



Bellevue Montessori School

**PRIMARY**

# Parent Handbook

2025–2026



[www.bellmontessori.com](http://www.bellmontessori.com)

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>Who we are</b> .....  | <b>3</b>  |
| Vision Statement.....  | 3         |
| Mission Statement.....   | 3         |
| Diversity, Equity, Inclusion, and Belonging Statement.....           | 3         |
| <b>Bellevue Montessori School Core Values and Beliefs</b> .....      | <b>4</b>  |
| <b>Parent Communication</b> .....                                    | <b>5</b>  |
| Transparent Classroom.....   | 5         |
| School Calendar.....   | 5         |
| Conferences and Progress Reports.....                                | 5         |
| Parent Partnership Events.....                                       | 6         |
| <b>Enrollment</b> .....  | <b>7</b>  |
| 2025 - 2026 School Year Tuition.....                                 | 7         |
| Summer Program.....  | 8         |
| Learning Supports.....   | 10        |
| Behavior Supports.....   | 10        |
| <b>The School Day</b> .....  | <b>11</b> |
| Typical Daily Schedule:.....   | 11        |
| Arrivals.....  | 11        |
| Early Arrival & Activity Club (7:30 to 8:30 am).....                 | 11        |
| Morning Arrival & Drop Off (8:40 to 9:10 am).....                    | 11        |
| Late Arrival Sign-In (After 9:10 am).....                            | 12        |
| Arrival Grace and Courtesy in the Parking Lot.....                   | 12        |
| Montessori Class Time.....   | 13        |
| Snack.....   | 14        |
| Lunch.....   | 14        |
| Lunch Packing Tips.....  | 14        |
| Dismissal.....   | 15        |
| Morning Class Dismissal and Pick-Up Procedures (11:50-11:55 am)..... | 15        |
| Afternoon Dismissal (2:50 – 3:10 pm).....                            | 15        |
| Late Dismissal and Activity Club (After 3:10 pm).....                | 15        |
| Dismissal Courtesy in the Parking Lot.....                           | 15        |
| <b>General Information for Your Student</b> .....                    | <b>16</b> |
| First Day Tips: Helping Your Child Ease Into School.....             | 16        |
| Clothing.....  | 16        |
| Toileting.....   | 17        |
| Birthday Circle Celebrations at Bellevue Montessori.....             | 17        |
| Gifts.....   | 17        |
| Pet Policy.....  | 18        |
| Health and Safety.....   | 18        |
| <b>Medical &amp; Health Information</b> .....                        | <b>18</b> |
| Immunizations & Health Forms.....                                    | 18        |
| Medications.....   | 18        |
| Illness & Emergency Pick-Up.....                                     | 18        |

|  |           |
|--|-----------|
| When to Keep Your Child Home.....                                  | 18        |
| What if your child feels worse at school?.....                     | 21        |
| When You Might Receive a Call from Bellevue Montessori School..... | 21        |
| <b>Emergency Drills &amp; Preparedness.....</b>                    | <b>21</b> |
| Emergency Drills Schedule.....                                     | 22        |
| Emergency Response Plan.....                                       | 22        |
| <b>School Policies.....</b>  | <b>22</b> |
| Visitor Sign-In & Sign-Out: What You Need to Know.....             | 22        |
| Photography.....   | 22        |
| Alcohol/Illicit Drugs.....   | 22        |
| Children’s Records.....  | 22        |
| School Closure: How You’ll Be Notified.....                        | 23        |
| Non-discrimination Policy.....                                     | 24        |
| Cultural Diversity.....  | 24        |
| Holidays.....  | 24        |
| Department of Children, Youth, and Families (DCYF).....            | 24        |
| Confidentiality.....   | 24        |
| Classroom Supervision.....   | 24        |
| Volunteers.....  | 25        |
| Playground Supervision.....  | 25        |
| Faculty Appreciation and Gift-Giving.....                          | 25        |
| <b>Activity Club.....</b>  | <b>25</b> |
| AC Vouchers.....   | 25        |
| <b>Late Pickups.....</b>   | <b>26</b> |
| <b>Student Safety.....</b>   | <b>26</b> |
| Safe Student Transportation.....                                   | 26        |
| Reporting Suspected Child Abuse.....                               | 26        |
| Pesticide Application.....   | 26        |
| <b>Reasons for Disenrollment.....</b>                              | <b>27</b> |

## **Who we are**

### **Vision Statement**

Bellevue Montessori School strives to provide a nurturing and enriching Montessori environment that educates and supports all children in reaching their full potential. We cultivate a passion for lifelong learning while fostering a school culture that values diverse and gifted learners. Rooted in our commitment to educating the whole child, we will continually develop as educators to prepare students to be explorers, innovators, and global citizens in a dynamic world.

### **Mission Statement**

Bellevue Montessori School cultivates independent, confident, and collaborative innovators through an authentic Montessori approach. Our professional community empowers children to think critically, act with integrity, and lead with empathy, laying a strong foundation for creative leadership and academic excellence.

### **Diversity, Equity, Inclusion, and Belonging Statement**

Bellevue Montessori School is committed to fostering a diverse, equitable, and inclusive community where every individual is honored and respected. Rooted in the Montessori philosophy, we believe that education serves as a powerful catalyst for social change, promoting equity and understanding among all people.

## **Bellevue Montessori School Core Values and Beliefs**

- The Montessori Method of education is scientifically based and provides key opportunities for development during a child's Sensitive Periods, Planes of Development, and during the early years when the child has an Absorbent Mind as described by Dr. Maria Montessori.
- That our authentic Montessori prepared environments are developmentally appropriate by providing hands-on learning materials, freedom of choice, a mixed-age classroom, the absence of rewards and punishments, uninterrupted work periods, and individualized instruction that supports each child's growth.
- That diversity is a strength and that every individual is welcomed, treated with respect, and supported in their own educational journey.
- That the three basic guidelines for creating a safe space physically, emotionally, and intellectually at our school are to be respectful of others, the environment, and oneself.
- That to follow a child with learning differences might require additional expertise and implementing a specialized learning plan in addition to the Montessori curriculum.
- As young children have an Absorbent Mind, it is vital that adults in the Montessori environment model appropriate behavior and create a nurturing, peaceful, and orderly environment for the children.
- That learning happens when children work independently and exhibit concentration and repetition through the hands-on activity without adult interference.
- That for optimal growth, the whole child must be supported in their social, emotional, intellectual, and physical needs. Adults can assist by being present to each child and offering kindness, empathy, and opportunities for growth specifically identified through observation of each individual child.
- That through the adult's consistent guidelines, empathy, and trust, children will gain self-discipline and emotional self-awareness that will aid them in being intentional in their efforts to be positive members of the community, successful collaborators, and to gain inner peace in their lives.
- That freedom of choice is a force in establishing a foundation for lifelong learning by fostering intrinsic motivation, curiosity, and joy in learning.
- That our diverse population is celebrated and enriches our children's cultural education so that they learn to value differences and listen respectfully to a variety of ideas as a step towards supporting a more peaceful world.
- That conflict resolution starts with a child learning emotional self-control, an open mind to listen to other's experiences, and the ability to respectfully communicate one's feelings and needs. With these skills, the child will then need guidance and practice to successfully resolve differences independently.
- That education does not start and stop at the doors of our school. It takes the whole community of family and school members working together to create an ideal learning environment for children.

## Parent Communication

Open and consistent communication between families and school staff is essential to supporting each child's growth and development. At Bellevue Montessori School, we value strong partnerships and foster them through a variety of communication channels, including:

- Email updates
- Weekly newsletters
- Parent-Teacher Conferences
- Parent Partnership Nights

These ongoing touchpoints help ensure that families feel informed, supported, and connected to their child's learning journey.

## Transparent Classroom

Families receive regular updates from classroom teachers and school administration through Transparent Classroom, our primary communication and information system.

Through Transparent Classroom, you'll receive/find:

- Important announcements and reminders
- Classroom newsletters and event updates
- Photos, School Calendar, vendor information and Handbooks and Policies

To access your account, visit [www.transparentclassroom.com](http://www.transparentclassroom.com).

If you need help logging in or navigating the platform, please contact the **Front Desk Administrator** at your campus, we're happy to assist you.

## School Calendar

The full school calendar is also available on our website at [www.bellmontessori.com](http://www.bellmontessori.com) under the Resources tab. Please refer to it regularly for important dates and school-wide events.

## Conferences and Progress Reports

Parent-teacher conferences are an important opportunity to strengthen the partnership between home and school. They provide dedicated time to reflect on your child's progress, celebrate their growth, and discuss ways to support their continued development.

Parent-teacher conferences are scheduled twice each year:

- October
- February

Conferences may be held **in person** or via **Zoom**, based on family preference and availability.

These meetings are designed to:

- Discuss your child's progress and development
- Share insights into their classroom experiences
- Collaborate on strategies to support your child at school and home

Written progress reports are provided in:

- February
- June

## Ongoing Communication

If you have questions or concerns at any time, we encourage you to reach out directly to your child's teacher by phone or email.

- Teachers are typically available by phone between 8:00 a.m. and 8:30 a.m. on most school days.
- They also check email after school and periodically during the week when students are with specialists.

## Incident & Accident Reports

If your child is injured or involved in a conflict, you may receive an Incident or Accident Report. These reports provide:

- A summary of what happened
- How the situation was addressed by staff

Our staff are trained in conflict resolution techniques and help guide children through the steps needed to resolve disagreements respectfully and independently.

## Family Involvement

We believe it is important that you feel connected to and confident in the school you've chosen for your child. As part of your family's commitment to their education, we encourage you to:

- Attend parent discussion groups, meetings, conferences, and special events
- Participate in building a strong home-school connection

Advance notice will be provided for all school events and gatherings.

## Parent Partnership Events

Bellevue Montessori School offers a variety of Parent Partnership Events throughout the school year designed to keep families connected and informed.

- We highly recommend attending your child's **Back to School Meeting** before the year begins. This meeting:
  - Familiarizes you with your child's classroom and teacher expectations
  - Shares fun events and volunteer opportunities
  - Provides a chance to meet other parents in your child's class
- Beginning in the fall, additional events include:
  - Curriculum Nights
  - Bring Your Parent to School days
  - Individual classroom observations

These activities deepen your understanding of the Montessori curriculum and philosophy.

- Throughout the year, we also host Coffee with the Director gatherings where a child-focused topic is presented, followed by open discussion.
- Fun social events, such as the Ice Cream Social at the start of the year and Fall and Spring classroom family gatherings, are also part of our Parent Partnership offerings. As part of our 60th year celebration, we will also be hosting an event at Remlinger Farms on Saturday, September 27th.

Watch for communications with dates and details for all these engaging and informative events!



School-Day Program                      8:45 am-3:00 pm            (10 month school year):     \$21,140.00

\*The Half Day Program is not available to children 5 years old.

## **Before and After School Care (Activity Club) Programs Hours and 2025-26 Tuition**

Activity Club for the Early Childhood/Kindergarten Program provides enrolled students before-school and after-school childcare on all school days at **two tuition options**.

|                       |                 |                         |            |
|-----------------------|-----------------|-------------------------|------------|
| Reduced Activity Club | 7:30 am-4:30 pm | (10 month school year): | \$5100.00  |
| Full Day Care         | 7:30 am-5:45 pm | (10 month school year): | \$6,200.00 |

Reduced Activity Club (7:30 am-8:40 am and **3:00 pm-4:30 pm**): Reduced AC Care is offered on certain school closures, such as mid-winter break in February and spring break in April, teacher in-service days, and parent/teacher conference days. This is for contracted Reduced AC Care students only. See the school calendar for details of school closures with care for contracted AC students.

Full-Day Care (7:30 am-8:40 am and **3:00 pm-5:45 pm**): Full-day care is offered on certain school closures, such as mid-winter break in February and spring break in April, teacher in-service days, and parent/teacher conferences. This is for contracted Full Care students only. See the school calendar for details of school closures with care for contracted AC students.

### **Withdrawing a Student Mid-year**

If a parent elects to withdraw their child from Bellevue Montessori School mid-year for any reason, the June tuition deposit is non-refundable and non-transferrable for any purpose, such as tuition payment for another month or sibling. Tuition for the child's last month of attendance must be paid in full and will not be refunded or prorated.

### **Summer Program**

Bellevue Montessori School offers a nine-week summer program with three sessions, each lasting three weeks. At the Primary level, the classrooms have a regular Montessori morning work period with a trained Montessori teacher. A cultural topic is offered for each session. Enrollment is offered in March. An additional week at the end of the Summer program is offered for those students contracted full care or reduced AC who attended summer and will be enrolled for the upcoming school year.

### **The Montessori Tiered System of Support (Behavior and Learning Policy)**

At Bellevue Montessori School, we recognize that each child enters our community with a unique background, personality, emotional development, and communication style. As Montessori educators, we are committed to fostering an inclusive environment where children feel respected, valued, and supported.

The processes of social-emotional development and learning are deeply interconnected and unfold over time. Perfect behavior or having every child learn at the same pace is neither expected nor the goal. Instead, we view behavior and learning as a continuous process requiring individualized guidance and instruction with ample opportunities for practice and progress.

When challenges arise, we see them as opportunities to build essential life skills and deepen the trust between children and adults.

Our commitment to inclusion is supported by a tiered approach that allows us to meet each child where they are. This framework provides layered levels of support, from universal strategies used with all students to more individualized guidance when needed, all within the Montessori context of respect and collaboration.

Partnering with families is crucial when additional support is necessary. Our approach is proactive, consistent, and rooted in empathy to provide your child with the best possible support. While we strive to meet the needs of all learners, there may be situations where a child requires a level of support beyond what we are able to provide within our program.

### **Montessori Behavior Expectations for Children**

Our discipline policy is rooted in mutual respect and guided by three core expectations:

1. **Treat oneself and others with respect.**
2. **Care for classroom materials and the school environment.**
3. **Choose behaviors that promote safety for oneself and others.**

### **An Overview of Inclusive Education and the Montessori Tiered System of Support**

At Bellevue Montessori School, inclusion is a foundational commitment and everyday practice that honors and respects our community's rich diversity.

The thoughtfully prepared physical, social-emotional, and instructional environment of our Montessori classrooms supports children by helping them thrive and reach their fullest potential.

When practiced with fidelity, Montessori education provides an exceptional framework for inclusive learning. Through careful observation, our educators develop a deep understanding of each child. This insight shapes personalized instruction and guidance that fosters successful learning, positive behavior, self-regulation, decision-making, and growth in social-emotional skills, which supports meaningful and fulfilling relationships within the community.

#### **Tier 1: Powerful Practices (Universal and Ongoing)**

This first level of support serves as the foundation. The support is universal and provided to all students in the Primary classrooms. During this stage, students receive individualized and small group lessons, guidance, and classroom observations as part of the standard Montessori approach.

We also prioritize the explicit teaching of social-emotional skills, such as self-awareness, self-regulation, social awareness, and relationship building, which are consistent with Montessori philosophy. These Grace and Courtesy lessons help students practice skills to collaborate, form friendships, and contribute positively to the classroom community.

If a student appears to need additional support, teachers begin by closely observing the child within the classroom environment to identify potential barriers to learning and/or social-emotional development. These observations and input from parents guide future planning to meet the child's needs thoughtfully and proactively. The school may also request a family meeting to collaborate on strategies that can be reinforced both at school and at home.

All Tier One decisions are driven by observation and feedback from teachers and parents to support student growth, behavior, and well-being.

### **Criteria for Additional Support**

- Lagging academic/cognitive progress in one or more curricular areas
- Lagging social-emotional skill development
- Lagging progress in physical development
- Emerging patterns of unsafe, harmful, or disruptive behaviors

### **Tier 2: Progress Monitoring and Targeted Instruction - (Weeks 2–6)**

If a child continues to require additional support, an Action Support Plan or Behavior Support Plan is created. The parents and the Lead Teacher will meet to review the plan before implementation. Communication includes:

#### **Learning Supports**

- Teachers provide intentional, interactive small-group instruction targeting skills to meet student needs.
- Teachers provide multiple opportunities to practice targeted skills.
- Instruction is differentiated based on learning styles and developmental readiness.
- Montessori materials are used intentionally to reinforce key academic concepts.
- Progress is monitored through classroom observation.
- Teachers may consult with the Educational Coach to refine instructional approaches.

#### **Behavior Supports**

- Staff implement classroom-based supports such as reflective guidance, visual cues, peer modeling, and adjusted expectations.
- Instruction is differentiated based on learning styles and developmental readiness.
- Montessori Grace and Courtesy lessons are used intentionally to reinforce communication, self-awareness, self-regulation, and community awareness.
- Progress is monitored through classroom observation.
- Regular, ongoing consultation and coaching are provided for classroom teachers.
- Communication with families remains consistent to ensure shared understanding and support.

If patterns of behavior continue or intensify, an Outcome Meeting with parents is required. Supports may include daily behavior plans, sensory accommodations, or consultation with our Behavior Specialist or Leadership Team.

The School may remove a child from the program if it is in the best interest of community safety, regardless of tier status.

### **Tier 3: Outside Specialist Observations, Assessments, and Interventions (Weeks 3-9):**

If concerns remain, parent communication will outline the next steps. These will include one or more of the following:

- Intensive support from the school's Behavioral or Reading Specialist
- Request an assessment or services from an outside specialist or therapist
- Adjusted schedule or removal from the Activity Club and/or school day
- A transition plan to a more supportive learning environment
- In some cases, of repeated physical aggression (e.g., hitting, kicking, biting) or behavior that poses a serious risk to others or significantly disrupts the learning environment, the school reserves the right to take immediate action, including temporary removal from the classroom or immediate expulsion, if deemed necessary for the safety and well-being of the child and the community.

### **Criteria for Determination Recommendation**

- Consistent lack of progress or proficiency in foundational targeted skills

- Consistent lack of progress or proficiency in increased social-emotional skills & effective behavior
- Persistent difficulty engaging in classroom routines or expectations despite layered supports
- Demonstrated need for support beyond the scope of what the current school program can provide

**Behavioral Escalation and Support Process** When a child demonstrates behavior that disrupts the learning environment or poses a safety concern, we follow a structured process of observation, documentation, and a framework of a multi-tiered system of support (MTSS) in response to learner needs. While the tiered process typically unfolds over a number of weeks, timelines may be shortened based on the severity of the behavior.

## The School Day

### **Typical Daily Schedule:**

|                |  |
|----------------|--|
| 7:30 - 8:30 am | Before School Care/Activity Club (Outdoor Play at Rossano Campus only) |
| 8:40 - 9:10    | Morning Arrivals   |
| 8:45 - 11:50   | Montessori Class time, Group gatherings, and recess                    |
| 11:50 - 11:55  | Dismissal from morning classes   |
| 12:00 - 12:45  | Lunch & Quiet Reading Time   |
| 12:45 - 1:15   | Afternoon recess/Nap*  |
| 1:20 - 2:50    | Montessori Class Time, Group gatherings, continued nap/outdoor time    |
| 2:50 - 3:10    | School Day Dismissal   |
| 2:45 - 5:45    | Outside After School Vendors, Activity Club & Outdoor Play             |

Each recess is approximately 30 minutes.

Our school year calendar can be found at <https://www.bellmontessori.com/academic-calendar>

*\*Parents can request for their children to take a nap during the school day. Students who nap will stay within the 1:10 staff-to-child ratio to ensure safety.*

## **Arrivals**

### **Early Arrival & Activity Club (7:30 to 8:30 am)**

Students may arrive as early as 7:30 am, for participation in the morning Activity Club. You must sign your child in each day upon arrival. Students are welcome to bring their breakfast if arriving early. Reminder: We are a nut free school.

### **Morning Arrival & Drop Off (8:40 to 9:10 am)**

We encourage families to arrive during our designated morning window so children can settle into their daily routine with confidence. This helps them independently hang up their belongings, wash their hands, and connect with classmates before the day begins.

Children who arrive late may miss important circle activities and lessons, which can lead to feelings of being left out or self-conscious.

### **Morning arrival is from 8:40 to 9:10 a.m.**

Staff will be outside to warmly greet your child and escort them to their classroom.

To help keep the process smooth and efficient, please follow these simple steps:

- When entering the carline, please pull all the way forward to keep traffic moving efficiently.
- Main Campus families should use the lane closest to the school entrance and the lane furthest from the entrance.
- **The center lane must remain clear at all times—please do not block it.**
- Do not leave your vehicle unattended. A staff member will greet you and assist your child.
- Once your vehicle is in park, please use the Transparent Classroom app to sign your child in for the day. This is a Washington State licensing requirement.

For your convenience:

- QR codes and a tablet are available near the school entrance
- A staff member can provide you with a QR code to keep in your car for quick access

If you prefer to walk your child to the door, please park in the **designated parent parking stalls** just past the drop-off area.

We appreciate your cooperation with these directions to keep our drop-off and pick-up running smoothly.

### **Late Arrival Sign-In (After 9:10 am)**

If you arrive after our morning arrival staff has returned to their classrooms, please follow these steps:

- Park in one of the designated spots to the side of the school
- Sign your child in using the Transparent Classroom app on your phone or the tablet at the entrance
- Walk your child to the front door of the school

If no staff member is present to escort your child inside, please ring the doorbell for assistance.

For safety reasons:

- Do not block the fire lane or parked vehicles
- Do not drop your child off outside — all children must be accompanied into the building by an adult

If you arrive after 9:10 a.m., please note that you may need to wait briefly until a staff member is available to accompany your child to class.

Children arriving after 9:30 a.m. will be marked as tardy.

### **Arrival Grace and Courtesy in the Parking Lot**

Grace and Courtesy lessons are a fundamental part of the Montessori philosophy and curriculum. Children receive Grace and Courtesy lessons from adult role models to learn appropriate behavior at school. As you are a role model for your child, please follow the rules and be courteous whenever you are on our campus. If you have any concerns or believe that another parent has not followed the rules, please do not confront the other driver and instead, please direct your concerns to administration.

#### **For the Main Campus:**

- No left turns into our driveway when approaching from the south.
- No entering through our exit on N.E. 24th St. at the Main Campus. Please continue down to business buildings, Corporate Campus East, and turn around to head south on 112th Ave. N.E.
- **Form two lanes when entering our driveway.**
- **Leave the center lane open for passing. Do not park in the center lane.**
- A staff member will escort your child across the parking lot and safely into the building.

#### **Both Campuses:**

- **Always pull all the forward even if your car is the only one in the driveway.**
- **Please do not leave your car – ever – unless you are parked in a designated space.**
- Be mindful of small children and staff by **driving slowly in the parking lot.**

#### **For the Rossano Campus:**

- Enter from 24th St. N.E. and pull all the way forward in the drop-off area
- Help your child exit your car onto the sidewalk in the drop-off area in front of the school.
- Wait until you are in the drop-off area before having your child exit your car. Do not have your child exit your car further back in the line as this can be unsafe and cause back-ups.

#### **Both Campuses:**

- Do not leave children unattended in your car or in the parking lot.
- Please be prepared to say goodbye to your child by ending cell phone calls before entering the driveway.
- Please do not stay in the drop-off area after your child has exited your car.

## **Montessori Class Time**

### **Mixed-Age Classes and Individualized Support**

At Bellevue Montessori, children grow and learn in **mixed-age classes**, fostering a vibrant community where younger and older students learn together. Our staff-to-child ratios range from **1:10 to 1:8**, depending on the time of day, ensuring ample guidance and supervision.

We welcome all students. For children requiring specialized care, an **individual care plan** is developed collaboratively between parents or guardians and the child's teachers.

### **Montessori Prepared Environment**

During Montessori class time, children choose activities freely from the **Montessori Prepared Environment**, which includes materials across a wide range of areas such as:

- Practical Life
- Sensorial
- Math
- Reading and Writing
- Geography and Geometry
- Art
- Physical Science
- Botany
- Zoology

Teachers guide and connect each student to the work environment through both individual and group lessons during morning and afternoon sessions.

### **Hands-On Learning and Observation**

Our hands-on materials encourage movement and independent discovery, allowing children to master foundational skills at their own pace. Teachers carefully observe each child's work and maintain records noting:

- Interests and engagement
- Activities mastered
- Areas needing review or additional practice

Once a child completes an activity, they return it to the shelf and select a new one. Children may also watch a peer's lesson or, when invited, collaborate with classmates.

### **Community, Compassion, and Motivation**

The mixed-age setting cultivates compassion and respect through daily interactions. It also offers students the chance to observe peers working at different levels, inspiring them to take on new challenges.

Dr. Montessori discovered that **self-chosen work fosters concentration, confidence, and supports the child's self-construction and personality development.**

### **Snack**

Bellevue Montessori School provides nutritious snacks to ensure children enjoy a nutritious and varied diet throughout the day. Snacks are offered three times daily:

- During the morning work period
- During the afternoon work period
- During Activity Club

All snacks are nut-free to maintain a safe environment for all children.

### **Snack Menu and Updates**

The snack menu is available on the Transparent Classroom home page, with typical monthly menus posted and weekly updates shared by Tuesday mornings. Please note that menu items may vary depending on seasonal produce availability.

### **Milk or Milk Alternative**

In accordance with DCYF regulations, each child will be offered one serving of milk or a milk alternative daily.

### **Allergy and Food Sensitivity Care**

To support your child's dietary needs, please complete an Allergy or Food Sensitivity Care Plan reflecting your child's preferences and requirements.

### **Lunch**

We use the Rainbow Fresh lunch program service to deliver meals to students whose parents have signed up for the service. For more information about our Rainbow Fresh lunch program, including the menu, please visit our website: [School Lunch Program](#)

If you choose to have your child bring their own lunch, please follow these guidelines:

- Label your child's box lunch. Always include two napkins, required utensils.
- For beverages, choose a plastic thermos with a pop-up spout for safety and cleanliness. This kind is easiest for your child to handle.
- To keep food at a safe and proper temperature, follow these health guidelines:
  - Meat or dairy (i.e. yogurt, cheese, milk) must be kept at a proper temperature to prevent foodborne illness by using 'blue ice' or similar refrigerant.
  - Warm or hot food needs to be placed in a stainless steel thermos.
  - We do not heat or refrigerate children's food. Concerns for safety prevent us from heating lunches.

### **Lunch Packing Tips**

### **Healthy Lunch Habits**

Eating habits learned in childhood often carry into adulthood. For this reason, we encourage families to provide

nutritious lunches that include:

- ProteinFruits and/or vegetables
- A source of calcium
- Child-appropriate portion sizes

**Please avoid sending:**

- Soda, sugary drinks, or juice boxes
- Candy of any kind
- Nuts or nut butters - Bellevue Montessori is a nut-free school

If these items are sent to school, they will be returned in your child's lunchbox. Water is the preferred beverage at lunch and is always available at school. Please help us teach your child good eating habits by reinforcing these guidelines at home.

**Food Allergies and Dietary Restrictions**

Washington State licensing requires written notification from your child's pediatrician for any food allergies or dietary restrictions, along with completed care plan forms.

**Dismissal**

**Morning Class Dismissal and Pick-Up Procedures (11:50-11:55 am)**

All children enrolled in the morning class are dismissed between 11:50 a.m. and 11:55 a.m.

- Parents must sign their child out using the Transparent Classroom app.
- If you experience issues with the app or don't have your phone, a tablet is available on a stand at the front door of both campuses for sign-out.

Children not picked up by 12:00 noon will be returned to their classroom.

- A late pick-up fee of \$10 will be charged after the first minute late, plus \$1 for each additional minute.
- The first time you are late, you will receive a written reminder but no late fee will be charged.

**Afternoon Dismissal (2:50 – 3:10 pm)**

Afternoon dismissal starts at 2:50 and ends at 3:10. Staff will again escort children to cars for pickup. Parents must sign children out using the Transparent Classroom app. Never leave your car in the drop-off and pick-up lanes unattended before and during dismissal times of 2:40 pm-3:10 pm.

If you prefer to park your car and greet your child at the door, please use the visitor parking stalls located past the entrance of the building at the Main Campus.

**Late Dismissal and Activity Club (After 3:10 pm)**

**Late Pick-Up and Activity Club Policy**

If your child is not picked up by 3:10 p.m., please park your car and come to the front entrance to notify staff that you have arrived for pick-up.

- Starting at 3:10 p.m., a late pick-up fee of \$10 will be charged, plus an additional \$1 for each minute thereafter.
- Children will be signed into Activity Club at 3:20 p.m., which incurs an additional charge of \$24 if the child is picked-up by 4:30 (for a total late fee of \$44.00), and \$36 if the child is picked up after 4:30 pm, but before 5:45 pm (for a total late fee of \$56.00).

If you would like your child to attend Activity Club, please call the front desk before 2:45 p.m. to purchase a voucher and book a reservation for AC. Due to high numbers, we can not always guarantee your child a spot in AC.

Vouchers for Activity Club can be used by reservation only and are available at the front desk.

### **Dismissal Courtesy in the Parking Lot**

Please be aware that there are many parents entering the parking lot to pick up their children. We ask that all parents act courteously in the parking lot. When entering the carline, **pull all the way forward past the front door even if there is no car behind you.**

Go to the front door to communicate that you have arrived to pick up your child. If your child will be delayed in getting ready to depart, please move your car to a parking space so that other parents can pick up their children.

Please be prepared to greet your child by ending cell phone calls before your child is brought to your car.

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

### **General Information for Your Student**

#### **First Day Tips: Helping Your Child Ease Into School**

##### **1. Your Attitude Makes a Difference**

The first day of school can be a big transition for your child. Bringing a positive, calm attitude and staying in close contact with their teacher will help make the experience smooth and reassuring.

##### **2. Meet & Greet Before School Starts**

You'll be invited to a Meet & Greet before school begins. This is a great chance for your child to see their classroom, find their cubby, and meet their teacher. It's also the perfect time for you to share any helpful insights about your child, and to ask any questions about routines or school policies.

##### **3. Teach Names Ahead of Time**

In the days before school starts, help your child learn how to address their teachers (all staff go by "Mr...", "Mrs....", "Ms....", or "Teacher..."). You can also show them photos of their Lead and Associate Teacher on our website to make the first meeting less overwhelming.

##### **4. Drop-off Routine**

On the first day, drive up to the front door and follow our drop-off guidelines. Say a warm, simple goodbye, just once, and then leave. A calm, confident departure gives your child the reassurance they need to settle in and focus on their new friends and classroom activities. Any tears are usually brief and quickly soothed.

##### **5. Leave Toys at Home**

Please don't send toys with your child, unless notified by your child's teacher that it's part of a special 'sharing topic'. This helps prevent distractions and keeps our classroom focused on group learning.

##### **6. Let Them Set the Pace of Sharing**

After school, young children may not tell you everything right away. Instead of asking direct questions, try observing them in play or starting casual conversations later, such as during bedtime or car rides. Often, they'll open up when they're ready.

## **7. We're Here for You, Always**

If you'd like an update or just want to check in on how your child is doing, give us a call or email anytime. We're happy to help and want you to feel involved and supported.

### **Clothing**

#### **Labeling and Lost & Found**

Students often have similar clothing and lunch boxes, which can lead to confusion during dismissal. To help avoid delays and frustration:

- Please clearly label all removable clothing, belongings, and lunch boxes with your child's name.
- Always provide an extra set of clothes for your child to keep at school. Pack the set in a labeled zip-lock bag and leave it in the classroom.

If your child gets wet or needs a change of clothes, having a fresh set on hand will help them feel comfortable and cared for.

### **Toileting**

All students at Bellevue Montessori School must be independently toileting on their own. Because our teachers are busy with classroom responsibilities, children must be independent in the bathroom. This includes unfastening and fastening garments, wiping themselves, flushing, and washing hands. Staff will encourage students to use the bathroom before going outside for recess and before nap time.

### **Birthday Circle Celebrations at Bellevue Montessori**

Your child's birthday circle is a special time to celebrate their life and their unique journey on earth. Our Montessori birthday circle focuses on honoring this meaningful milestone in a thoughtful way.

To keep the emphasis on your child's life and their experiences, we kindly ask that party favors, hats, and balloons be saved for celebrations at home. Your child's classroom teacher will provide you with specific details about what to bring for this cherished tradition.

#### **Birthday Celebration Guidelines**

- Your child's teacher will send an email to set up a mutually convenient time to celebrate this milestone at school.
- You may bring a fruit treat that is prepackaged from a store, as fruit is inclusive of all children and meets our health and allergy guidelines.
- Due to several students with gluten, nut, and egg sensitivities, and to respect families prioritizing healthy eating, cupcakes and sugary treats are not permitted at school and will not be served.
- All food items must have clearly readable ingredient labels, and no items containing nuts are allowed.
- Please include napkins and cups for water with the treat.

#### **Party Invitations**

Children love receiving invitations! To avoid hurt feelings, we ask that party invitations be sent via email or regular mail unless you are inviting every child in the class.

If you need an address list for your child's classroom, please email [info@bellmontessori.com](mailto:info@bellmontessori.com). This information is shared only with parents of children in your child's class.

### **Gifts**

School is not the appropriate place for children to exchange gifts. Please do not ask the staff to distribute any type of gifts to the children. Please do not send goody bags, pencils, erasers, stickers, or other disposable, single-use items as a gift to other children. You may do this outside school grounds, however, we do not distribute such items inside the classroom.

### **Pet Policy**

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

### **Health and Safety**

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

### **Developmental Screenings**

Developmental screenings performed by a qualified healthcare professional are vital to assessing a child's needs. Bellevue Montessori advises parents to have developmental screenings for their child until the age of five. Screenings can be performed by a child's pediatrician.

### **Medical & Health Information**

#### **Immunizations & Health Forms**

- State law requires updated immunization records each year.
- You must submit a CIS (Certificate of Immunization Status) form signed by your child's doctor, or provide a printout of verified records from [mriR.com](http://mriR.com) or the IIS system.
- If your doctor issues a different CIS form, attach it to the required version.
- A new Consent for Emergency Treatment & Health Information form must also be signed and on file each year.
- Children without proper immunization documentation cannot attend school.

#### **Medications**

- We cannot administer medications without a written parent request.
- All medications must be in their original, labeled container with your child's name. You can pick up or receive the required form by email.
- For children needing allergy medication (like an Epi-Pen), you must submit a Child Care Emergency Plan for Allergic Reactions, signed by your child's healthcare provider.
- For asthma, complete a Child Asthma Plan. For food allergies, submit a Food Allergic Reactions Emergency Plan; both forms require physician signatures.
- Parents are responsible for monitoring medication expiration and replacing any expired medication during the school year.

#### **Illness & Emergency Pick-Up**

- If your child becomes ill during school, we'll contact a parent first; if unavailable, we call your emergency contact.
- We don't have a sick room, but we will keep your child comfortable while you make arrangements.
- It is vital that either you or your emergency contact can pick up your child within one hour of being notified.
- If your child is sick, please keep them home. Report any serious or contagious illnesses to us, as we

are required to notify the Health Department.

## When to Keep Your Child Home

### If your child has any of the following, they should remain at home:

- **Fever** - if your child has a fever of 100.4 or higher, they must remain home until they are fever-free, without the use of fever-reducing medication, for at least 24 hours. If a child is sent home for a fever after 10 am they may not attend school the following day.
- **Vomiting** - a child will be sent home after vomiting at school and must remain at home for a minimum of 24 hours after vomiting two or more times in the previous 24-hour period. If a child is sent home for vomiting after 10 am they may not attend school the following day.
- **Diarrhea** - a child will be sent home after an episode of diarrhea while at school. Any time a child has diarrhea where stool frequency exceeds two stools above normal per 24 hours for that child or whose stool contains more than a drop of blood or mucus, must isolate themselves from other children at home for at least 24 hours after the last episode. If a child is sent home for diarrhea after 10 am they may not attend school the following day.
- **Nasal Drainage/Cough** - a runny nose by itself is not necessarily a cause to keep your child home. Consider the color of the drainage. Clear drainage is usually associated with allergies or the start of a viral infection. Yellow or green drainage may be a bacterial infection. If the runny nose is associated with a sore throat, nausea or unusual fatigue, keep your child home and contact your healthcare provider if the symptoms do not improve within 24-48 hours. Severe coughs should be evaluated by a healthcare provider to rule out Pertussis or “whooping cough”, RSV, or Bronchiolitis.
- **Rash** - any rash of unknown cause should be considered contagious. Please have your child examined by a healthcare provider to determine the cause and communicability of the rash before sending them to school. Your child may not return to school unless there is a letter from a medical provider stating that the rash is not communicable in nature, or if the rash is no longer present.
- **Colds** - children should stay home for three to four days after symptoms appear especially if your child feels poorly, has a persistent cough, his/her nose is very full or secretions are yellow or green.
- **Influenza** - children should stay home for three to four days after symptoms appear, especially if your child feels poorly, has a persistent cough, his/her nose is very full, or secretions are yellow or green. Additionally, if your child has a fever of 100.4°F or higher, they must remain home until they have been fever-free without fever-reducing medication for at least 24 hours.
- **Strep Throat** - students must remain home from the day they are diagnosed with strep for a minimum of 24 hours following the administration of the first dose of antibiotics.
- **Croup** - a person with croup is usually contagious for about three days after symptoms start or until their fever disappears. If your child has croup, please keep them home from school for at least three days. Your child may not return to school unless there is a letter from a medical provider.
- **Chickenpox** (varicella) - children must remain at home until all lesions are crusted over. This usually takes seven to ten days. Children are most contagious the day before a rash occurs. Children may still get Chicken Pox even though they have been immunized.
- **Norovirus** (Stomach Flu) - is the virus that causes the “stomach flu”. Children are contagious when

they begin to feel ill. Symptoms usually appear within one to two days of exposure. Although children typically feel better after a day or two, they are contagious for a few days after they recover. The virus can remain in their stool for up to two weeks or more after recovery. Children must remain at home as long as they actively have diarrhea, vomiting, or a fever of 100.4° F or higher, and for at least 48 hours after the last episode of vomiting or diarrhea as well as at least 24 hours after being fever free without the use of fever-reducing medications whichever is longer.

- **Rotavirus** - is the leading cause of viral gastroenteritis in young children and usually appears 1-3 days after exposure. But they're contagious even before they develop symptoms, and up to two weeks after they've recovered. Children must remain at home as long as they actively have diarrhea or a fever of 100.4° F or higher, and for at least 48 hours after the last episode of vomiting or diarrhea as well as at least 24 hours after being fever free without the use of fever-reducing medications whichever is longer.
- **Hepatitis, Meningitis, Mumps, Rubella, and Tuberculosis** - these are very serious diseases and we need to be notified immediately when a diagnosis is made. Your child needs to be kept home and cannot return until we have written notice from your child's doctor.
- **Conjunctivitis ("Pink Eye")** - if the infection is bacterial, keep the child home from the time the child's eyes are red and oozy until 24 hours after s/he starts antibiotics. Viral conjunctivitis is contagious for five to seven days. Children diagnosed with viral conjunctivitis may return once the infection is gone or we receive written notification from your doctor.
- **Lice** - once treated, the child may return to school after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice and checking the child daily until the child is nit free.
- **Impetigo and Scabies** - students can be readmitted the following day after overnight treatment with a prescribed topical anti-scabicide cream and a note from their doctor.
- **Hand, Foot, and Mouth Disease** - if your child is diagnosed with HFMD, please keep them home until the fever has broken without using fever-reducing medications and all sores have healed or fully scabbed over. This is typically 7-10 days.
- **Coxsackievirus A16** - is spread by the fecal-oral route. About 90% of infections don't cause symptoms or present with a fever only. Infants and young children are particularly susceptible to symptomatic coxsackie. Your child should stay home from school until they have no fever for 24 hours and the mouth sores and open blisters have healed.
- **Respiratory syncytial virus (RSV)** - is a common respiratory virus that usually causes mild, cold-like symptoms. Most people recover in a week or two, but RSV can be serious, especially for infants and older adults. People infected with RSV usually show symptoms within 4 to 6 days after getting infected. Symptoms of RSV infection usually include a runny nose, decreased appetite, coughing, sneezing, fever, and wheezing. People infected with RSV are usually contagious for 3 to 8 days. However, some infants, and people with weakened immune systems, can continue to spread the virus even after they stop showing symptoms for as long as four weeks. Children are often exposed to and infected with RSV outside the home, such as in school or child-care centers. They can then transmit the virus to other members of the family. Children may return to school after eight days have passed since the infection began or we receive written notification from your doctor.
- **Bronchiolitis** - is a viral infection that affects tubes in the lungs called the bronchioles. When infected, they get swollen and full of mucus. That makes it hard to breathe. Bronchiolitis is the leading cause of

hospitalization in infants and young children. RSV is the most common cause, but bronchiolitis also is caused by many other respiratory viruses including influenza and parainfluenza, rhinovirus (a.k.a. the common cold), and Covid-19 infections. Children are typically contagious for 3 to 8 days. Children can return to school after at least 3 days have passed AND they have been fever-free for 24 hours without medication and are no longer wheezing.

- **Pertussis (Whooping Cough)** - is a very contagious respiratory illness. Whooping cough may begin like a common cold, but unlike a cold, the coughing can last for weeks or months. Symptoms of whooping cough can vary for people based on their age and if they've been vaccinated or not. Pertussis is most severe for infants and the elderly, though not everyone affected by the bacteria shows symptoms. It severely impedes breathing—the “whoop” is a struggle to intake oxygen. About one-third of babies are hospitalized when they have an infection. A PCR nasal swab is needed to provide an accurate diagnosis. Children who test positive for pertussis must have taken 5 days of antibiotics before returning to school. They will be unable to return to school for four weeks if they refuse antibiotics.
- **Covid-19** - People infected with COVID-19 are typically contagious for 5-10 days. If a child tests positive for COVID-19 they must remain at home for at least the first 3 days. Children may return to school after at least 3 days have passed AND they have been fever-free for 24 hours without the use of fever-reducing medications, and all symptoms have significantly improved. If a child still has a persistent cough, they should remain home until day 6, or they will be asked to wear a well-fitting mask while indoors at school. Children 3 and under will not be asked to mask and so must stay home until their cough has subsided substantially.

### **What if your child feels worse at school?**

It is not unusual for children to feel better in the morning and then worse as the day goes along. Our school is not equipped for prolonged care of your sick child. We require that you or an emergency contact pick up your sick child **within the hour** upon our call. It is important for us to have a list of local emergency contacts that are available to pick up your child in the event that we are unable to reach you. Please notify us if there are changes to your contacts.

Please note, if a child is sent home for vomiting, diarrhea, or fever after 10 am they may not attend school the following day.

### **When You Might Receive a Call from Bellevue Montessori School**

You may receive a phone call from your child's teacher or an administrator for several reasons:

- **Illness:** If your child is sick and needs to be picked up quickly (e.g., due to a high fever, vomiting, or diarrhea).
- **Possible Illness:** We'll notify you with a courtesy call if your child appears unusually tired, unengaged, or shows early signs of sickness like a slight temperature change.
- **Injury:** If your child is hurt, especially head or eye injuries, or receives an injury that requires verbal communication with you, the school will contact you with a Courtesy Call.

### **Emergency Drills & Preparedness**

#### **Our Commitment to Safety**

Bellevue Montessori School prioritizes the well-being of every child. In the event of an emergency, such as a natural disaster or other critical incident, our first steps are to assess the situation, secure everyone, and provide necessary aid.

- **Evacuation Plans:** Each classroom has a clear evacuation map posted by the exit door, and one is also displayed on the office bulletin board.

- **Building Security:** In emergencies, all buildings will be locked until staff can account for and safely care for all students and personnel.
- **Parent Notifications:** We'll notify families via email or text through Transparent Classroom. Please avoid calling the school during emergencies, as our phone lines are reserved for coordination with emergency responders.

You're welcome to review all details in our full Emergency Response Plan, available on our website.

## **Emergency Drills Schedule**

| <b>Drill Type</b> | <b>Frequency</b>                          |
|-------------------|---|
| Fire & Earthquake | Once a month (and part of the curriculum) |
| Lockdown          | Once a quarter                            |

### **Why Drills Matter**

- They reinforce muscle memory, helping students and staff react quickly and calmly when it counts.
- Drills test plans in real time, revealing any potential gaps or areas for improvement.
- Regular practice reduces anxiety and enhances confidence in emergency response.

## **Emergency Response Plan**

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

## **School Policies**

### **Visitor Sign-In & Sign-Out: What You Need to Know**

1. **Sign In at the Front Desk**  
Every adult entering our school must stop at the front desk, sign in, and be given a visitor badge.
2. **Return & Sign Out**  
When leaving, return the badge and initial the sign-out sheet before you go.
3. **No Unauthorized Access**  
Only parents/guardians, adults approved by a parent, or adults on official school business are allowed inside.

If someone unfamiliar is spotted, please notify the office immediately.

### **Why This Matters**

Following this process keeps our school safe by clearly identifying who's on campus—an important part of protecting our children. Studies show that robust visitor screening helps prevent unauthorized entry and supports emergency planning.

## **Photography**

Parents/guardians are asked to fill out a Photo Release Form for their child(ren) at the time of enrollment. The Photo Release Form can be found on Transparent Classroom under "Forms".

## Alcohol/Illicit Drugs

To allow for a safe environment, Bellevue Montessori prohibits the use of alcohol, cannabis, or illicit drugs on our premises. Bellevue Montessori School is a non-smoking, Vape, and drug-free environment.

## Children's Records

### 1. Viewing Your Child's Progress

You and any authorized guardians can check your child's progress report anytime through **Transparent Classroom**—our secure online platform.

### 2. Pre-K and Kindergarten Recommendations

- Our Primary program spans **three or four years**, depending on your child's starting age.
- If your child is finishing their **kindergarten year**, and you need a recommendation, please contact your **campus administrator**. They will provide a form to fill out. Once completed, your child's **Head Teacher** will finalize it and our **Admin team** will send it via **Ravenna**.
- Sending requests directly to the Lead Teacher may delay processing, so please follow the form-based process.
- Campus Administrators to contact are: Leigh Ann Puckett at [info@bellmontessori.com](mailto:info@bellmontessori.com) and Clark Harrell at [info.rc@bellmontessori.com](mailto:info.rc@bellmontessori.com).

### 3. Recommendations Before First Grade

- If your child hasn't completed the full program, we wait until they transition to **first grade** to write a formal recommendation.
- However, we're happy to share your child's **Progress Report** with the next school. If needed, please give your campus administrator any evaluation form you have, either paper (with an envelope & postage) or with an online link. All recommendations are sent confidentially, directly to the requesting school.
- To respect our staff's time, kindly allow **at least two weeks** for completing recommendations or school questionnaires.

### 4. Keeping Your Contact Info Current

- We strive to keep student records up-to-date—but we rely on you to notify us of any changes: address, phone number, email, or emergency details.
- Your listed **emergency contact** must be available to pick up your child during school hours if you're unavailable.

Parents and authorized guardians can access their child's progress report at any time on Transparent Classroom. Records are available to parents and authorized guardians upon request.

## School Closure: How You'll Be Notified

### When School Might Close

Sometimes, unforeseen circumstances require us to close school. This could be due to:

- Severe weather (snow, ice, flooding)
- Hazardous air quality from nearby smoke
- Health concerns or illness outbreaks
- Unexpected power outages

### How You'll Find Out

If we need to close—or begin later—you'll be notified in multiple ways:

- Posted on local TV news channels
- Shared on all our school social media and communication platforms
- Sent as a **text message via Transparent Classroom**
- Included in emergency announcements in media outlets like *mynorthwest.com*

**Note:** If you don't see a closure notice by **7:00 a.m.**, school is operating as usual.

### Missed Days

If school is canceled due to weather or a power outage, these days won't be made up later in the year.

### Non-discrimination Policy

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

### Cultural Diversity

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

### Holidays

Bellevue Montessori celebrates holidays in special ways. Our holiday celebrations usually include the history of the holiday and any cultural information, as well as a special snack, songs, dance, or art project. We invite parents to share with us their holidays and their traditions.

Presentations or celebrations of any holiday in the classroom are subject to the approval of teachers and the Program Director. Presentations may include photos, stories, art projects, dancing, artifacts, etc. The material must be age-appropriate.

### Department of Children, Youth, and Families (DCYF)

The following information is posted in the office as required by the Department of Children, Youth, and Families:

The license, monitoring checklist, compliance agreement, staff names, schedule, and snack guidelines are posted in the school common area. Staff names, schedules, and evacuation diagrams are also posted in each classroom.

### Confidentiality

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

## Classroom Supervision

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

The classroom teacher has full responsibility for their students and is expected to apply the Montessori methods and philosophy diligently and without compromise. Teachers also agree to implement the curriculum as directed by the Director and Program Directors.

Students must remain under the supervision of staff at all times. Volunteers may assist in the classroom but serve only to supplement, not replace, staff members.

## Volunteers

Parent volunteers are welcome in our school. You will hear about volunteer opportunities at the September parent meeting. All volunteers must sign in/out at the front desk and wear an identification necklace while on campus. Please come without babies or small children so that you can give your full attention to the children. All Parent Volunteers are required to have a Portable Background Check and proof of MMR on file.

## Playground Supervision

When children are playing outdoors, the playground is actively supervised at all times. Teachers walk the playground or stand at one of the designated teacher stations.

***\*\*Health policy, staff policy, consistent care policy, liability insurance, and inspection reports and notices of enforcement actions available upon request***

## Faculty Appreciation and Gift-Giving

Our teachers deeply appreciate the kindness and generosity shown by our families. To maintain a professional environment where every child is treated with equal care, we offer the following guidelines for those who wish to show their appreciation:

- **Gift Options:** Handmade items, books for the classroom, and **gift cards** are all wonderful ways to say thank you.
- **Flexible Limits:** We suggest a modest limit of up to **\$100.00 per family for holiday or event-based gifts**. If you prefer to give a **combined, one-time gift for the school year** (such as at the end of the term), we suggest a limit of **\$200.00**. This flexibility allows families to show their gratitude in a way that fits their preferences while keeping our environment inclusive for everyone.
- **Group Gifts:** Collective "class gifts" remain a popular and effective way to honor teachers. We encourage these voluntary efforts as they allow for a significant gesture while keeping individual contributions modest.
- **Ethical Standards:** To protect our staff's professional standing, please ensure all gifts are intended purely as tokens of thanks and are not tied to specific school outcomes or evaluations.

## Activity Club

Activity Club provides before- and after-school care for students, offering a balance of structured activities and

free play. The program includes:

- Structured indoor and outdoor playtime
- Snacks
- Circle time with songs and stories

### **Availability & Schedule**

- **Full-year enrollment:** Full benefits are available to students who contract for the entire school year.
- **Before school:** 7:30 a.m. – 8:30 a.m.
- **After school:**
  - Reduced AC: 2:45 p.m. – 4:30 p.m.
  - Full AC: 2:45 p.m. – 5:45 p.m.

### **Additional Care Included in Activity Club**

- Teacher preparation days
- Conference days
- Mid-winter break (*excluding Presidents' Day*)
- Spring break
- Hours on these days: 7:30 a.m. – 4:30 p.m. or 5:45 p.m.

### **Enrollment into Activity Club Schedule**

Please note that if you are planning on joining Activity Club after the month of December, there may be additional fees to be paid to join on AC-only school days.

If you are planning on joining Activity Club in January, you will have Parent/Teacher Conference Days and 1 additional AC day included. However, you will need to pay for the 3 days of mid-winter break if you would like to have your child at school for those days.

If you are planning on joining in the month of February, you will have Parent/Teacher Conference Days included, but Mid-Winter Break will not be covered.

After March 1st, you will not have to pay additional fees.

### **AC Vouchers**

Any Bellevue Montessori student may participate in Activity Club on an occasional basis before or after school depending on space availability. **Please contact your campus administrator 24 hours ahead of attending to make sure that the school has space for your child.** You may use vouchers to pay for Activity Club, as follows:

A Morning Voucher can be used for care any morning from 7:30 am until 8:30 am. An After School Voucher can be used for care any afternoon from 2:45 pm until 5:45 pm (or any portion thereof). There are also reduced AC vouchers available for 2:45 pm until 4:30 pm (or any portion thereof).

Morning or afternoon vouchers may be purchased in groups of five to a book. The cost per voucher book is:

AM AC morning care: \$80.00

School Day + Reduced AC (Activity Club until 4:30 pm) - \$105.00

PM AC until 5:45 pm - \$180.00.

Vouchers can be paid for through autopay or check.

### **Late Pickups**

Pickups for half-day students after 11:55 am are charged a \$10.00 fee plus \$1.00 per minute. Pickups for

school-day students after 3:10 pm are charged a \$10.00 fee plus \$1.00 per minute thereafter. Pickups for Reduced AC late pick up after 4:30 and Activity Club students after 5:45 pm are charged a \$10.00 fee plus \$1.00 per minute thereafter. Late fees will be charged to your account and taken out when tuition is due.

**Half-day students:**

- Pickups after 11:55 am are charged a \$10.00 fee plus \$1.00 per minute.

**School-day students:**

- Pickups after 3:10 pm are charged a \$10.00 fee plus \$1.00 per minute.

**School-day + Reduced Activity Club:**

- Pickups after 4:30 pm are charged a \$10.00 fee plus \$1.00 per minute.

**School-day + Activity Club students:**

- Pickups after 5:45 pm are charged a \$10.00 fee plus \$1.00 per minute.

**Student Safety**

**Safe Student Transportation**

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

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

**Reporting Suspected Child Abuse**

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

**Pesticide Application**

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

**Reasons for Disenrollment**

Bellevue Montessori School reserves the right, in its sole and absolute discretion, to revoke enrollment at any time (before or after the beginning of classes) when it deems it necessary. In the event admission is revoked or the parents disenroll the child, the enrollment deposit is not refundable or transferable.

**Disenrollment Policy**

Bellevue Montessori School is committed to fostering an inclusive and supportive learning environment. However, there are circumstances in which the school may determine that disenrollment is necessary.

Reasons for disenrollment may include, but are not limited to, the following:

- **Nonpayment of Tuition:** Tuition payments not received within 30 days of the due date may result in disenrollment.
- **Developmental Readiness:** Children must demonstrate readiness for the program. This includes being fully toilet trained (i.e., not using diapers or pull-ups and able to use the toilet independently).
- **Safety Concerns:** Behavior that compromises the safety of the student, other children, or staff members may result in disenrollment.

- **Lack of Partnership in Required Support:** A strong partnership between parents and the school is essential to supporting each child's success. When concerns arise, it is imperative that school staff and parents work together for the benefit of the child. If parents are unwilling to engage in this process or decline to follow through with recommended professional observations, assessments, or interventions, it limits the school's ability to provide appropriate support. In such cases, continued enrollment may not be in the best interest of the child or the school community.
- **Need for One-on-One Support:** The school is not equipped to provide continuous one-on-one support. If a child requires this level of assistance to participate safely or meaningfully in the program, the school may not be an appropriate placement for the child.

Updated 8/10/25