



Bellevue Montessori School

2026-2027

PRIMARY PARENT HANDBOOK



WWW.BELLMONTESSORI.COM

TABLE OF CONTENTS

Welcome to Bellevue Montessori School.....	3
Who We Are.....	3
Vision Statement.....	3
Mission Statement.....	3
Diversity, Equity, Inclusion, and Belonging Statement.....	3
Bellevue Montessori School Core Values and Beliefs.....	3
Communication and Family Partnership.....	4
Transparent Classroom.....	4
Finalsite.....	4
School Calendar.....	4
Conferences and Progress Reports.....	5
Parent Partnership Events.....	5
Enrollment and Tuition.....	5
Non-Discrimination and Participation.....	5
2026 - 2027 School Year Tuition.....	6
Activity Club Participation.....	7
Summer Program.....	7
Learning, Behavior, and Student Support.....	8
Montessori Tiered System of Support.....	8
Behavior and Learning Policy.....	8
Behavior Expectations.....	8
Tier 1: Universal Classroom Supports.....	8
Tier 2: Targeted Support and Progress Monitoring.....	8
Tier 3: Intensive Support and Program Review.....	9
Reduced Schedule.....	9
Immediate Action.....	9
School Decision-Making.....	9
Biting Policy.....	10
The School Day.....	11
Typical Daily Schedule:.....	11
Arrivals.....	12
Early Arrival & Activity Club (7:30 to 8:30 am).....	12
Morning Arrival & Drop Off (8:40 to 9:10 am).....	12
Late Arrival Sign-In (After 9:10 am).....	12
Arrival Grace and Courtesy in the Parking Lot.....	13
Montessori Class Time.....	13
Snack.....	14
Allergy and Food Sensitivity Care.....	14
Lunch.....	15
Lunch Packing Tips.....	15
Dismissal.....	15
Morning Class Dismissal and Pick-Up Procedures (11:50 – 11:55 am).....	15
Afternoon Dismissal (2:40 – 3:10 pm).....	16
Late Pick-Up and Activity Club (After 3:10 pm).....	16

Dismissal Courtesy in the Parking Lot.....	16
General Information for Your Student.....	16
First Day Tips: Helping Your Child Ease Into School.....	16
Clothing.....	17
Toileting.....	17
Birthday Circle Celebrations at Bellevue Montessori.....	18
Gifts.....	18
Pet Policy.....	19
Health and Safety.....	19
Developmental Screenings.....	19
Medical & Health Information.....	19
Immunizations & Health Forms.....	19
Medications.....	19
Illness & Emergency Pick-Up.....	19
When to Keep Your Child Home.....	20
What if your child feels worse at school?.....	22
When You Might Receive a Call from Bellevue Montessori School.....	22
Emergency Drills & Preparedness.....	23
Emergency Drills Schedule.....	23
Emergency Response Plan.....	23
School Policies and Administrative Information.....	23
Visitor Sign-In & Sign-Out.....	23
Photography.....	23
Alcohol/Illicit Drugs.....	24
Children's Records.....	24
School Closure: How You'll Be Notified.....	24
Holidays.....	25
Department of Children, Youth, and Families (DCYF).....	25
Confidentiality.....	25
Classroom Supervision.....	25
Playground Supervision.....	26
Volunteers.....	26
Activity Club.....	26
AC Vouchers.....	26
Late Pickups.....	27
Student Safety.....	27
Safe Student Transportation.....	27
Reporting Suspected Child Abuse.....	27
Pesticide Application.....	27
Incident and Accident Reports.....	28
Family Involvement.....	28
Disenrollment Policy.....	28

Welcome to Bellevue Montessori School

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 diversity. 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 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, & 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.
- 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 hands-on activity without adult interference.
- 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.

- 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.

Communication and Family Partnership

Open 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, classroom and administrative newsletters, parent-teacher conferences, classroom events, and Parent Partnership events. These ongoing touchpoints help families feel informed, supported, and connected to their child's learning journey.

Transparent Classroom

Families receive communication and updates from classroom teachers and school administration through Transparent Classroom and Finals site.

Through Transparent Classroom, families can access:

- Important announcements and reminders
- Classroom newsletters and event updates
- Photos of their children
- The school calendar
- Lunch and vendor information
- Handbooks and school policies

Finals site

Finals site is Bellevue Montessori School's official online platform for enrollment, contracts, and tuition billing. Parents and guardians are responsible for reviewing their Finals site account, completing required forms, maintaining accurate account information, and submitting payments by the stated deadlines.

Over the coming year, we will be start a transition to the Veracross School Communication, Billing, and Enrollment system. This year, it will be used exclusively for Enrollment purposes for Fall 2027 including parent communication, tours, applications and fees, and contracts for Summer 2027 and Fall 2027. We are excited to make this transition so that we can provide you with a more streamlined process.

School Calendar

The full school calendar is also available on our website at www.bellmontessori.com under the Resources tab and on Transparent Classroom under School Info. It is offered in a pdf or calendar format. We encourage families to check it regularly for important dates, school closures, and community events.

Conferences and Progress Reports

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

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 at home

Written progress reports are provided twice each year in February and June

The Progress Report are designed to:

- Give an overview of progress in each academic area
- An overview of social skills development and description of your child's social and emotional experience in the classroom

Parent Partnership Events

Bellevue Montessori School offers a variety of Parent Partnership events throughout the school year to help families stay informed, engaged, and connected to the school community. We strongly encourage families to attend their child's Back-to-School Meeting before the school year begins.

This meeting helps families:

- Become familiar with the classroom and teacher expectations
- Learn about upcoming events and volunteer opportunities
- Meet other families in the classroom community

Beginning in the fall, additional events may include:

- Ice Cream Social
- Curriculum Nights
- Bring Your Parent to School Days
- End of year Kindergarten Graduation and all class picnic

These events help deepen families' understanding of Montessori philosophy and classroom practice.

Throughout the year, we also host Coffee with the Director meetings, featuring a child-focused topic and time for open discussion. Social events, such as the Ice Cream Social and seasonal classroom family gatherings, also help strengthen connections within our school community.

Enrollment and Tuition

Non-Discrimination and Participation

Bellevue Montessori School welcomes all children and does not discriminate in admission, enrollment, educational programs, or school-administered activities on the basis of race, color, creed, religion, caste, ancestry, national origin, sex, sexual orientation, gender identity, gender expression, disability, or any other status protected by applicable law.

To participate successfully in the program, including Before and After Care (Activity Club), children must be able to engage safely in the school environment with or without reasonable accommodations or modifications, and families must work in partnership with the school to support the child in meeting the program's essential expectations for participation, safety, and respectful conduct.

Our enrollment process is outlined below:

1. Tour Bellevue Montessori School's Primary Program.

Tours for the following school year begin in mid-October.

2. Submit an application and application fee.

If space is available, Bellevue Montessori School will email you a link to complete the online application form. A one-time, non-refundable application fee of \$175, payable by credit card, must accompany the application. This fee applies to new students only.

- a. Please note that submitting an application does not guarantee placement in our program. If enrollment is full, your child will be offered a place on the waitlist. There is no fee to join the waitlist. When an appropriate placement becomes available, you will receive a notification and a link to complete the enrollment process.

3. Complete applicant forms: Once an application is completed, parents are required to fill out:

- a. New Student Questionnaire
- b. Request for School Records Form
- c. Teacher Recommendation form request is required for Kindergarten applicants only.
- d. Early enrollment offers for the Fall go out the second week of January, after which, admission offers will go out every two weeks until March 21st. For any remaining spots available, there will be rolling admissions.

4. Space is limited. Offers are made based on balancing our mixed-age classroom and a determination that your child is a good fit for our Montessori program.

5. If you receive an enrollment offer before the start of the school year, you have 14 days to complete the registration packet and make the non-refundable deposit payment on Finals site. The non-refundable deposit payment is your tuition payment for June 2027. The tuition deposit is not transferable and non-refundable in all cases. Fees for Before and After Care, will be refunded if the parents give 45 days notice before their child's last day of School. For mid-year enrollment, the timeline for submitting the contract and deposit may be condensed to 10 days.

6. Complete the required forms online. These include the current school year Health Form, Immunization Form, Allergy Care Plan, Consent for Emergency Treatment, Photo Use Permission, and Kindergarten Field Trip Form (if applicable).

For later enrollments, the tuition deposit payment is due prior to your child's first day of school.

2026 - 2027 School Year Tuition

As an American Montessori Society accredited school, Bellevue Montessori offers an authentic Montessori experience, including a consistent five-day-a-week schedule. Tuition is divided into 10 monthly payments. After the June tuition deposit has been paid, the remaining nine payments are due on the first of each month from September 2026 through May 2027. Payments can be made by credit card, ACH, or by check. Credit card payments will require a merchant fee currently at 3.05%. ACH payments have a fixed transaction fee currently at \$2.50. You will be notified if these rates change, as the fees are subject to change.

Academic Program Hours and 2026-2027 School Year Tuition

Half-Day Program	8:45 am - 11:50 am	(10-month school year):*	\$16,430.00
School-Day Program	8:45 am - 3:00 pm	(10 month school year):	\$22,210.00

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

Before and After School Care (Activity Club) Programs Hours and 2026-2027 Fees

Activity Club for the Primary/Kindergarten Program provides enrolled students before-school and after-school childcare on all school days at three fee options.

Before Care	7:30 am - 8:30 am	(10 month school year):	\$2,100.00
Reduced After Care	2:45 pm - 4:30 pm	(10 month school year):	\$5,320.00
After Care	2:45 pm - 5:45 pm	(10 month school year):	\$8,120.00

Reduced After Care (2:45 pm - 4:30 pm): Reduced After Care is offered on certain school closures, such as teacher in-service days and parent/teacher conference days. This is for contracted Reduced After Care students only. See the school calendar for details of school closures with care for contracted AC students.

After Care (2:45 pm 5:45 pm): After Care is offered on certain school closures, such as teacher in-service days and parent/teacher conferences. This is for contracted After Care students only. See the school calendar for details of school closures with care for contracted AC students. This year, Mid-winter and Spring breaks will require separate sign-up and fee payment costs. Please note this change from the previous school years.

Discounts

Discount for Full-Year Tuition Payment

Families who choose to pay the full tuition before the start of the school year may reduce the annual tuition by 3%. This reduction is applied after the contract is submitted. No combination of discounts shall exceed 6%. Monthly and annual tuition and Before and After School fees will be included in the discount calculation.

Sibling Discount

When two children from the same family are enrolled for the same school year, the lower of the two tuitions will be reduced by 3%. If there is a third child in the same school year from the same family, the two lower tuitions will be reduced by 3%. These reductions are applied when the contract is submitted. No combination of discounts shall exceed 6%. Monthly and annual tuition and Before and After School fees will be included in the discount calculation.

Activity Club Participation

Activity Club is a courtesy we offer to our families looking for extended care hours for their children, participation in Activity Club is separate from enrollment in the school-day program. To remain eligible for Activity Club, students must be able to participate safely and successfully within the program's routines, expectations, and staffing structure.

The difference in staffing structure and makeup from that of the school-day means that there is a reduced capacity for the level of individual supervision, one-on-one support, or management of more disruptive behaviors during Activity Club.

Bellevue Montessori School reserves the right to limit, suspend, or discontinue a child's participation in Activity Club if the school determines, in its professional judgment, that the child is unable or unwilling to cooperate with staff directions, is not able to participate safely in the program, requires a level of individual supervision or one-to-one support that the program cannot reasonably provide, or if the child's behavior disrupts the program or affects the safety or well-being of other children or staff.

The school may also modify a child's Activity Club schedule, including reducing hours or limiting attendance during AC only days or Break Week attendance, when it determines that such changes are necessary to support the child's success or to maintain a safe and appropriate environment for the program.

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 for full care or reduced AC who attended summer and will be enrolled for the upcoming school year.

Learning, Behavior, and Student Support

Montessori Tiered System of Support

Bellevue Montessori School is committed to maintaining a safe, respectful, and supportive learning environment for all students. Children develop academic, behavioral, social-emotional, and self-regulation skills at different rates and may require different levels of support to participate successfully in school.

Behavior and Learning Policy

The school uses a tiered system of support to address concerns observed in the school setting. This framework guides decisions regarding instruction, behavior support, safety, student participation, and program fit. The timelines below are general guidelines and may be adjusted based on the nature, frequency, duration, or severity of the concern. The school may move through the tiers more quickly, modify a student's schedule, restrict participation in optional programs, or take immediate action when necessary.

The school will generally communicate and collaborate with parents or guardians throughout this process. However, all decisions regarding student support, supervision, safety measures, schedule changes, program participation, and continued enrollment are made by the school in its professional judgment based on the student's needs, the school environment, and the school's ability to provide appropriate support.

Although the school makes reasonable efforts to support students within the program, enrollment does not guarantee that the school can meet every student's needs in every circumstance. If the school determines that a student requires a level of support, supervision, or intervention beyond what the school can reasonably provide, the school may require additional support measures, modify the student's schedule, limit participation in certain programs, or determine that continued enrollment is not appropriate.

Behavior Expectations

Students are expected to:

- treat themselves and others with respect;
- care for classroom materials and the school environment; and
- make choices that support safety and learning including following adult instructions

Tier 1: Universal Classroom Supports

(Ongoing)

All students receive the core supports of the Montessori classroom, including individualized and small-group instruction, Grace and Courtesy lessons, teacher guidance, and ongoing observation.

If a student shows difficulty participating successfully in the classroom, the school may increase observation, documentation, and communication with parents or guardians. The school may also request a family meeting to discuss concerns and supportive strategies.

Tier 2: Targeted Support and Progress Monitoring

(Typically Weeks 2–6)

If Tier 1 supports are not sufficient, the school may implement targeted interventions. These may include an Action Support Plan (Learning) or Behavior Support Plan, increased guidance, differentiated instruction, structured practice, visual supports, environmental adjustments, or consultation with school staff or specialists.

Parents or guardians will generally be informed of the support plan and may be asked to meet with school staff to review concerns, supports, and next steps.

Tier 3: Intensive Support and Program Review

(Typically Weeks 3–9)

If concerns continue, intensify, or require support beyond what the school can reasonably provide, the school may implement more intensive intervention. This may include increased specialist or leadership involvement, request for outside evaluation or services, schedule modification, temporary or permanent removal from Activity Club or other programming or a determination that continued enrollment is not appropriate.

Reduced Schedule

In some cases, the school may determine that a temporarily reduced schedule is necessary to support a student's success or to maintain safety within the program. A reduced schedule is not a punishment. It is a support measure that may be used when a student is not able to participate safely or successfully for the full school day. The school will determine the length, conditions, and review process for any reduced schedule in its professional judgment.

A temporarily reduced schedule may be considered when one or more of the following occur:

- repeated physical aggression, including but not limited to hitting, kicking, biting, scratching, pushing, or throwing objects;

- repeated unsafe behavior, including but not limited to elopement, destruction of property, or actions that place the child or others at risk of harm;
- persistent inability to participate safely in classroom routines despite documented supports and interventions;
- behavior that significantly disrupts the learning environment and requires a level of individual supervision beyond what the program can reasonably provide during the full school day;
- limited progress after implementation of a Behavior Support Plan or other targeted interventions.

Immediate Action

The school may take immediate action at any time if a student's behavior presents a safety risk, involves repeated physical aggression, or substantially disrupts the learning environment. Immediate action may include temporary removal from the classroom and early pick-up, schedule modification or dismissal.

School Decision-Making

The school will generally communicate and collaborate with parents or guardians throughout this process. However, all decisions regarding student support, supervision, safety measures, schedule changes, and continued enrollment are made by the school in its professional judgment based on the student's needs, the school environment, and the school's ability to provide appropriate support.

Before implementing a reduced schedule, the school will generally:

- document observations, concerns, and interventions;
- communicate concerns to the parents/guardians;
- implement appropriate classroom-based supports and/or a formal support plan;
- meet with or communicate with the parents/guardians to review the child's progress, discuss concerns, and consider next steps.

However, the school reserves the right to implement an immediate temporary removal from the classroom, a shortened day, or another schedule modification when necessary to respond to serious safety concerns or significant disruption to the school environment.

If a temporary reduced schedule is implemented, the school will provide parents/guardians with written communication outlining:

- the reason for the schedule change;
- the start date of the modified schedule;
- the goals and supports connected to the reduced schedule;
- the anticipated review timeline;

Progress during a reduced schedule will be reviewed regularly. Decisions about increasing a child's attendance will be based on the child's demonstrated ability to participate safely and successfully in the classroom, respond to support strategies, and make meaningful progress toward identified goals.

In some cases, the school may recommend additional outside support, including observation, evaluation, therapy, or other specialist services, in order to better understand and meet the child's needs. The school may also determine that it cannot safely or appropriately meet a child's needs within the current program. In such cases, the school may recommend transition to a more appropriate setting or may end enrollment.

Nothing in this policy prevents the school from taking immediate action in response to serious behavior that threatens the safety of the child, other students, or staff. The school retains the sole discretion to determine whether a child's behavior presents a safety risk or exceeds the level of support the program can reasonably provide.

Biting Policy

At Bellevue Montessori School, we recognize that some young children may bite when they are overwhelmed, frustrated, unable to communicate their needs, or still developing self-regulation skills. While biting can occur in early childhood settings, it is not acceptable at school when it is ongoing, repeated, causes injury, creates a safety risk, or interferes with any child's ability to participate successfully in the classroom.

Our goal is to respond promptly, protect the safety of all children and staff, support the child in learning more appropriate ways to communicate and regulate, and work in partnership with families when repeated biting occurs.

Immediate Response

If a biting incident occurs, staff will respond promptly and calmly. The school may take one or more of the following steps:

- attend first to the child who was bitten;
- provide appropriate first aid;
- separate children as needed to restore safety;
- respond to the behavior in a clear, calm, and age-appropriate manner;
- document the incident; and
- notify parents or guardians, as appropriate.

If a bite breaks the skin, staff will provide first aid and follow applicable health, safety, and incident-reporting procedures and parents of both children will be notified. To protect student privacy, the school will not share the name of another child involved in the incident, except as required by law. Cleaning wounds with soap and water is standard first-line care in early care settings.

Follow-Up and Support

After a biting incident, the school may increase supervision, observation, and documentation in order to better understand the behavior and reduce the likelihood of recurrence. Staff may consider factors such as transitions, frustration, fatigue, sensory needs, communication challenges, or peer interactions.

The school may also:

- adjust classroom supports or routines;
- increase guidance and supervision;
- implement a behavior support plan;
- request a meeting with parents or guardians; or
- recommend outside consultation or evaluation if the school determines it would be helpful.

Repeated or Serious Biting

If biting continues, increases in frequency or severity, results in injury, or creates an ongoing safety concern for children or staff, the school may take additional action. Depending on the circumstances, this may include temporary removal from a classroom or program (e.g. vendor, specialist, etc.) for the remainder of the day, schedule modification, removal from extended-day programming, request for outside support, or a determination that the school cannot safely or appropriately meet the child's needs within the program.

The school is not required to wait for a specific number of biting incidents before taking action. Decisions will be based on the nature, frequency, severity, and impact of the behavior; the risk of harm; the child's response to support; and the school's ability to maintain a safe learning environment.

Family Communication

The school will generally communicate with parents or guardians when biting incidents occur and when additional support is needed. The school values partnership with families and may seek family input as part of its efforts to understand and address the behavior.

However, all decisions regarding supervision, support plans, schedule changes, classroom participation, and continued enrollment are made by the school in its professional judgment based on safety, the needs of the child, the school environment, and the school's ability to provide appropriate support.

Continued Enrollment

Although the school will make reasonable efforts to support children within the program, enrollment does not guarantee that the school can meet every child's needs in every circumstance. If the school determines that a child's biting presents an ongoing safety risk or requires a level of support beyond what the school can reasonably provide, the school may require a modified schedule, temporary suspension, withdrawal, or transition from the program.

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.

The School Day

Typical Daily Schedule:

7:30 - 8:30	Before School Care/Activity Club (Outdoor Play at Rossano Campus only)
8:40 - 9:10	Morning Arrivals (tardy after 9:30)
8:45 - 11:50	Morning work time, group gatherings, and recess
11:50 - 11:55	Dismissal from morning classes
12:00 - 12:45	Lunch & Quiet Reading Time
12:45 - 2:50	Afternoon recess, worktime, nap, and group gathering
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. Children are marked tardy after 9:30 am. This is reflected on their progress report.

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. - MAIN CAMPUS**
- 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. **If you frequently leave your car unattended a staff member will ask you to park your vehicle. This is for the safety of all our staff and students.**

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. If you arrive after arrival window you may need to walk your child to their classroom.

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

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.

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.

For 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.**
- 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.

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 | • Art |
| • Sensorial/Geometry | • Physical Science |
| • Math | • Botany |
| • Reading and Writing | • Zoology |
| • Geography | |

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 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 and vegetarian to maintain a safe environment for all children.

Snack Menu and Updates

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

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 offer 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 and required utensils.
- For beverages, choose a plastic thermos or bottle 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:

- Protein
- Fruits and/or vegetables
- Child-appropriate portion sizes

- A source of calcium.

To help the school comply with Washington State Department of Children, Youth, and Families (DCYF) nutrition requirements, each child's lunch must include one serving of dairy or a nutritionally appropriate dairy alternative. Examples include:

- Milk or fortified Soy Milk or other nutritionally comparable substitute
- Cheese
- Yogurt
- Cottage Cheese

If your child has a food allergy, dietary restriction, or medical need that prevents them from consuming dairy, please notify the school and provide any required documentation so appropriate accommodations can be made.

Please avoid sending:

- Soda, sugary drinks, or juice boxes
- Candy of any kind
- Nuts or nut butters of any kind - 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 annual written notification from your child's pediatrician for any food allergies or dietary restrictions, along with completed Allergy care plan forms.

Dismissal

Morning Class Dismissal and Pick-Up Procedures

(11:50 – 11:55 am)

All children enrolled in the half day am 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.

- Starting at 11:56, a late pick-up fee of \$10 will be charged, plus an additional \$1 for each minute thereafter. After 10 minutes an additional fee of \$25 will be charged.
- The first time you are late, you will receive a written reminder but no late fee will be charged.

Afternoon Dismissal and Pick-Up Procedures

(2:40 – 3:10 pm)

Afternoon dismissal starts at 2:40 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/or 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 Pick-Up and Activity Club

(After 3:10 pm)

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. After 10 minutes an additional fee of \$25 will be charged.
- If your child is in an after school vendor class they must be picked up by 5 minutes after the scheduled class dismissal time. After that time, a late pick-up fee of \$10 will be charged, plus an additional \$1 for each minute thereafter. After 10 minutes an additional fee of \$25 will be charged.

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.

Activity Club Dismissal and Pick-Up Procedures

(3:30-5:45)

When picking your child up during Activity Club, or from after-school vendor class, parents should park their car and come to the front door. Please be sure to **pull your car all the way forward** in the pick-up lane even if yours is the only car in the lane. Staff at the front desk will call for your child to come to the lobby/classroom door. Parents must sign children out using the Transparent Classroom app.

For the Main Campus

- Parents may park their car in any of the open parking spaces, or in the pick-up lane closest to the school.
 - The middle and far lanes are both pull-through lanes during Activity Club. Do NOT park or stop your car in these lanes.
- **Parents of children in Rooms 6 and 7** must park in a designated parking spot before walking back to collect their children from their classroom.

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 clothing, belongings, water bottles, and lunch boxes with your child's name.
- Always provide **at least two** extra sets 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

Students in the Bellevue Montessori School Primary Program must be able to participate in toileting routines with a level of independence appropriate for the program. Because teachers are responsible for supervising the full classroom and are not able to provide ongoing one-to-one toileting assistance, students must generally be able to manage their toileting needs independently during the school day.

This includes, as developmentally appropriate:

- recognizing the need to use the bathroom in time,
- using the toilet successfully,
- unfastening and fastening clothing,
- wiping independently,

- flushing, and
- washing hands.

Children may not attend school in diapers or pull-ups unless required by law or supported through an approved accommodation plan.

Teachers will support children by establishing consistent routines, giving reminders, and offering verbal prompts as appropriate, such as encouraging bathroom use before recess, before nap, and at other transition times. We understand that occasional accidents or temporary regression may occur, especially during periods of transition or stress, and staff will respond in a supportive and respectful manner.

If toileting accidents become frequent, ongoing, or disruptive to the child's participation in the program, the school may contact parents or guardians to discuss concerns and develop a plan for support and consistency between home and school. If the school determines that a child is not yet able to manage toileting needs at a level that allows successful participation in the program, the school may recommend additional support, a temporary schedule modification, or another plan based on the child's needs and the school's ability to provide appropriate care within the program.

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.
- It is a Washington State Licensing requirement that food items be in labelled packaging from a store.
- 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 **your campus Front Desk Administrator**. This information is shared only with parents of children in your child's class, parents may opt out of their information's inclusion on these lists if desired.

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, snacks, candy, 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/animals of any kind 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 six. 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 mrlR.com or the IIS system.
- If your doctor issues a different CIS form, attach it to the required version.
- Children without proper immunization documentation cannot attend school.
- If your child has a medical, religious, or personal exemption you must submit a Certificate of Exemption signed by a parent/guardian and a healthcare practitioner.
- A Consent for Emergency Treatment & Health Information form must be signed and on file each year.

Medications

- We cannot administer medications without written parental authorization, which must be updated annually.
- You can request the required forms from the front desk.
- All medications must be in their original, labeled container with your child's name.
- For children with allergies, you must submit an Allergy Care Plan, signed by a healthcare provider.
- For asthma, complete an Asthma Care Plan, signed by a healthcare provider.
- Parents are responsible for monitoring medication expiration and replacing any expired medication during the school year.

Illness & Emergency Pick-Up

If a child becomes ill during the school day and the school determines that the child must be sent home, the school will first attempt to contact a parent or guardian using the information on file. If we do not receive a response within 15 minutes, we will make a second attempt. If we still cannot make contact after 30 minutes, we will call the child's emergency contact.

If a parent or guardian is reached but cannot pick up the child within one hour of the school's initial call, the school may require the emergency contact to pick up the child.

Bellevue Montessori School does not maintain a sick room and is not able to provide prolonged care for an ill child during the school day. However, we will make every reasonable effort to keep your child comfortable while awaiting pick-up.

For this reason, a parent, guardian, or authorized emergency contact must pick up the child within **one hour** of the school's initial call.

Parents and guardians are responsible for keeping all contact and emergency contact information current and accurate at all times. If a child is not picked up within the required timeframe, late pick-up fees may be charged in accordance with school policy.

Children who are ill must remain at home. Parents and guardians must notify the school if their child is diagnosed with a serious or communicable illness. The school may be required to report certain illnesses to the Health Department or other appropriate public health authority.

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 with 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 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. Children are contagious 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/or 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** - a child will be sent home if it is suspected they have head lice. BMS will continue to do daily head checks on that child for up to two weeks to make sure that all the nits have been removed and there is no recurrence. Due to cases of head lice that are resistant to over-the-counter treatments, we require the use of a professional treatment company for the removal of head lice. The child may return to school after appropriate treatment. Continue to check 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., 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 BMS during emergencies, so our phones are free for coordination with emergency responders.

Emergency Drills Schedule

Drill Type	Frequency
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

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

School Policies and Administrative Information

Visitor Sign-In & Sign-Out:

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". Parents are not allowed to take

photographs or video/audio recordings of other children or share images of other children without their parent or guardians' permission.

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. Records are available to parents/guardians upon request.

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 to the Lead Teacher may delay processing, so please follow the form-based process.
- Campus Administrators to contact are: Bridget Wong (Main Campus) at info@bellmontessori.com and Clark Harrell (Rossano Campus) at 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.

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.

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, emergency phone numbers, staff names, schedule, and snack guidelines are posted in the school common area. Emergency phone numbers and evacuation diagrams are also posted in each classroom.

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

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.

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.

Volunteers

Parent volunteers are welcome in our school. You will hear about volunteer opportunities at the Back to School 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.

Activity Club

Activity Club provides before- and/or 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 schedules:**
 - Reduced Care 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 Inservice days
- Parent/Teacher Conference days
- 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:

- An AM AC Voucher can be used for morning care from 7:30 to 8:30 am.
- A PM After School Voucher can be used for afternoon care from 2:45 to 5:45 pm (or any portion thereof).
- A PM Reduced AC vouchers can be used for afternoon care from 2:45 to 4:30 pm (or any portion thereof),

or for a child already enrolled in reduced AC, to extend care from 4:30 to 5:45 pm (or any portion thereof).

Morning or afternoon vouchers may be purchased in groups of five. This year, our vouchers will be digital. Any remaining paper vouchers will still be honored.. The cost per voucher or voucher bundle is:

- AM AC morning care - \$16.00, bundle of four - \$60. Additional vouchers over four in the same transaction would be \$15 per voucher.
- Reduced PM AC - \$105.00
- PM AC - \$180.00

Vouchers can be paid for through autopay or check.

Late Pickups

Late pickups for all students are charged a \$10.00 fee plus \$1.00 per minute, after 10 minutes an additional fee of \$25 will be added. Late pickup times for each enrollment schedule are specified below.

Late fees will be applied to your FinalSite ledger and can be paid by ACH or check when tuition is paid.

Half-day students:

- Pick up window is from 11:50-11:55 am. Late pick up is 11:56 am or later.

School-day students:

- Pick up window is from 2:40-3:10 pm. Late pick up is 3:11 pm or later.

School-day + Reduced Activity Club:

- Pick up is by 4:30 pm. Late pick up is 4:31 pm or later.

School-day + Activity Club students:

- Pick up is by 5:45 pm. Late pick up is 5:46 pm or later.

Students with After School Vendors:

- For School-day students (or Reduced AC students if the vendor class ends after 4:30), pick up is by 5 minutes after the vendor class dismissal time. Late pick up begins 6 minutes after the class' scheduled end time. (ex. If class ends at 3:30, late pick up is 3:36 or later).

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 Bellevue Montessori School staff members are mandated reporters. In accordance with the law, staff are required to report any suspected child abuse or neglect 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.

Incident and Accident Reports

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

- A summary of what happened
 - In instances involving more than one child, any respective reports will only include the name of the child for whom the report is being written
- How the situation was addressed by staff

Our staff are trained in conflict resolution and work closely with children to help them resolve disagreements respectfully and independently.

Family Involvement

We believe it is important for families to feel connected to and confident in the school community they have chosen for their child. As part of this partnership, we encourage families to:

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

Disenrollment Policy

Bellevue Montessori School is committed to fostering a safe, respectful, and supportive learning environment for all students. However, there may be circumstances in which the school determines that continued enrollment is not appropriate. The school reserves the right to disenroll a student when, in its judgment, it is in the best interest of the student, the school community, or the school's ability to operate its program safely and effectively.

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

Nonpayment of Tuition

Failure to pay tuition or other required charges within 30 days of the due date may result in disenrollment.

Program Readiness

Students must be developmentally ready to participate in the program. For Primary students, this includes being able to follow simple instructions, show a developmentally level of impulse control, and independently toileting and able to manage toileting routines without diapers, pull-ups, or staff assistance, except as required by applicable law.

Safety Concerns

A student may be disenrolled if the school determines that the student's behavior poses a safety risk to the student, other children, or staff, or substantially disrupts the learning environment.

Lack of Partnership in Required Support

A constructive partnership between the school and parents or guardians is essential to supporting student success. When concerns arise, families are expected to engage in the support process, including participating in meetings and following through with reasonably requested observations, assessments, evaluations, or interventions. If this partnership does not occur, the school may determine that it cannot appropriately support the student within the program.

Need for Support Beyond the Scope of the Program

Bellevue Montessori School is not staffed or structured to provide continuous one-on-one care or other intensive support beyond the scope of its program. If the school determines that a student requires a level of support,

supervision, or intervention that the school cannot reasonably provide, the school may determine that continued enrollment is not appropriate.

The school may disenroll a student with or without prior corrective steps if, in the school's judgment, immediate action is warranted. Nothing in this policy requires the school to exhaust all interventions or disciplinary measures before making an enrollment decision.

Last Updated:
7/21/2026