**

**Programs offered at Orion Montessori**

**Language and Literacy Skills**

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* Identifying and writing alphabets with letter/sound correlation
* Identifying and practicing beginning sounds
* Identifying and practicing ending sounds
* Reading simple sentences and paragraphs
* Using word-wheels and word-slides
* Practicing short vowel words
* Practicing long vowel sounds
* Writing simple sentences
* Learning about synonyms
* Learning about antonyms
* Phonemic awareness
* Introduction to Poems
* Introduction to Prose
* Vocabulary

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**Grammar**

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* Capitalizing (first word, I, special names)
* Parts of a story (learning to write titles)
* Writing little booklets and journal writing
* Reading Comprehension
* Exclamation sentences
* Grasping sight words
* Reading phonetically
* Periods

**Mathematics**

* Understanding colors (Primary, Secondary and Tertiary)
* Classification and Patterns
* Sorting and estimating.
* Recognizing and understanding of numbers 1-1000
* Identifying ones, tens, hundreds, thousands
* Rounding numbers to the nearest 10’s
* Ordering numbers
* Understanding addition and addition sentences
* Understanding subtraction concepts
* Exploring multiplication and division
* Identifying simple geometric shapes
* Exploring symmetry
* Identifying and labeling fractional parts
* Learning about calendar (identifying months, weeks, days, year, and date)
* Exploring measurement such as a) weight (scale in pounds) b) length (feet and inches) c) learning about money (coins) d) Telling time (clocks) e) Temperature (thermometer).
* Learning about data collection, reading graphs, (Bar graphs and Venn diagrams)

**Science**

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* Identifying living things and non-living things
* Identifying body parts and their functions
* Fresh water habitat and Marine habitat
* Learning about invertebrates
* Learning about vertebrates
* Farm animals, wild animals
* Identifying local animals
* Learning about fossils
* Prehistoric animals
* Evolution
* Ecosystems.
* Astronomy

**Social Studies**

* Learning about land forms (Plateaus, mountains, hills, valleys, glaciers).
* Exploring bodies of water –River, lake, Sea, oceans, estuaries.
* Major storms- (cyclones, hurricanes, Typhoons and blizzard).
* Learning about Natural disasters (Earth quakes and Val cones, Floods, Tsunamis).
* Countries and their capitals
* Religions around the world.
* US states and capitals
* Maps and directions
* Community helpers
* World cultures
* Continents
* Oceans

**Addendum 1**

**Daily scheduled activities offered at Orion Montessori**

**Gross Motor development**

1. Dancing and moving to music
2. Catching and throwing
3. Climbing
4. Jumping
5. Kicking
6. Rolling
7. Riding and Pedaling
8. Running
9. Balancing (both static and dynamic)
10. Yoga and meditation
11. Gardening and harvesting

**Fine motor development**

1. Cutting with knives and scissors
2. Playdough
3. Molding and other arts and crafts
4. Pouring, including during science, at the sensory table, cooking and pouring their own beverages
5. Scribbling and writing with crayons, pencils and paintbrushes
6. Tearing
7. Spreading with knives, hands and brushes on both hard and soft surfaces
8. Stacking
9. Stringing
10. Mixing during kitchen and science activities
11. Blocks
12. Buttoning, tying and using a zipper
13. Painting

**Language Development both expressive and receptive**

1. Listening to music
2. Listening to short stories
3. Listening to adult conversation
4. Attempting to follow and copy finger plays
5. Helping children combine words and move on to make complex sentences
6. Following directions first simple one step directions and them complex directions
7. Learning simple finger plays
8. Child describing events to adults and peers
9. Singing phrases of songs and learning full songs
10. Having conversations with peers
11. Helping children learn complex language and sentence grammar
12. Encouraging children to describe simple actions/events
13. Repeating events from the day
14. Learning to tell stories, share about objects and teach other children and adults about themselves.
15. Each child will have exposure to English, Spanish and Hindi Languages

**Communication**

1. Using words appropriately
2. Demonstrating ability to listen in a group setting
3. Participating in self-expression activities
4. Telling a story in sequence
5. Re-telling a story using flannel board
6. Acting out a story previously heard
7. Recognizing own name both verbally and in print
8. Offering relevant information to conversation
9. Remembering and singing words to songs

**Cognitive development**

1. Exploring science, phonics, technology, math, languages, life and Social skills
2. Interactions with others, experiences, friendships, feelings
3. Imaginary play
4. Sensory play
5. Creating with art and other manipulatives
6. Learning rules, routines and daily schedules
7. Learning from first words to complex sentences
8. Learning names for body parts
9. Learning through play.
10. Learning the written language from holding a crayon to writing words
11. Learn a second or third language
12. Recognition of similarities and differences
13. Identifying common characteristics and differences of the group
14. Sequencing
15. Using number relationships (such as equals, more than or less than)
16. Identifying positions in space (such as under, over. On/off and in the middle)
17. Reading phonetically, writing stories and poems
18. Learning geography

**Social and Emotional Growth**

1. Actively exploring the environment
2. Going from solitary play to playing near peers and eventually seeking out peers
3. Maintain control of self and personal items
4. Making several attempts at a task
5. Seeking out primary caregiver
6. Attempting new activities
7. Participating in dress up or role play activities
8. Directing the actions of others
9. Learning negotiating skills
10. Learning to resolve conflict
11. Taking turns
12. Sharing (sometimes)
13. Seeking out peers during free time
14. Giving help when asked
15. Participating in positive peer contact
16. Dramatic play

**Self-help activities**

1. Asking for help verbally
2. Participating in clean-up
3. Removing and putting on clothing including coats and shoes
4. Serving self at table
5. Pouring water or other liquids
6. Varied skills in toileting
7. Learning to wash hands and face as needed
8. Choosing activities from the daily planned activities
9. Learning to share
10. Learning to negotiate
11. Verbalizing feelings
12. Evaluating own performance
13. Culinary arts (writing recipe, food preparation including measuring, cooking and baking)

**Problem solving**

1. Learning to get needs and wants met by using words
2. Understanding choices and consequences
3. Making guesses and trying out their guesses
4. Incorporating new information into guesses
5. Developing alternate solutions
6. Selecting the best alternative
7. Working with others
8. Expressing emotions acceptably