



Bellevue Montessori School

TODDLER

Parent Handbook

2025–2026



www.bellmontessori.com



Bellevue Montessori School

**Toddler Parent Handbook
(Main Campus)**

2025 - 2026

Table of Contents

1. Who We Are	3
Vision Statement	
Mission Statement	
Bellevue Montessori Principles	
2. Parent Communication	3
3. Parent Partnership	4
4. Enrollment and Tuition	4
5. Behavior Policy	5
6. The School Day	5
Typical Daily Schedule	
Early Arrival (7:45 to 8:30)	
Morning Arrival & Drop Off (8:30 to 9:10 AM)	
Late Arrival Sign-In (After 9:10)	
Arrival Grace and Courtesy in the Parking Lot	
Montessori Class Time	
Lunch	
Lunch Packing Tips	
Nap Time	
Recess	
Dismissal	
7. General Information for your Student	10
First Days	
Clothing	
Toileting	
Birthdays	
Holidays	
Gifts	
Snack	
Sharing and Toys	
Pet Policy	

Health and Safety	
Medical Information	
Medications	
Illness	
Emergency Situations	
Emergency Drills	
Emergency Response Plan	
8. School Policies	15
Sign-In/Sign-Out	
Children's Records	
School Closure	
Non-discrimination Policy	
Cultural Diversity	
Department of Early Learning	
Confidentiality	
Photography	
Classroom Supervision	
Volunteers	
Playground Supervision	
9. Before And After School Care	23
Late Pickups	
10. Student Safety	24
Alcohol/Illicit Drug Use	
Emergency Situations	
Emergency Drills	
Emergency Response Plan	

1. Who we are

Vision Statement

Bellevue Montessori School provides a nurturing and enriching Montessori environment that educates and supports 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 the whole child, we continually grow 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 following 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.

2. Parent Communication

Good communication between parents and teachers is essential to properly caring for your child. You are always welcome at our school.

Zoom Observation - Bellevue Montessori School encourages parents to visit the school to observe their children at the Primary and Elementary Levels. Children aged 18 - 36 months are quite different from older children's psychological understanding of time, and separation from parents is hard for them. Having seen their parent in class and the parent departing without taking them along with them can upset their rhythm and would be hard on them and you, as a parent. In the best interest of the child and parent, we would refrain from offering in-person observation and volunteer opportunities on the toddler campus. We do offer Zoom observations in the toddler program.

Clear communication between parents and teachers is essential. Our primary platform for updates is **Transparent Classroom**, where parents receive emails regarding classroom events, school announcements, and daily updates on their children's eating, napping, and toileting. We schedule **two parent-teacher conferences per year** (October and February) to discuss progress. For additional concerns, parents may contact teachers via email or phone.

The teaching staff is available by phone from 8:00 to 8:30 a.m. on school days and can access their emails after school hours.

Parent Partnership Events - You must feel comfortable with the school you have chosen for your child. As part of your commitment to your child's education, please plan to attend parent partnership discussion groups, parent meetings, conferences, and special events.

3. Montessori Parent Partnership

Bellevue Montessori School believes that parent partnership is fundamental to supporting a child's Montessori journey. Throughout the year, we offer Parent Partnership Sessions, Virtual Coffee Talks with the Director, and Workshops on Montessori Philosophy and Child Development. These sessions help parents better understand Montessori principles, classroom expectations, and ways to support their child's learning at home and outside of school. Participation is highly encouraged to foster a strong home-school connection.

4. Enrollment and Tuition

Bellevue Montessori School welcomes all children. We do not discriminate based on race, religion, color, ancestry, national origin, gender, or physical ability. If a child needs specialized care, a parent or guardian and the child's teachers will discuss an individual care plan. Children must demonstrate a willingness and ability to cooperate with the staff and other children and meet classroom expectations.

The enrollment process includes:

1. Attending an informational virtual tour.
2. Attending a one-on-one campus tour and conversation with the Toddler Director.
3. Submitting an application and a non-refundable fee.
4. Acceptance into the program is based on space availability and readiness.

As an American Montessori Society-accredited school, Bellevue Montessori offers an authentic Montessori experience that includes a consistent five-day-a-week schedule.

Tuition is divided into ten monthly payments. After the June tuition deposit has been paid, the remaining nine payments are due on the first of each month from September through May.

Instructional Hours:

- **Half-Day Program (8:30 AM - 11:45 AM):** \$18,430/year
- **School-Day Program (8:30 AM - 3 PM):** \$23,600/year

Before and After School Care

- **Before and Reduced PM After School Care (7:45 AM - 8:30 AM and 2:45 PM - 4:30 PM):** \$5100.00 per year
- **AM & PM After School care (7:45 AM - 8:30 AM and 2:45 PM - 5:30 PM):** \$6200.00 per year

Students must be enrolled in the School Day Program to enroll in Before-and-After School Care. The before-and-after School Care fee would be divided into 10 payments, paid with the child's tuition deposit and the remaining nine payments over nine months from September 2025 through May 2026.

Summer Program:

Bellevue Montessori School offers a summer program with three sessions, each lasting three weeks. The summer program ends with a Bridge week that is open only for the children enrolled in our School year's Reduced Full Day or Full-day program who attended the summer program and are returning for Fall. Summer enrollment is sent out in March.

5. Behavior Policy

Our behavior policy is grounded in the Montessori principles of freedom and discipline, emphasizing self-discipline as a natural part of the developmental process. Just as a toddler learns to walk through repeated effort and experience, children grow by making and correcting their own mistakes. Our role is to create an environment where mistakes are viewed without shame, and to respond with empathy, modeling, and collaboration to guide the child toward

positive choices. True self-discipline develops gradually and is diminished when freedom is restricted or force is applied.

Discipline in the toddler community differs from that of the Primary level. At this stage, children may struggle to fully express their emotions. For instance, a tired child may appear restless because they don't yet know whether to sleep or cry. In such moments, we gently redirect or offer meaningful, realistic choices, accompanied by clear, age-appropriate explanations of their consequences.

Core Montessori Behavior Expectations

While toddlers are still learning these concepts, we gently guide them toward three foundational expectations:

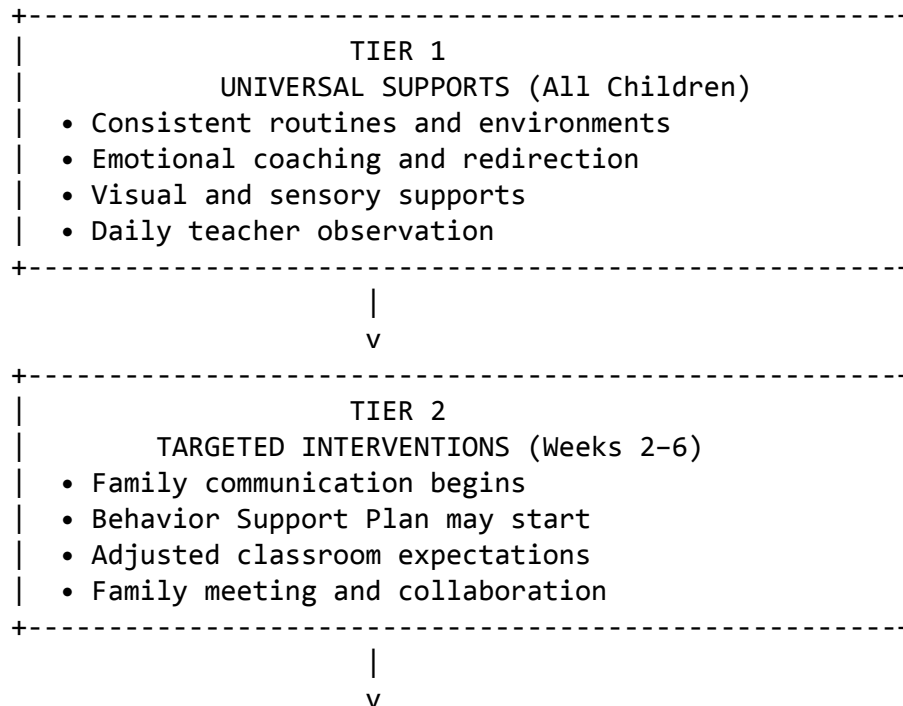
1. **Respect for self and others**
2. **Care for materials and the environment**
3. **Choices that promote safety and well-being**

These expectations are introduced through consistent language, visual cues, grace and courtesy lessons, and clear boundaries.

Multi-Tiered Support System (MTSS)

Because each child develops at their own pace, our approach follows a **three-tiered framework** to provide the right level of support when social-emotional or behavioral challenges arise. It is **developmentally appropriate, collaborative**, and always prioritizes **the well-being of the child and the community**.

Visual Overview: MTSS for Toddler Behavior



<p>TIER 3</p> <p>INTENSIVE SUPPORT & PROGRAM REVIEW (Weeks 3-9)</p> <ul style="list-style-type: none"> • External evaluation may be recommended • Shortened schedule or transition plan • Immediate action for safety concerns

Detailed Process by Tier

Tier 1 – Universal Supports

All children in the toddler program benefit from proactive strategies built into our Montessori classrooms:

- Predictable routines and peaceful transitions
- Positive language and emotional modeling
- Observation to understand individual needs
- Gentle redirection and natural consequences

No formal intervention occurs at this stage, though observations may be documented if concerns arise.

Tier 2 – Targeted Support & Collaboration (Weeks 2 - 6)

If a child continues to display signs of dysregulation or behavior that impacts the classroom environment:

- Teachers notify families and share documented observations
- Classroom strategies may include visual cues, simplified choices, or sensory tools
- A Behavior Support Plan may be initiated
- A family meeting may be scheduled to align on strategies and support the child consistently across home and school settings
- Consultation with leadership or a behavior specialist may be included

Tier 3 – Intensive Support or Change of Placement (Weeks 3 - 9)

When behavior concerns persist despite Tier 2 support:

- A third communication will outline the next steps
- Recommendations may include:
 - o Evaluation by an outside professional (e.g., OT, psychologist)
 - o A shortened school day or temporary removal from extended care
 - o A plan to transition to a more supportive learning environment
- If behavior poses an immediate risk to others, the school may take immediate action to ensure safety, including removal or dismissal from the program

Final Reflection

Toddlers are not miniature adults. They are in the earliest stages of learning to regulate their emotions, manage their bodies, and relate to others. With support, repetition, and a nurturing environment, they develop the foundational social-emotional skills needed for life.

We are honored to support this important stage of development and value our partnership with families in guiding each child through this journey with care and compassion.

6. The School Day

Typical Daily Schedule

7:45 - 8:30 AM Before Care - Children work in the classroom
8:30 - 9:10 AM Arrival Time For Half-day and School-day children
8:30 - 11:30 AM Classroom work Time with Montessori Materials, Circle and Recess
11:30 – 11:40 AM Wash Hands and get ready for Pick up / Lunch
11:40 - 11:50 AM Dismissal from Morning Session
11:45 - 12:15 PM Lunch
12:15 - 12:30 PM Clean up & Get Ready for Nap
12:30 - 2:30 PM Nap Time
2:30 - 2:40 PM Bathroom as needed
2:45 - 3 PM School Day Dismissal / Pick up
2:40 - 3:10 PM - Outdoor Playtime
3:15 - 5 PM - Full Day children have time to work with Montessori Materials, Circle time, and Snacks
4:30 PM - Reduced Full Day Children depart/pick up
5 - 5:15 PM - Bathroom as needed
5:15 - 5:30 PM - Children depart/pick up

For the full academic calendar, please visit <https://www.bellmontessori.com/academic-calendar>

Early Arrival for children enrolled in Before Care (7:45 to 8:30 AM)

Students may arrive as early as 7:45 a.m. When you arrive at or after 7:45 a.m., please park your car in a designated parking space and proceed to the classroom with your child to sign in and drop off. Students are welcome to bring their breakfast if they arrive early.

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

Arrival time is from 8:30 to 9:10 a.m. Parents will have a 10-minute designated drop-off time and a parking spot. You park in your spot at the designated time, accompany your child to the

classroom door, and drop off your child after signing in your child on your phone on Transparent Classroom.

Make your drop-off brief, and if there is anything that you want to convey to the teacher, please write it down on the paper on the clipboard or add it to the Transparent Classroom notes, and they will read it during the day. Do not park your car in the non-designated area or at any time. We request your patience at all times, especially during the first couple of weeks while teachers are learning cars, children, and parent faces, and everyone is getting used to a new routine.

PLEASE BE RESPECTFUL AND DRIVE SLOW.

We highly encourage getting to school on time, as settling into a routine as soon as possible helps the child adapt to the environment more easily. The Montessori work cycle is a period of concentrated activity for each child in the classroom, and another child's late entry can distract the young minds at work. Also, children who arrive later than their designated time tend to have difficulty transitioning.

Late Arrival Sign-In (After 9:15 AM)

If your child arrives after the arrival staff has returned to their classrooms, please park your car in one of the parking spots, walk your child up to the side gate, and drop your child at the classroom door. Please do not drop your child off outside; every child must be escorted into the school by an adult. Any child arriving after 9:15 AM will be marked Tardy in their Attendance report for that day.

Late Arrival Fine and No-Sign-in Fine

Signing in and out of your child daily is a Licensing Requirement.

If your child is not signed into Transparent Classroom within 30 minutes of drop off, they will be marked No Sign In. Two no-sign-ins in one week will lead to a fine of \$5, payable on the next day.

If your child arrives later than 9:30 AM for two days in a month without prior notification the previous night, a fine of \$5 is payable on the next day of school.

Arrival Grace and Courtesy in the Parking Lot

Grace and Courtesy act as the glue that binds human beings in society. These are the rules that all of us abide by and model to our children. Actions speak louder than words, and children absorb what we model. Please be aware of this and be patient and courteous on campus. If you have any concerns about the arrival, departure, or parking lot, please direct them to the administration.

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

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

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

Montessori Class Time

During Montessori class time, teachers guide children in the prepared environment and foster joyful learning and independence. The classroom offers hands-on materials that support cognitive, social, and motor development. Children are encouraged to explore practical life activities, sensorial experiences, early mathematics, language, and cultural studies at their own pace. The mixed-age setting fosters mentorship, collaboration, and self-directed learning.

Lunch

At Bellevue Montessori School, families are responsible for providing lunch each day. However, we are pleased to offer a hot lunch option through Rainbow Fresh, a school lunch delivery service available to families who sign up.

To view menus or learn more about the program, please visit our website: [\[School Lunch Program\]](#).

Packing Lunch from Home

If you choose to send lunch from home, please follow these important guidelines to ensure food safety and support healthy eating habits:

- **Lunch Container:** Send your child's lunch in a **labeled lunchbox** with all necessary utensils (spoon, fork, straw if needed) and **two cloth napkins**.
- **Beverages:** Please use a **plastic thermos with a pop-up spout** for drinks. This type of thermos is easiest and safest for young children to handle.
- **Temperature Safety:**
 - **Cold items** (meat, yogurt, cheese, milk) must be packed with an **ice pack** (e.g., "blue ice") to keep them fresh.
 - **Warm items** must be sent in a **stainless steel thermos**, as we are unable to **heat or refrigerate food** at school.
 - These guidelines help prevent bacterial growth and keep your child's lunch safe.

Healthy Eating Habits

We encourage families to pack **nutritious, balanced meals** that include:

- **Protein**
- **Fruits and/or vegetables**
- **Appropriate portion sizes** for young children

Please **do not send** the following:

- **Candy of any kind**
- **Soda or sugary drinks**

These items will be returned in your child's lunchbox. Water is the preferred beverage at school and is always available.

Food Allergies and Restrictions

If your child has any **food allergies** or **dietary restrictions**, we require **written documentation from your child's pediatrician**. This helps us ensure a safe environment for all children.

Thank you for helping us build lifelong healthy habits at school and home.

Lunch Packing Tips

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

What is a good lunch? One that is eaten. Sometimes, toddlers are picky eaters, as they are sensorial explorers, and some experimentation is necessary. Children go through periods of preference where they don't want to eat much. Do not get upset; it will pass. If the child is hungry, they will eat. Pack a variety of items in small portions and cut them into pieces. Preschool children do better with small portions twice daily rather than three large meals. Sometimes, it is hard to tackle a whole apple or sandwich. Cut them into interesting shapes so they are more attractive to your child. We do not permit children to throw away food, except for messy foods such as half-eaten yogurt containers or fruits such as bananas. Try something else if your child keeps bringing food home in their lunchbox. If your child is used to a specific type of food that they eat at home, please send it.

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

Nap Time

Children are given time to nap or have a quiet time during the day. Staff ratios will be kept accordingly, and sleeping children will continue to be supervised. Staff will abide by a child's sleeping schedules and safe sleep practices.

Recess

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

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

Dismissal

Morning Dismissal (11:45 – 11:55 AM)

All children enrolled in the morning class are dismissed from 11:45 AM to 11:55 AM. Parents must sign out and pick the child up from the front entrance during this time. Children not picked up by 11:55 AM return and stay in their classroom. You will be charged a late pick-up fee of \$10 for the first 10 minutes and \$1 per minute thereafter. You will receive a written courtesy reminder, but will not be charged a late fee for the first time you are late. Parents picking up children late must sign them out.

Afternoon Dismissal (2:45 – 3:00 PM)

Afternoon dismissal starts at 2:45 and ends at 3:00 PM. During this time, parents must sign children out on their phones in the Transparent Classroom and pick them up from the front entrance. Never leave your car unattended during dismissal times.

Late Dismissal for School Day schedule (After 3:00 PM)

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

Dismissal Courtesy in the Parking Lot

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

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

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

Please be prepared to greet your child by ending cell phone calls before you proceed to pick up your child. It is essential that you give your child your full attention when picking them up.

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

7. General Information for Your Student

First Days

The first day is a great change in your child's life. Their transition and adaptation to the new environment depend mainly on your attitudes, good communication with the teacher, and trust in the environment. Our goal is to make it a calm, orderly process for everyone. To understand and

aid with this new routine, parents and the child are invited to attend a Meet and Greet with their child's teacher before school begins. This is an essential time for your child to see their new environment and cubby and meet the teacher(s). This will help them build trust and security in the environment. This will be an ideal time to get to know your child's classroom and teacher and share queries/concerns about your child. The administrative staff is also available to answer any procedural questions. Please ensure you get answers to all your questions before the first day, so there are no delays in getting children into their classrooms and settling in with their new teachers and classmates.

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

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

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

Children should not bring toys to school unless they need them for napping.

Most young children live in the moment and are uncomfortable answering many questions about their day. Rather than asking direct questions of your child the minute they are in the car, you may learn more about their experiences by observing play and being open to discussions at various times. Young children often want to talk about school at bedtime, while riding in the car or even days later!

Please feel free to call or email the school during work hours; we will gladly check on your child.

Clothing

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

The child should be dressed in comfortable, non-fussy clothes.

When buying clothes for toddlers, consider that they should help them move and transition to toilet learning. Providing appropriate clothing to the child is important as it impacts their physical and psychological needs. Always have extra sets of clothing (t-shirts, training pants, pants/shorts, socks, diapers, wipes, etc.) for your child at school.

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

Toilet Learning

Toilet independence is about consciously controlling the sphincter muscles when urinating and eliminating waste. This implies that this process involves physical and psychological maturation leading to independence. Toilet independence is a natural acquisition for the child, similar to the milestones of movement and language. Understanding and adhering to the natural process makes it easy for the child to adapt to this change. Before we begin this process, we would have a conversation with the child's parents and help them prepare the home environment to ease this transition for the child. To aid in toilet learning at school, we would move the child to use training pants and request parents to travel with us on this journey patiently and with less anxiety. If there are any accidents, we will send the soiled clothes back home with a note, and a replacement should be sent the next day.

Birthdays

At the Toddler level, the concepts of time and birthdays are too abstract for the child who seeks reality to comprehend. Nevertheless, we can celebrate your child's special day, and you may provide a special birthday treat, which can be fruits that come prepackaged from a store. As we have several students with gluten, nut, and egg sensitivities, fruit is the preferred birthday treat, as all children can participate.

Cupcakes and cakes will NOT be served.

We ask that party invitations be sent via email by the parent. Address lists for each classroom are available by emailing info.toddler@bellmontessori.com. This information is only available to the other parents in your child's class.

Holidays

Bellevue Montessori celebrates holidays in special ways. Our celebrations usually include the holiday's history, cultural information, and a special snack. **Toddlers do not yet grasp abstract celebrations**, so our Holiday celebrations focus on **cultural education** and inclusivity.

Gifts

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

Snack

Bellevue Montessori School will provide snacks to ensure a nutritious and culturally inclusive menu. Snacks will be served to children during the morning work period and again in the afternoon for children enrolled in our Full-Day program. All snacks are nut-free.

The snack calendar for the week will be shared with parents every Monday evening.

Sharing and Toys

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

Pet Policy

Parents will be notified if a fish, reptile, or other pet is in the classroom. 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 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 each child's needs. Bellevue Montessori advises parents to have developmental screenings for their children until age five. A child's pediatrician can perform screenings.

Medical Information

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

Medications

No medications are given to children without a written request signed by a parent. The parent must supply all medicines in their original, labeled containers with the child's name printed. The necessary form can be picked up from the front desk or sent to you by email upon request.

If your child requires an Epi-Pen or other allergy medication to be kept at school, you must complete the Childcare Emergency Plan for Allergic Reactions, which your child's healthcare provider must sign.

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

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

Illness

If sending your child home due to illness is necessary, we will attempt to contact the parents first. If a parent cannot be reached, we will contact an emergency contact person. Although we do not have a sick room, every effort will be made to keep your child comfortable while we contact you. You or your emergency contact person must pick up your children during school hours within one hour of our call. It is important that we can contact either a parent or an emergency contact person at any time!

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

When to keep your child at home:

Colds: Children should stay home for three to four days after symptoms appear, especially if your child feels poorly, has a persistent cough, has a full nose, or has yellow or green secretions.

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.

Chickenpox (Varicella): Children must remain at home until all lesions are crusted over, which usually takes seven to ten days. Children are most contagious the day before a rash occurs. Children may still get Chickenpox even though they have been immunized.

Vomiting: If your child throws up more than once during the night, before school, or on the way to school, please do not bring them to school for 24 hours. 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. For norovirus or rotavirus, see the guidelines below.

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. For norovirus or rotavirus, see the guidelines below.

Nasal Drainage/Cough: A runny nose alone 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, cough, nausea, or unusual fatigue, keep your child home and contact your healthcare provider if the symptoms do not improve within 24-48 hours. A healthcare provider should evaluate severe coughs to rule out pertussis ("whooping cough") and 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 the rash is no longer present.

Conjunctivitis (pink eye): If the infection is bacterial, keep the child home from when their eyes are red and oozy until 24 hours after they start 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 their doctor.

Fever: If a child has a fever of 100.4° F or more or is lethargic or irritable. A child must be fever-free for 24 hours without fever-reducing medication to return to school. If a child is sent home for a fever after 10 am, they may not attend school the following day.

Norovirus (Stomach Flu): This virus causes the “stomach flu.” It is the most common cause of viral gastroenteritis in adults. You're contagious when you begin to feel ill. Symptoms usually appear within one to two days of exposure. Although you typically feel better after a day or two, you're contagious for a few days after you recover. The virus can remain in your stool for up to two weeks after recovery. Children must remain at home as long as they actively have diarrhea or a fever of 100.4° F or more and at least 48 hours after the last episode of vomiting or diarrhea.

Rotavirus: This is the leading cause of viral gastroenteritis in infants and young children and usually appears one to three 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.

Impetigo and Scabies: Students can return to school the following day after overnight treatment with a prescribed topical anti-scabicide cream and a note from their doctor.

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

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.

Hand, Foot, and Mouth Disease: If a child is diagnosed with Hand, Foot, and Mouth Disease, 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.

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. Continue to check the child daily until the child is nit-free.

Coxsackievirus A16: Is spread by the fecal-oral route. About 90% of infections don't only cause symptoms or present with a fever. Infants and young kids 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): This is a common respiratory virus that usually causes mild, cold-like symptoms. Most people recover in a week or two, but RSV can be severe,

especially for infants and older adults. People infected with RSV usually show symptoms within 4 to 6 days. Symptoms of RSV infection typically 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 eight days after the infection begins or receive written notification from your doctor.

Bronchiolitis: Bronchiolitis is a viral infection that affects tubes in the lungs, which is 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 is also 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.

Emergency Situations

The staff of Bellevue Montessori School is committed to the safety and protection of the children in case of any emergency, including natural disasters. In an emergency, we aim to assess the condition, secure children and staff, and provide aid as needed. Classroom evacuation plans are posted in each classroom by the exit door and on the bulletin board in the office. If the building needs to be evacuated, the children will be taken to Hidden Valley Park or Rossano Campus (depending on the weather). If the Rossano Campus is not secure and the weather

does not allow the children to be outside for an extended period, the staff will take the children to the Boys and Girls Club Gym on the south end of Hidden Valley Park. Parents will be informed on where to pick up their children by signage on the whiteboard outside the Park building and/or text message from the school.

The buildings will be locked to ensure security and safety until we can account for and provide immediate care for all students and staff. We will attempt to send an email to inform you of the emergency at the school. Please do not call, as the phones may not be monitored to meet the needs of the children. Details of our response are contained in our Emergency Response Plan.

Emergency Drills

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

Students and staff conduct quarterly “duck and cover” drills for potential earthquake threats at other age levels.

Emergency Response Plan

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

8. School Policies

Sign-In/Sign-Out

All adults entering the school building or school grounds must sign in at the front desk and receive an identification badge while on school grounds. Visitors must also return the identification badge and initial the sign-out sheet when leaving. No unauthorized adults are allowed on campus, and any strangers' observations are immediately reported to the office. Only parents/guardians, adults approved by a child's parents/guardians, or adults doing business with Bellevue Montessori School are allowed in the building.

Children's Records

The length of time your child may attend the Toddler Program at Bellevue Montessori School ranges from 12 - 18 months, depending on the age at which the child enters the school. Move-ups to Primary happen when the child is ready physically and psychologically. Teachers fill out move-up forms only when the children are ready. If you need a recommendation form for another school, please email the Program Director and the Lead Teacher. Out of respect for the teacher's time, please allow a minimum of 2 weeks to complete the school questionnaires or recommendations.

We make every attempt to keep our enrollment records current. Please notify us of any changes in address, telephone numbers, email addresses, or emergency information. If you are unable to pick up your child, your emergency contact person must be available during school hours.

School Closure

Occasionally, the school has to be closed because of inclement weather, facility challenges, or power outages. Our closure status is listed on all local television channels, the school closures

page on www.mynorthwest.com, our communication and information on all school group pages, and a text message through Transparent Classroom. If the school is not listed, we are open. Missed days due to weather or power outages are not made up later in the year.

Non-discrimination Policy

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

Cultural Diversity

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

Department of Children, Youth, and Families

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

License, monitoring checklist, compliance agreement, staff names, schedule, and snack guidelines. Staff names, schedules, and evacuation diagrams are posted in each classroom and can be shown to parents 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 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.

Photography

Parents/guardians are asked to fill out a Photo Release Form for their child(ren) at the time of enrollment.

Classroom Supervision

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

The classroom teacher is in full charge of their students and agrees to apply Montessori methods and philosophy diligently and without compromising them. Teachers also agree to implement the curriculum as directed by the Program Director.

Students are always under staff supervision in the suggested student-to-child ratio by DCYF.

Volunteers

Bellevue Montessori School welcomes volunteers in both the Primary and Elementary programs. However, we will not extend classroom volunteering to the Toddler Campus as it would be hard for toddlers to see their parents in school and not be able to go with them immediately.

We appreciate your ability to volunteer to organize Teacher Appreciation Week and Cultural Feasts.

Playground Supervision

When children play outdoors, the playground is always actively supervised. Teachers walk the playground or stand at one of the designated teacher stations.

9. Reduced Full Day & Late Pick Up

Our Full-Day Program provides before- and after-school care for the children and, more importantly, an extended period of Montessori Work time. The program includes structured work time, outdoor playtime, snacks, and circle time with songs and stories.

Students who contract for the Full Day program for the entire school year can enjoy its full benefits.

Late Pickups

According to the Transparent Classroom system, pickups after 5:30 p.m. are charged a \$10.00 fee plus \$1.00 per minute thereafter. Late pick-up fees will be added to your monthly tuition invoice.

10. Student Safety

Safe Student Transportation:

If any Bellevue Montessori School staff member feels that the adult picking up a child is incapable of driving home safely, i.e., inebriated, appropriate measures will be taken to ensure the child's safety, such as calling another family member or the police.

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

Reporting Suspected Child Abuse:

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

Safety in the Traffic Lanes and Parking Lot:

If you must get out of your car with your child, please always hold their hand.

Pesticide Application:

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

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 environment

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

Thank you for taking the time to read this vital document.

Updated August 9, 2025