

INTRODUCTION

Introduction

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INTRODUCTION

- 1) Welcome
 - a) We are delighted to welcome you to join the team at Countryside Montessori. We have a number of policies and procedures that you need to know as a staff member. Parents and children expect you to understand these policies and procedures. It is important you observe them for the safety and well being of the children as well as the efficient running of the center.
 - b) As you read through the materials, if you have any questions, please ask. Remember, we are a team at Countryside working for the best program we can offer. We have chosen you because of your special talents and abilities. Here's to a great year! Trie and Christine
- 2) Brief History
 - a) Countryside Montessori was opened in the fall of 1983 in an attempt to provide a quality child care program for toddlers and preschoolers. From its inception Countryside has grown from one toddler and one preschool class on three acres of land on 100th Ave NE between 124th and 132nd Ave NE with woods, a stream and a lake. The school sold that original piece of property and moved to a much better location with ample parking and easy access. We now have two buildings, covered play areas and seven full-time classrooms encompassing children from 3 months to 9 years of age.
- 3) Organizational Structure
 - a) Countryside Montessori is run by Northwest Learning Centers Inc., which consists of a board of directors including a President and Secretary who are the owners of the corporation and also the directors of the school.
 - b) The board has the authority to hire/terminate any director who is not able to run the school financially, philosophically or legally. The director has the authority to hire/terminate other staff. Teachers are expected to train and guide support staff. All staff are expected to follow the Personnel Policies.
 - c) Northwest Learning Centers Inc. has Articles of Incorporation and By-Laws that give the organization the legal right to operate in the state of Washington.
- 4) Funding
 - a) Countryside receives its funding entirely from the tuitions and fees paid by the parents.
 - b) Countryside serves the communities of Juanita, Bothell, Woodinville, Redmond and Bellevue. We make it possible for families to go to work and leave their children with quality caregivers.
 - c) Countryside participates in the community-supporting local businesses and hosting training workshops for child care related events.

PHILOSOPHY

1) MISSION STATEMENT

- a) Countryside Montessori is guided by the fundamental values of Maria Montessori. Her educational system fosters independence, self-control, and a positive self-concept. The child's learning is primarily from voluntary work with carefully prepared learning materials. It is our goal to help children enjoy themselves while enhancing their social, creative, and intellectual growth. Our environment entices the child to discover, explore and learn. Countryside welcomes children of all races, and creeds.

2) MONTESSORI EDUCATION

- a) Dr. Maria Montessori believed that no human being is educated by another person. He must do it himself or it will never be done. A truly educated individual continues learning long after the hours and years he spends in the classroom because he is motivated from within by a natural curiosity and love for knowledge. Dr. Montessori felt, therefore, that the goal of early childhood education should not be to fill the child with facts from a pre-selected course of studies, but rather to cultivate his own natural desire to learn.
- b) In the Montessori classroom this objective is approached in two ways: first, by his own choice rather than by being forced; and second, by helping him to perfect all his natural tools for learning, so that his ability will be at a maximum in future learning situations. The Montessori materials have this dual long-range purpose in addition to their immediate purpose of giving specific information to the child.

HOW CHILDREN LEARN

1) ABSORBENT MIND

- a) The use of the materials is based on the child's unique aptitude for learning which Dr. Montessori identified as the "absorbent mind".
- b) In her writings she frequently compared the young mind to a sponge. It literally absorbs information from the environment.
- c) The process is particularly evident in the process which a two year old uses to learn his native language, without formal instruction and without the conscious, tedious effort which an adult must make to master a foreign tongue.
- d) Acquiring information in this way is a natural and delightful activity for the young child who employs all his senses to investigate his interesting surroundings.
- e) Since the child retains this ability to learn by absorbing until he is almost seven years old, Dr. Montessori reasoned that this experience would demonstrate basic educational information to him.
- f) Over sixty years of experience have proved her theory that young children can learn to read, write and calculate in the same natural way that they learn to walk and talk.
- g) In a Montessori classroom the equipment invites the child to work at his own rate of interest and readiness.
- h) Dr. Montessori always emphasized that the hand is the chief teacher of the child.
- i) In order to learn there must be concentration, and the best way a child can concentrate is by fixing his attention on some task he is performing with his hands. (The adult habit of doodling is a remnant of this practice.)
- j) All the equipment in a Montessori classroom allows the child to reinforce his casual impressions by inviting him to use his hands for learning.

REV-8/05

Countryside Montessori Staff Handbook
THE IMPORTANCE OF THE EARLY YEARS

1) RESEARCH

- a) In the *Absorbent Mind*, Dr. Montessori wrote, "The most important period of life is not the age of university studies, but the first one, the period from birth to the age of six. For that is the time when man's intelligence itself, his greatest implement is being formed . . . At no other age has the child greater need of an intelligent help, and any obstacle that impedes his creative work will lessen the chance he has of achieving perfection."
- b) Recent psychological studies based on controlled research have confirmed these theories of Dr. Montessori. After analyzing thousands of such studies, Dr. Benjamin S. Bloom of the University of Chicago wrote in *Stability and Change in Human Characteristics*, "From conception to age 4, the individual develops 50% of his mature intelligence; from ages 4 to 8 he develops another 30% . . . This would suggest the very rapid growth of intelligence in the early years and the possible great influence of the early environment on this development."
- c) Like Dr. Montessori, Dr. Bloom believes "That the environment will have the maximum impact on a specific trait during that trait's period of most rapid growth." As an extreme example, a starvation diet would not affect the height of an eighteen year old, but could severely retard the growth of a one-year old baby. Since 80% of a child's mental development takes place before he is eight years old, the importance of favorable conditions during these years can hardly be over emphasized.

2) SENSITIVE PERIODS

- a) Another observation of Dr. Montessori's that can be reinforced by modern research, is the importance of the sensitive periods for early learning. These are periods of intense fascination for learning a particular characteristic or skill, such as going up or down steps, putting things in order, counting or reading.
- b) It is easier for the child to learn a particular skill during the corresponding sensitive period than at any other time in his life.
- c) The Montessori classroom takes advantage of this fact by allowing the child freedom to select individual activities that correspond to his own periods of interest.

REV-8/05

AGES AND STAGES

1) Normalization

- a) The most important single result of Dr. Montessori's work reveals that work accompanied by mental concentration is normal and causes all children to lose their superficial defects.
- b) This normalization is brought about by the child himself when he is given the freedom to use materials in his environment with care and precision. He soon begins to work and concentrate, coordinating his movements until the activity engages his whole personality.
- c) He may repeat the activity many times, but when his work is finished, he emerges calm and happy.
- d) He will then show the traits of all normal children: his movements become purposeful and controlled; he is happy and lively without making meaningless noise; he can choose his own occupations and work on them independently.
- e) The only way that someone could aid the child in this process is to give him opportunities for activity with encouragement and when concentration appears, the person leaves the child to work without interruptions while his critical development takes place, allowing the child to realize normality.

2) At What Ages?

- a) Although the entrance age varies in individual schools, a child can usually enter a Montessori classroom when he can be happy and comfortable in a classroom situation.
- b) He will begin with the simplest exercises based on activities that all children enjoy. The equipment which he uses at 3 and 4 will help him develop the concentration, coordination and working habits necessary for the more advanced exercises he will perform at 5 or 6.
- c) Parents should understand that a Montessori school is neither a baby-sitting service nor a play school. Rather, it is a unique cycle of learning designed to take advantage of the child's sensitive years when he can absorb information from an enriched environment.
- d) A child that acquires the basic skills of reading and arithmetic in this natural way has the advantage of beginning his education without drudgery, boredom, or discouragement.
- e) By pursuing his individual interest in a Montessori classroom, he gains an early enthusiasm for learning, which is the key to his becoming a truly educated person.

REV-8/05

TEAMWORK

1) Staff Teamwork

- a) When thinking of the well being of the child, preparation and care of the environment is the highest priority.
- b) Whether it be indoors or out, if we work together as a unit, not separate classes or separate buildings, we can make the experiences, transitions and education of all the children a time for them to feel liberated and confident.
- c) When children know all the details of their environment they will own it. When you own something, you feel it is important. You love and care for it, and use it to its full potential.
- d) As educators, we must at all times nurture the child's curious nature. We hope that they carry it with them as they grow and keep that desire to learn and to try.
- e) We must also nurture that desire in ourselves. We ask questions, try new and different things and hope we can pass that on to our children and students.
- f) We must remind ourselves and each other how important our work really is. We are entrusted with a generation and that generation's family. What a gift!
- g) We don't know of any job, other than ours, where you get knee hugs, and marriage proposals on a daily basis. We truly believe with all our hearts, all of us will leave something for these children to carry with them always . . .

REV-11/04

GOALS

1. LOVE - To provide a loving and relaxed environment where children's physical and emotional needs are met.
2. RESPECT FOR PEOPLE - To establish an atmosphere of respect for others and self.
3. RESPECT FOR ENVIRONMENT - To establish respect for the equipment and materials.
4. SELF CONTROL -To help the children develop self-control and a clear understanding of the expectations in this environment.
5. ROUTINE - To provide a routine that would foster stability and consistency.
6. CONSTRUCTIVE PLAY - To provide an environment where children will develop an enthusiasm for learning, exploring and creativity through the use of constructive play activities.
7. ACTIVE PLAY - To provide ample opportunity to develop coordination through physically active play.
8. SAFE ENVIRONMENT - To establish a safe environment, both inside and out.
9. OBSERVATION - To establish an observation system in which notes on children are kept.
10. SUPPORT PARENTS - To be supportive of parents, encouraging involvement, encouraging open and honest communication while using tact and discretion.
11. DEVELOP STAFF - To develop staff potential, improve their abilities, and to utilize staff input.
12. FOSTER INDEPENDENCE - To provide an opportunity to become independent and responsible through self directed and individualized activities.
13. PROMOTE PROBLEM SOLVING - To provide the children with appropriate alternatives to solve their own problems.
14. GROUP DYNAMICS - To learn to participate and function well in a group.

EMPLOYMENT

Employment

Hours & Time Cards

Attendance Policies

Sick/Personal Leave

Benefits

Training

Personnel Files

Non-Discrimination

Grievance Procedures

EMPLOYMENT

1) EMPLOYMENT

- a) Employment at Countryside is a voluntary one and either party may terminate the relationship when deemed necessary for any reason.
- b) All new employees are hired on a 90-day probationary period.
- c) New employees may be offered a position at Countryside if a position is available after the trial period.

2) EVALUATIONS

- a) Employees are evaluated informally on an ongoing basis. They are evaluated formally in writing at least once a year.
- b) Employees are given the opportunity to observe two other programs and are asked to give written feedback about those programs.

3) PAY

- a) Wages are set for each employee based on his/her experience, length of service, training, education, and job responsibilities. Points are awarded on this basis.
- b) A base wage of \$10.00/hour, with \$.20/point added is used to calculate your pay. A calculation sheet is available in the office.
- c) Salary increases take effect September 1st.

4) BREAKS

- a) Fulltime staff are scheduled for an hour or half hour meal break sometime during their shift. They may leave the building during this break and are not paid for this time.
- b) Fulltime staff may take up to two 10 minute unscheduled breaks during their shift. They are paid for these breaks and may not leave the school property and must be available as needed by the school. Breaks can be used to go to the bathroom, make a short phone call, stretch, get a drink, eat something or just relax.
- c) Except for break periods, employees will neither take incoming nor make outgoing calls or texts during work hours, except in case of emergency.
- d) If you expecting an important call, let the office know ahead of time.

HOURS & TIME CARDS

1) HOURS OF WORK

- a) Employee schedules are posted in each room as well as a class schedule.
- b) Please modify your schedule to indicate what your job assignments are, making sure the schedule will work for both staff and children. If you need help, please ask.
- c) Because the school requires flexibility of its staff, staff members are required to work where and when needed.
- d) Remember, as always, BE ON TIME. Come early so you have time to take care of personal business. Report to duty at your scheduled time.
- e) We are a team at Countryside. If one member is not there on time and/or returns from their breaks late, the other members must do that person's work. This creates hard feelings over time. We are counting on you!

2) TIMECARDS

- a) Staff are paid twice a month on the 5th and 20th, or on the working day that comes closest to that day.
- b) The first payroll period runs from the 1st to the 15th and the second runs from the 16th to the end of the month. Please circle the day worked on time card.
- c) Indicate the time you arrived, the amount of time you took a break, and when you left.
- d) This should be the same as what Trie or Christine have scheduled. If it is different for any reason, indicate the reason in the comment column.
- e) You will be paid for the time if it was approved.
- f) Total the number of hours worked each day, subtracting your break.
- g) Purchases you make for classroom supplies will be reimbursed by Countryside if prior approval was given. Receipts should be attached to the timecard with a total indicated in the supply box. Payment will be added to the next paycheck.
- h) Put the completed timecard in the cubby marked "completed time cards" in the staff cubbies by 3:30 of the last day of the pay period.
- i) Staff may elect to have Direct Deposit of their paycheck into their account by filling in a Direct Deposit form. It takes several payroll cycles before Direct Deposit will become effective and takes three business days from payroll submission before funds are available. This means it may not always be available on 5th or the 20th depending on when those days occur.
- j) An example of how to fill out a time card can be found posted in the staff lounge.

Countryside Montessori Staff Handbook
ATTENDANCE POLICIES

1) POLICIES

- a) The school expects all staff to be regular and dependable in attendance. While we recognize you have valid reasons to be absent, your absence does adversely affect the center and the children.
- b) We ask that you do not schedule phone calls, doctor's appointments, or other non-school related meetings during your work hours.
- c) The school reserves the right to accept or deny any personal leave time, leave of absence or vacation.
- d) Request all personal leave as far in advance as possible. Generally we plan to allow only one person off per day for personal leave, unless we are able to staff for you.
- e) Everyone depends on you to be on time and work your scheduled hours.
- f) If you are unable to meet your attendance obligations, let Christine know immediately, so arrangements can be made to keep the school properly staffed.
- g) The school reserves the right to hire someone else to work your position if you are unwilling or unable to work your scheduled hours.
- h) If you would like to be re-hired, the school will consider you for the first available opening for which you are qualified.

2) CALLING IN SICK

- a) Staff are required to be at work on time and call the staffing person if they are going to be late, ill or otherwise going to be absent.
- b) Please call at least 2 hours before your shift begins.
- c) If you have accumulated hours, those hours can be paid for your absence.
- d) Please call the school (425-823-2211) by the end of your scheduled shift whether or not you will return the following day to allow the school to hire a sub and to inform your coworkers.
- e) If your health does not permit regular attendance, the school reserves the right to hire someone to take your place.
- f) Christine (425-823-1148) is the staffing person. If she is not available call Jacob (206-948-6281). Please call and leave a message rather than text.

3) SUBSTITUTES

- a) Be sure to leave instructions for the substitute on your personal schedule.
- b) Substitutes will be hired by the office.

REV-2/12

SICK/PERSONAL LEAVE

1) ATTENDANCE

- a) Arrangements will be made to keep the school properly staffed.
- b) A leave-of-absence may be granted by the school for a specific length of time.
- c) The time is dependent upon the school being able to find a replacement for you in your absence.
- d) The school reserves the right to hire someone else to work your position if you are unable or unwilling to fulfill your obligations.
- e) If you would like to be re-hired, the school will consider you for the first available opening for which you are qualified.

2) PERSONAL LEAVE

- a) Employees may take a personal leave without pay.
- b) Personal leave may be granted for the following reasons:
Parental Leave, Maternity/Paternity Leave, Funeral/Bereavement Leave, Military Leave, Jury Duty, Vacations, Medical Leave, Other.

3) REQUESTING TIME OFF

- a) Please request personal leave as far in advance as possible.
- b) Generally we like to schedule only one person off at a time to keep the school properly staffed.
- c) Requests should be in writing on the pink request forms.
- d) The office will let you know if the request was denied.

4) SICK LEAVE

- a) The health of our employees, who care for the children, is very important to us.
- b) If a teacher is not feeling well it is more difficult for them to interact positively with the children.
- c) Mental health is as important as physical health.
- d) We require all staff with a reportable communicable disease to avoid contact with children unless approved in writing by a health care provider.
- e) We recommend up-to-date immunizations for persons working directly with children to protect your employment if an outbreak occurs.
- f) Please call the school and the staffing person as soon as you feel you are unable to work so we can arrange a substitute for you. Kindly let the school know when you will be returning.

REV-2/12

BENEFITS

1) QUALIFICATIONS

- a) Teaching staff and administrators who have a position and are scheduled to work 6 hours or more per day qualify for benefits.
- b) All employees must be employed 6 hours or more for 3 months to be eligible for benefits.
- c) Staff on a leave of absence may elect to continue their benefits but must pay the full cost.
- d) After leaving Countryside, staff may continue their benefits through COBRA as long as they pay the full cost of those benefits by the 20th of the month before the benefit payment is due.
- e) Staff should meet with the Benefit Coordinators to plan and set-up what benefits they would like to have. Selection and payment is the responsibility of the employee.

2) BENEFIT HOURS

- a) Fulltime staff are paid on school holidays.
- b) Fulltime staff are paid on Snow days. Follow Lake Washington school district's snow closures.
- c) As an incentive to be on time everyday and have perfect attendance, staff are given $\frac{1}{2}$ a day's ACC hours for each full pay period of work. If you are late or absent during a pay period, you will not have worked a full pay period and therefore not be eligible to earn the incentive hours.
- d) If you switch hours with another worker, be sure to indicate that on your timecard to be considered for incentive hours.
- e) ACC hours are paid as bonus hours when you are absent or need to use them.

3) BENEFITS

- a) Currently an employee may choose from health insurance, dental insurance, childcare, AFLAC and SIMPLE IRA.
- b) Countryside may contribute 75% towards the costs of group health insurance, 75% towards the cost of group dental, 30% off childcare, and up to 3% of your yearly wages in matching funds to your SIMPLE IRA.
- c) All contributions will be given as payment for selected benefits.
- d) An employee may elect not to use all the employer contribution. Contributions cannot be saved or used retroactively.
- e) By enrolling in the 125 Plan and using the Salary Redirection Agreement, benefits can be deducted pre-tax or post-tax as required by law.

TRAINING

1) TRAINING CLASSES

- a) The school sponsors some training classes and will pay for the employee to take these classes. This includes training needed for the employee to perform the job.
- b) Other classes that the employee elects to attend are not paid for by the school.
- c) STARS offers scholarships to offset the cost of training.
- d) Training classes are announced in the newsletter or at staff meetings.
- e) Christine will let you know if you would benefit from attending a particular class.
- f) 45 hours of training each year are needed to receive training point on the salary calculation sheet. Training includes but is not limited to: Fall and Spring In-service, Montessori Training, and Observations.
- g) Employees need to attend the 20 hours of STARS basic training within 6 months of being hired as a fulltime staff member.
- h) First Aide(every 2 years), CPR(every 2 years), AIDS(once), Blood borne Pathogens(yearly), CPS training(once) are all required trainings by the state and must be kept up to date by each staff person.

2) SPECIAL PROGRAMS

- a) Staff are expected to participate in the special programs and projects scheduled throughout the year.
- b) This includes holidays, graduation, open houses, conferences, training evenings, and parent programs.
- c) Parent programs are arranged throughout the year to inform parents about our program and teach parenting skills.
- d) Special meetings will be called to make materials, discuss problems or issues, or as in-services.

PERSONNEL FILES

1) FILE RECORDS

- a) Every applicant must fill out an application. Applications will be kept active for 6 months. If you wish to reapply, you may do so.
- b) Every candidate, an applicant being considered for a job, will be interviewed and answer the interviewing questionnaire orally.
- c) References may be checked either by phone or in writing.
- d) Copies of transcripts, diplomas, and certificates to verify education should be given to the school to put in the applicants file.
- e) An experience record will be kept on all staff indicating what experience they had before working at Countryside. Partial credit will be given for part time or part year work. Staff will complete a W-4 form that correctly indicates their payroll deductions. If any changes are necessary, staff will complete a new form to indicate those changes.
- f) Staff will give the school a written copy of their TB Test. Any person testing positive must supply a chest x-ray to verify a negative test result. Please update your TB test at least every 10 years.
- g) An employment Eligibility Verification I-9, required by the U.S. Immigration Naturalization Service, must be completed. Employer will keep for 3 years after hired or if worked less than 3 years, 1 year after termination whichever is longer.
- h) A copy of your Washington State Driver's license is needed to verify information given on the I-9 Form.
- i) A social security card is necessary to verify information given on the I-9 Form.
- j) Alien Registration, if applicable, is needed to verify information given on the I-9 Form and to establish that you are legally able to work in the United State.
- k) A background and criminal history check will be sent to the Department of Social & Health Services.

2) TRAINING

- a) Staff will maintain current training and give the school a copy of their card in First Aide, CPR, CPS, HIV/AIDS, Blood-borne Pathogens.
- b) All teachers will enroll or give a copy of the 20 hour STARS Teacher Training within 6 months of employment.
- c) All teachers will be enrolled in Montessori Teacher Training or present a copy of their certificate.
- d) All teachers will complete at least 10 hours of continuing STARS training each year and present proof to the school.

NON - DISCRIMINATION

- 1) The school is an Equal Employment Opportunity employer and hires the best available person for each job. We maintain a non-discriminatory policy when hiring employees and accepting children into the Center. All employees are expected to respect this policy.
- 2) Countryside Montessori does not discriminate on the basis of race, creed, religion, color, national origin, sex, sexual orientation, age, marital status, Vietnam era veteran status, disability, or any other consideration made by federal, state or local laws except:
 - i) Staff must be at least 16 years of age to work with supervision; and,
 - ii) Staff must be at least 18 years of age to be left in sole charge of a group of children.
- 3) To comply with applicable laws ensuring Equal Employment Opportunity to qualified individuals with a disability, Countryside will make reasonable accommodations unless undue hardship would result.
 - i) The individual with the disability should make the request and specify what accommodation is needed to perform the job.
 - ii) Countryside will then evaluate whether that accommodation can be made or whether it would impose an undue hardship.
- 4) Complaints related to non-discrimination should be given to the Director in written form. Countryside will quickly and fairly try to resolve the complaint and will not retaliate or allow other staff to retaliate concerning a reported issue. If it is determined that unlawful discrimination has occurred, effective remedial action will be taken, up to and including termination of the offender.
- 5) Countryside employs more than 15 (full & part-time) employees, therefore:
 - (1) Countryside is accessible to people with disabilities.
 - (2) A non-discrimination policy is posted.
 - (3) The Director is the coordinator to oversee compliance with Section 504 (related to people with disabilities).
 - (4) People who are not fluent in English are not denied services.
 - (5) Complaints of discrimination should be given in writing to the Director.

Countryside Montessori Staff Handbook
GRIEVANCE PROCEDURES

1) CONFLICT

- a) If there is problem/conflict with a co-worker, supervisor, director, board of directors, or working conditions, the staff member should voice that complaint in writing to the office or schedule a time to discuss the situation with the Director/s.
- b) Staff can discuss the issue at the next staff meeting or meet with the administration individually to correct the problem.

2) DISCIPLINARY ACTION

- a) Disciplinary action in the form of a verbal or written warning will be taken against an employee who is unable or unwilling to follow the policies and procedures as set forth in this staff handbook.
- b) This includes, but is not limited to: attendance, lateness or early quit, rudeness, unsatisfactory work quality, carelessness, failure to follow instructions, willful damage to material or equipment, violation of school policy or procedures, insubordination, violation of safety rules, or working on personal matters at work.
- c) The staff member has the opportunity to work with the administration to correct the problem. A time limit will be given for the change to occur.

3) TERMINATION

- a) A staff member who is unable or unwilling to follow the policies and procedures as set forth in the staff handbook after corrective action, will be given written or verbal notice of termination.
- b) Any illegal action as set forth in the DSHS daycare licensing requirements found in the Minimum Licensing Guide (A copy can found above Christine's desk in the office) will be grounds for immediate dismissal.
- c) No severance pay is available and the school will not contribute towards the payment of benefits after a staff member has been dismissed.
- d) If termination is due to reduction in force, the school will try to reassign staff to another position for which they are qualified.

4) RESIGNATION

- a) Staff can notify Countryside of their intent to resign when deemed necessary for any reason.
- b) The school would appreciate at least a 2-week notice being given.

REV-8/05

JOB DESCRIPTIONS

Support Staff

Teaching Staff

Administration

Countryside Montessori Staff Handbook
JOB DESCRIPTION FOR SUPPORT STAFF

1) PURPOSE

The person selected for this position will be responsible for assisting the teacher in the general supervision and management of a group of children providing a warm, nurturing, safe and loving environment where self concepts are enhanced, independence encouraged and individuality respected.

2) KEY RESPONSIBILITIES

- a) Maintaining professional attitudes and loyalty to the school at all times.
- b) Helping promote the emotional, physical, intellectual and social needs of both the individual and the group.
- c) Interacting, initiating and encouraging the children in activities, providing nurturing to help the children become independent.
- d) Helping prepare an orderly, clean environment by helping with the household tasks
- e) Implementing the daily program based on a curriculum outline giving input into the program.
- f) Seeing that the program goals and developments are implemented.
- g) Establishing and maintaining good communication with parents on a daily informational basis.
- h) Assisting the teacher in record keeping by passing on observations regarding the children's health, behavior and development.
- i) Using appropriate and positive discipline treating all children with dignity and respect.
- j) Attending all staff meetings and recommended training programs and conferences and assisting in public relations sponsored by the school.
- k) Preparing materials needed in the program, putting away all outdoor equipment before leaving.
- l) Assisting the Teacher in any other appropriate ways

3) REPORTING RELATIONSHIPS

- a) Reports to Teacher on any changes regarding children, parents or program.
- b) Reports to Director on any staff matters.

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Countryside Montessori Staff Handbook

4) LIMITS OF AUTHORITY

- a) May take action without reporting: when conducting a program as planned.
- b) May take action but must report: any unusual incidents or accidents; when disciplining a child; when discussing a child with a parent.
- c) Must have Director's Approval: to change planned activities; to release child to an unauthorized person; to take time off; to change shift hours; to set up a meeting with a parent; to express a viewpoint contrary to teacher's.

5) QUALIFICATIONS

- a) Must be at least 16 years of age.
- b) Sensitive to children's individual needs.
- c) Ability to relate sensitively and joyfully to children and adults.
- d) Evidence of emotional stability and maturity.
- e) Evidence of sufficient security and judgment to handle crisis situations and to use supervision constructively.
- f) Physical stamina and dependability.
- g) Ability to recognize and record significant individual and group behavior.
- h) Ability to relate to staff and follow directions.
- i) Ability to use appropriate and positive discipline.

6) TIME COMMITMENT

2-8 hrs. per day depending on scheduling and Center's needs.

REV-8/05

Countryside Montessori Staff Handbook
JOB DESCRIPTION FOR TEACHING STAFF

1) PURPOSE

The person selected for this position will be responsible for the general supervision and management of a class of children providing a warm, nurturing, safe and loving environment where self concepts are enhanced, independence encouraged and individuality respected.

2) KEY RESPONSIBILITIES

- a) Maintaining professional attitudes and loyalty to the school at all times.
- b) Gearing the program to meet the emotional, physical, intellectual and social needs of both the individual and the group.
- c) Interacting with the children to encourage their involvement in activities.
- d) Preparing a warm and safe environment that is orderly, clean and appealing and permits the child to grow and explore.
- e) Planning and implementing the daily program based on a curriculum outline allowing all team members to have input into the program.
- f) Supervising, training and evaluating staff to keep staff informed of program goals and developments.
- g) Establishing and maintaining good communication with parents through teacher conferences twice a year and on a daily informational basis, and with monthly newsletters.
- h) Observing, recording and reporting significant individual and group behavior; maintaining all records and files.
- i) Using appropriate and positive discipline treating all children with dignity and respect.
- j) Attending all staff meetings and recommended training programs and conferences and assisting in public relations sponsored by the school.
- k) Ordering new equipment and supplies and preparing materials needed in the program.
- l) Assisting the Director in explaining the program to visitors, and in any other appropriate ways.

3) REPORTING RELATIONSHIPS

Reports to Director on any staff matters and any significant changes regarding children, parents or program.

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Countryside Montessori Staff Handbook

4) LIMITS OF AUTHORITY

- a) May take action without reporting: to assign staff responsibilities within a program; to change room arrangement; to discipline a child in a loving and positive way; to discuss child's activity with parent.
- b) May take action but must report: to tell parents about sick child; to change curriculum for the program, to leave the building with the children; to report an accident needing medical attention or other significant incident.
- c) Must have Director's Approval: to transfer child to another class; to remove a staff person; to order new equipment; to release child to an unauthorized person; to take time off; to refer parents to outside resources; to change shift hours; to use irregular behavior modification with any child.

5) QUALIFICATIONS

- a) Must be at least 18 years of age.
- b) Trained or in the process of being professionally prepared to be a teacher of young children - Montessori Training or ECE certified.
- c) Ability to relate sensitively and joyfully to children and adults.
- d) Evidence of emotional stability and maturity.
- e) Evidence of sufficient security and judgment to handle crisis situations and to use supervision constructively.
- f) Physical stamina and dependability.
- g) Ability to recognize and record significant individual and group behavior.
- h) Ability to supervise aides and other personnel.
- i) Ability to use appropriate and positive discipline.

6) TIME COMMITMENT

40 hrs. per week maximum. Minimum 30 hrs. per week.

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Countryside Montessori Staff Handbook
JOB DESCRIPTION FOR ADMINISTRATION

1) PURPOSE

The person selected for this position will be responsible for the general supervision and management of the school providing a warm, nurturing, safe and loving environment where self concepts are enhanced, independence encouraged and individuality respected.

2) KEY RESPONSIBILITIES

- a) Shaping the program, leading, coordinating, making decisions, developing and maintaining a quality school.
- b) Ensuring the program meets the emotional, physical, intellectual and social needs of both the individual and the group by providing sound guidelines through handbooks and leadership.
- c) Recruiting children, processing applications, determining tuition, placing children, maintaining maximum enrollment, and keeping required records on the children.
- d) Providing a warm and safe environment that is orderly, clean and appealing and permits the child to grow and explore by supervising staff effectively.
- e) Supervising the program daily, observing and evaluating and acting as a resource person for teachers.
- f) Hiring, orienting, supervising, training and evaluating staff to keep staff informed of program goals and developments.
- g) Establishing and maintaining good communication with parents through newsletters, monitoring staff-parent communications, and conferring with parents about complaints, difficulties the child is experiencing on a daily informational basis.
- h) Maintaining personnel records, reviewing time cards, maintaining all records and files, providing adequate staffing.
- i) Using appropriate and positive discipline treating all children and staff with dignity and respect.
- j) Planning all staff meetings and recommending training programs and conferences and preparing public relations events and materials.
- k) Maintain and purchase inventory of equipment and supplies as needed and keep the Center financially sound.
- l) Keeping abreast of new developments in Early Childhood Education by attending conferences, training sessions, and reading and by communicating this information to staff, and parents.

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3) LIMITS OF AUTHORITY

- a) May take action without reporting: to assign staff responsibilities within a program; to discipline a child; to discuss child's activity with parent; to interview and intake a child; to pay bills to deposit money.
- b) May take action but must report: to tell parents about sick child; to change curriculum for the program, to leave the building with the children, to deviate from the Center's policies.
- c) Must have Director's Approval: to transfer child to another class; to remove a staff person; to order new equipment; to release child to an unauthorized person; to take time off; to refer parents to outside resources; to change shift hours.

4) QUALIFICATIONS

- a) Must be at least 21 years of age with at least 5 years experience in the area of early childhood education, as well as knowledge and experience in the fields of management and finance.
- b) Trained professionally to be a teacher of young children as well as demonstrate high personal integrity and the ability to delegate judiciously.
- c) Ability to relate sensitively and joyfully to children and adults and to see when a person may need special medical or psychological help.
- d) Evidence of emotional stability and maturity.
- e) Evidence of sufficient security and judgment to handle crisis situations and to use supervision constructively.
- f) Physical stamina and dependability.
- g) Knowledge of general learning theories and curriculum development as well as a demonstrated ability to develop new and imaginative programs. Articulate in making prepared and extemporaneous talks.
- h) Ability to supervise aides and other personnel guiding them in the area of curriculum planning, in-service training, program goal setting, lesson plans, and establishing procedures for evaluating the children's progress.
- i) Ability to use appropriate and positive discipline.

5) TIME COMMITMENT

40 hrs. per week maximum. Minimum 20 hrs. per week.

REV-8/05

Countryside Montessori Staff Handbook
GENERAL INFORMATION

Procedures

Image

Dress Code

Communications

Confidentiality

Discipline

Arrival/Departure

Late Fees

Playground

Meetings

Holidays

Special Programs

PROCEDURES

- 1) When people are working together, it is necessary to have common procedures to provide consistency. The purpose of these procedures is not to impose unfair restrictions or limit the rights of anyone, but to define and protect all.
 - a) SUPERVISION - Children are supervised at all times.
 - b) QUIET VOICE - Use a quiet, confident tone of voice when speaking to a child and in communication with each other and parents.
 - c) LISTEN - Speak to the child with your face at his level and listen to what he/she is saying without interrupting. Be ever ready to answer the call of the child who stands in need of you and ever listen and respond to the child who appeals to you.
 - d) PREPARED ENVIRONMENT - Be active in preparing the environment. Take meticulous and constant care of it. Help the child establish constructive relations with it. Show the proper place where the activities are kept and demonstrate their proper use.
 - e) REDIRECT - Interest the child in desirable behavior. Make your suggestions positive ones. Help those who are in search of activity and cannot find it.
 - f) INDEPENDENCE - Encourage the child all you can to be independent in his actions and in his play. Make your ready presence felt to the child who searches and avoid interrupting the child who has found work.
 - g) REPETITION - Be untiring in repeating presentations to the child.
 - h) RESPECT - All children, co-workers, parents and visitors should be treated with kindness, friendliness, patience and respect. Always treat the child with good manners and offer him/her the best you have in yourself and at your disposal.

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IMAGE

1) PROFESSIONAL APPEARANCE & ATTITUDE

- a) Staff are expected to maintain a positive, professional manner in their appearance, dealings with children and parents, and representation of the school to the general public.
- b) Staff should maintain a professional attitude at all times.
- c) Staff will behave in a professional manner and treat the children with respect and in a developmentally appropriate manner.
- d) Staff should "model" appropriate behavior while at school.
- e) A dress code is posted in the staff lounge if you are unsure of what is meant by professional appearance.

2) CLASSROOM ETIQUETTE

- a) There is no gum allowed at school. Gum is difficult to remove from floors, hair and can be swallowed or choked on by young children.
- b) Coffee or hot liquids need to be in a covered spill proof container.
- c) Staff may not drink soft drinks during class or daycare because they leave rings on the shelves and the children are not permitted to drink them at these times.
- d) No smoking, drinking or illegal drugs on site.
- e) No guns or dangerous weapons on site.
- f) We do not allow children to sit on tables and staff need to model appropriate behavior.
- g) We teach children to walk inside and be respectful of others who are working on the floor. Children should learn to walk around the floor mats.
- h) If working on the floor, children should be taught to put their activities on a mat so the activities will not get walked on and so no one will walk on their work.
- i) Children need to be taught to tuck in their chairs whenever they get up. This makes it easier to walk in the room and keeps the room orderly.
- j) Children should also keep their tummies to the table when eating to help keep crumbs on the table rather than the floor.
- k) All four legs of the chair need to remain on the floor for safety.
- l) Every child is to learn to put away their things after they are done with them. Children that are too young to put them away themselves should help or watch the teacher do it for them. Teachers should model this by putting their activities away after using them.
- m) Generally children should have only one activity out at a time. This helps keep the class in order and teaches the child ownership and finish what they began. Teachers need to model this behavior as well.

REV-8/05

Countryside Montessori Staff Handbook

Countryside Montessori Dress Code

It is important to remember that we serve lots of different kinds of families with lots of different cultural and ethnic backgrounds. We like to foster individual style in clothing, but we encourage staff to dress conservatively. Some cultures are repulsed by current styles and we don't want to alienate them. Some fathers will leer at you if you dress in a revealing way. So to help you make appropriate selections; here are Christine's and Trie's thoughts about dressing.

- **Hair** - wash, brush & comb and keep it out of your eyes
- **Hair Styles** - nothing outrageous like Mohawks or dreadlocks
- **Jewelry** - don't wear dangly stuff that children can pull off to injure you
- **Tattoos** - cover them if offensive to general public
- **Cleanliness** - shower daily, clean hands and nails
- **Deodorant** - wear some, your smell should not be apparent
- **Perfume** - make it very subtle, hard to smell unless one is very close
- **Tummy** - cover it so when you bend over no skin shows
- **Underwear** - can wear it but make sure no one see it
- **Nipples** - no one should know you have any, cover them up
- **Bras and Bra Straps** - wear one as needed but straps should be covered
- **Upper thighs** - no one should ever see these, this means no short shorts or mini-skirts
- **T-shirts** - don't advertise alcohol, tobacco, drugs, or sex - think conservative
- **Maintain a neat appearance** - don't look like you slept in it the night before
- **Skirts** - should be able to sit on floor without underwear or upper thighs showing
- **Shoes** - should be able to run across the playground to help a child
- **Coats** - when we require the kids to wear them, you should wear one
- **Teeth** - keep them clean and sweet smelling
- **Chewing Gum** - no gum at school
- **Hats** - no hats inside
- **Sagging** - wear a belt, remember the underwear rule
- **Hang up your stuff** - don't put your stuff all over the place, have a place to hang it

Remember you are not at your school, a rock concert, or out with friends. You are working at a prestigious Montessori school. You are a representative of the school and people judge our school by how you look. If you are concerned after reading this list and wonder, does this apply to me? Come and talk to Trie and Christine and we will let you know. We are telling you our expectations so you can feel comfortable and know that you are dressed for success.

We really want you to look at what you are choosing to wear and make corrections as needed. It is embarrassing to you if we need to talk to you or send you home. We thank you for your cooperation.

Trie and Christine

REV-8/05

Countryside Montessori Staff Handbook
COMMUNICATIONS

1) STAFF LOG

- a) In the Staff Lounge is a notepad where staff can record important information they receive and would like others to know.
- b) Staff are encouraged to read the log and the log is used to prepare the agenda for the week's staff meeting.
- c) If you are expecting an important call, please write it on the log so you can get your call.

2) NOTES TO CHRISTINE

- a) Please place all notes to Christine on her desk.
- b) Please take a name and number of anyone interested in enrollment and she will return those calls.
- c) If parents express a concern about payments, enrollment or other problems, please write a short note to Christine or enter the information on the staff log.

3) NOTES TO TRIE

- a) Please write Trie a note if you have any questions concerning payroll, reimbursements or need supplies or repairs.
- b) You may also write her if you feel a schedule needs modification, you would like to modify your classroom or training is needed.
- c) She has a basket in the office.
- d) Be sure to write again if you feel the issue is not resolved to your satisfaction.

4) TEACHER'S CUBBIES

- a) Each teacher is given a cubby in the Staff Lounge for notes, pay checks, etc.
- b) Messages for staff will be placed in their cubby.
- c) Substitutes share a common cubby.
- d) Coats and personal belongings should be kept in your classroom but not in the bathroom.
- e) If you need help finding a place to keep your things, write Trie a note.
- f) Washrooms are located in each classroom. Locks have been placed on each door so your privacy can be protected.

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CONFIDENTIALITY

- 1) All notes to parents should be clipped to the child's sign-in sheet upside down or folded for privacy.
- 2) Information about clients will be maintained in a confidential manner, and will not be disclosed to unauthorized persons unless there is written permission from the parent(s) or guardian.
 - a) It is contrary to the interest of the Center and those we serve to give out information regarding children and their parents.
 - b) Such information should be held in strict confidence and should not be discussed with anyone outside the Center.
 - c) Inside the Center such information should be discussed only when it will benefit the care we offer the children and their parent.
 - d) Refer any questions on children, their performance, and parents to the office.
 - e) It is against the law to share information that will not enhance the care of the child.
 - f) Photos that are taken from cameras, digital video recorders, cell phones or any other device are property of Countryside Montessori. If you have taken a picture that you would like to share with a family, please send the photo to the office for approval and the office will email the photo to the family.
- 3) Staff should refrain from gossip and forms of conduct that could detract from the professionalism of the Center
- 4) Countryside is not affiliated with any religion. The staff are requested not to share their personal religious or political beliefs with the children or parents.
- 5) Discussions of problem behaviors or concerns about children or parents, should be discussed away from all children or parents.

DISCIPLINE

1) RESPECT

- a) All people are to be treated with respect at all times.
- b) Respect the child who takes rest or watches others working or ponders over what he/she has done or will do. Neither call him/her, nor force him/her to other forms of activity.
- c) Children should be taught to respect the environment and maintain an orderly classroom. Shelves and activities are to be kept neat and clean.
- d) Children are not allowed to bring toys from home for general use.

2) PROBLEM SOLVING

- a) Help children to solve or learn to solve their own problems.
- b) Concentrate on strengthening and helping the development of what is good in each child.
- c) Respect the child who makes a mistake and can then or later correct it him/herself, but stop firmly and immediately any misuse of the environment and any action which endangers the child, his/her development or others.
- d) If you are concerned about a child's behavior or progress, you can put a focus of concern on that child. At the weekly staff meeting, ask all staff to give you feedback about this child and any recommendations. Specialists may be brought in to help. Parents should be included. A plan should be developed to help the child. This plan should be modified as needed. Be sure to ask the Directors for help.

3) PREVENTION

- a) Discipline will take the form of intervention in preventing behavior that is potentially harmful to the child, other persons or property.
- b) Never speak ill of the child in his/her absence or presence.
- c) Countryside adheres to the Montessori method of education and behavior management methods.

4) CHILD ABUSE

- a) Corporal punishment is not to be used at this school.
- b) Cruel and unusual discipline, spanking, discipline hazardous to health, frightening, or humiliation discipline shall not be administered.
- c) Never touch the child unless invited by him/her (in some form or other.)
- d) Staff will report all suspected child abuse or neglect immediately to the Director.
- e) Staff will read *Guide to CPS* and be familiar with warning signs of possible abuse.

ARRIVAL/DEPARTURE

1) RELEASE OF CHILDREN

- a) Parents need to sign in and out each day upon arrival and departure with a full signature. Parents not signing-in or partial signatures should be reported to Christine.
- b) Children may only be released to authorized people. If the person is not listed, do not release the child until verbal contact is made with the parent. Contact the Director about the situation.
- c) If a person uses force, stall the offender while another staff member calls 911. Release the child, and call the police immediately if the person insists on taking the child. Try to get a license plate, a description of the person and the vehicle, and what direction they are traveling.

2) ARRIVAL PROCEDURES

- a) Unlock all gates and put the locks on the windowsill near the front door. Unlock all doors and turn on the lights. Check toilets to be sure they are fresh for the day. Check telephone messages and write messages as needed.
- b) When children arrive in the morning, be sure to greet both the child and the parent even with just your eyes or body movement.
- c) Help parents make a smooth transition and hold children who need help in separating from their parents.
- d) The good-bye line in Pre-K and the playground are good places for children to wave to their parents.
- e) Do not engage the parents in conversation when it is time for them to leave. This just prolongs the separation issue. Remember you are responsible for watching the children.

3) CLOSING PROCEDURES

- a) When parents come to pick-up their children, the children may change and be naughty or whiny.
- b) Greet the parent even with just your eyes or body movement.
- c) Help parents make a smooth transition and tell the child to clean up quickly and get their things together to leave.
- d) Do not engage the parents in conversation when it is time for them to leave. This prolongs the transition. Remember you are responsible for watching the children.
- e) Check telephone messages and write messages as needed. Check toilets to be sure they are fresh for the evening and that activities are all put away,
- f) Floors are swept and windows are closed. Lock all gates and lock all doors and turn off the lights.

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LATE FEES

1) LATE PROCEDURES

- a) If someone does not pick-up their child by 6:00 P.M., call the emergency numbers and ask for someone to come.
- b) If no one can be reached, call the director and ask for instructions. Do not leave the child.
- c) Stamp the child's sign-in page with the late stamp and indicate the time the child left the building.
- d) The office will bill the family.

PLAYGROUND

1) PLAYGROUND SAFETY

It is the responsibility of each person on the playground to look for safety violations.

2) PLAYGROUND SUPERVISION

- a) Remember to REDIRECT the child to the appropriate behavior.
- b) Teach them what to do so they learn how to use the outside environment as carefully as they use the inside environment.
- c) Be sure to move around the play area, frequently interacting with the children so you become a part of the environment and the children learn to trust that you are there for them.
- d) Remember to watch for safety and limit adult-to-adult interactions.
- e) Be sure to pick up the playground before the children go to class.

3) PLAYGROUND RULES

SANDBOX & WATERPLAY- Have children keep all toys and sand in the sandbox and water-play table. Children should put on boots for sandbox play.

BLOCK AREA - Keep blocks on mat; it keeps blocks from breaking and getting lost.

FENCE - Do not climb or stand on fences

DIGGING - Dig only in sandbox or garden.

BIKES - Bikes should be used in the bike area. Children should wear helmets. Put out cones to close the bike area to use for other activities.

BALLS - Keep on covered area or in the running area by the goats; less chance of hitting an unsuspecting person.

WOOD CHIPS - Wood chips are ground cover not toys

DRINKING FOUNTAIN - For drinking only; children are not to carry water in their mouths

ROUGH PLAY - Supervise the children to play respectfully

GARDENING - Keep it closed unless adding new material, gardening, watering or getting worms.

RABBITS - Keep closed and leave food and water alone; for safety of animal and children. If helping a staff member or petting a rabbit with a staff member present, be sure to wash hands with soap and water after leaving area.

GOOD BYE LINE - Line on pavement. No children should play between gate and the good-bye line; for safety of children.

RAINY DAY ACTIVITIES - Activities can be put out on rugs on rainy days. Be sure to put away activities after using.

CHEMICAL CUPBOARD - Cleaning tools and chemicals are kept in the cupboard. Be considerate of others and return the tools you use to their proper place promptly. Keep it locked at all times.

TOOL SHED - Tools for school maintenance are kept in the tool shed. Please write Evan a note if you need repairs done. This cupboard is kept locked at all times.

WOODWORK - Children must wear helmet to put nails in stumps. Supervise carefully.

REV-2/12

MEETINGS

1) Quality Meetings

- a) The ground rules for our meetings are as follows:
 - i) Everyone is equal;
 - ii) Present all ideas - Don't hold back;
 - iii) Be open - Don't criticize or critique;
 - iv) Listen - Don't interrupt;
 - v) Take risks - Don't be afraid to present new ideas;
 - vi) Focus on the subject - Don't wander;
 - vii) Let everyone participate.
- b) Christine will review the staff log and discuss any issues that have come up in the past week as well as review last week's notes.
- c) Please bring any issues that you want discussed.

2) Responsibility

- a) Staff Meetings are an integral part of the successful operation of the school and are scheduled weekly for 1/2 hour.
- b) You are responsible for understanding the information discussed in each staff meeting.
- c) One staff member from each class should plan to attend the meeting and report back.
- d) Always read the meeting notes. You are responsible for knowing the important information that was discussed. Be sure to sign the notes for your class and return to Christine.

REV-2/12

HOLIDAYS

1) HOLIDAYS

- a) At Countryside we have established traditions to celebrate the holidays.
- b) We feel children need to learn about the American culture and they are also lots of fun.

2) HALLOWEEN

- a) Halloween is a fun time to dress up and learn about Halloween safety.
- b) No masks are allowed.
- c) Classes go trick or treating with each other and enjoy the parade.
- d) There is also an annual pumpkin hunt with small pumpkins scattered throughout the play ground for the children to find.

3) THANKSGIVING FEAST

- a) In the Preschool building, the classes combine to have a Thanksgiving lunch.
- b) Parents bring in food and staff all help serve it on this festive day.

4) SPRING CONCERT

- a) Classes in the Preschool building will have opportunity to perform songs for the parents at our spring concert.
- b) This is an annual event that the parents look forward to and is a lot of fun.
- c) Each class sings about 5 songs complete with actions and/or musical instruments.
- d) The concert is usually held at Bothell Senior Center auditorium.

5) BOOK EXCHANGE

- a) The last day before winter break is our annual book exchange.
- b) Classes have enjoyed studying the various holiday traditions from around the world and culminate their studies with a visit from Santa and/or his helpers.

6) VALENTINE'S DAY

- a) Children bring Valentine's for their friends in their class to give out on Valentine's Day.
- b) What fun it is to get little love notes.

7) EGG HUNT

- a) Our annual egg hunt is exciting.
- b) Plastic eggs filled with candy are hidden on the playground for the children to find.
- c) Each class dyes hard-boiled eggs to put in their baskets.

Countryside Montessori Staff Handbook
SPECIAL PROGRAMS

1) FIELD TRIPS

We have decided because of the strict guidelines for taking children on field trips, to have guests come to Countryside rather than have the children leave Countryside to go on field trips.

2) GUESTS AND SPECIAL CLASSES

- a) Guest presenters are a special treat at Countryside.
- b) Staff need to remember they are still responsible for the supervision of the children at the event.
- c) Your class is welcome to attend if the entertainment is age appropriate.
- d) Be sure to help your children be respectful of the presenter and his/her equipment.

REV-8/05

CLASSTIME

Schedules

Circle Times & Transitions

Prep Time

Developing Program

Monthly Reports

Records

Classroom Reports

Communicating with Parents

SCHEDULES

1) CLASS SCHEDULES

- a) The center is open at 7:00 AM.
- b) Countryside has schedules posted for each class to follow.
- c) Classes are held from 9:00 am to 3:30 PM.
- d) Daycare whether inside or out is available before or after that time.
- e) The center closes at 6:00 PM.

2) STAFF SCHEDULES

- a) Schedules are posted for each staff member to follow.
- b) Each staff member is responsible that his/her schedule is correct.
- c) Modifications are made to make certain the needs of the children are being met and that the staff work together as a team.
- d) All modifications need office approval.
- e) If something isn't working and your class team can't figure out what to do. Please schedule a meeting with Trie to solve the problem.

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Countryside Montessori Staff Handbook
CIRCLE TIMES & TRANSITIONS

1) CIRCLE TIMES

- a) One teacher should conduct circle while the other teacher monitors circle.
- b) The circle monitor should discipline the children and help them learn to listen.
- c) The leader should lead the circle.
- d) Circles should begin with an interest getter, a song or game.
- e) Do not wait until all the children are present, just begin. It will call the child to come.
- f) When all the children have arrived, the lesson may be presented.
- g) The success of the circle is dependent on the monitor who supervises the children's behavior and helps in anyway the teacher needs.
- h) The children should be dismissed in a way that makes the transition smooth. Asking each a question, playing a game, or calling their name are just a few methods.

2) HANDLING TRANSITION TIMES

- a) Transition times are times when the children are going from one activity or place to another. Teachers need to communicate with each other.
- b) Teachers need to be aware of the schedule and anticipate the needs of the classroom. Teachers need to be sensitive to the needs of their coworkers and explain the schedule ahead of time if a sub or new person is working.
- c) Teachers must work together to make these times work smoothly.
- d) Generally one teacher leads and the other monitors.
- e) The lead teacher takes the kids to the new situation or place and the monitor follows along to get all the children there.
- f) It is important to clean up the environment before transitioning.
- g) Ask Trie if you are having difficulty with a transition.
- h) These are times when careful planning and follow through are a must.

3) DAYCARE ACTIVITIES

- a) Daycare activities should be easily put away and may be different from the regular classroom activities.
- b) The children need to be respectful of these activities as well as putting them away when they are done.
- c) Daycare activities need to be kept separately or a list posted so there is no confusion on what activities can be used for daycare.

REV-8/05

PREP TIME

1) EXPECTATIONS

- a) Prep time is a time for classroom teachers to prepare the activities, make lessons, write reports, and talk about individual children.
- b) Fulltime staff are allotted $\frac{1}{2}$ hour but you are on-call and may not leave the facility.
- c) It is not a time to get coffee, read magazines or visit socially with other teachers who are at work.
- d) If you need help to organize or plan your prep time, please talk to Trie.
- e) Use the time to plan for the upcoming month: write newsletter items, including amusing anecdotes from your classroom; talk and write in your classroom journal about how individual children are doing in your class; record individual children's progress reports; write monthly lesson plans and snack lists; plan bulletin boards; discuss scheduling;
 - i) Is everything getting done?
 - ii) Is everyone doing their assigned tasks?
 - iii) Are there tasks being missed? Who can do them?,
 - iv) Are you under-staffed or over-staffed and how can you make the best use of your staff?
 - v) Do you have any suggestions to make things work smoothly, efficiently and effectively?
 - vi) Prepare a shopping list.
- f) Check your teaching cupboards and files frequently to prepare lessons for your class. You are to add to the lessons available or complete those that are not finished or need repair. Check with Trie if you need help doing this.

2) CHILDREN'S RECORDS

- a) Please document unusual behavior or other information about a particular child on an incident report and put it in the office file.
- b) Record interesting things about each child to put in their classroom files. Things like, who they like to play with, what are their favorite activities or when they took their first step. This is great information to use in preparing report cards.

Countryside Montessori Staff Handbook
DEVELOPING PROGRAM

1) **RESOURCES**

- a) Resource files of activities are located in the staff lounge.
- b) Please be sure to return the material where you found it and always repair any activities so the next person can use it.
- c) Resource books are located in the staff lounge.
- d) Each classroom should have their own library of children's books.
- e) Additional books that are more specialized around the holidays or special units, can be found in the staff lounge.
- f) It's a good idea to visit the public library to keep the variety of books in your classroom interesting.

2) **COPY MACHINES**

- a) Please use only bond paper in the copy machines.
- b) Please only make the number of copies you need and put the original in a file in the staff lounge for future use.
- c) Put all typing requests in Jacob's basket.

3) **CLASS SUPPLIES**

- a) Supplies are purchased monthly. Please make requests when supplies are running low and well before they are gone.
- b) Broken activities are to be repaired or removed and thrown out.

4) **LAMINATING**

- a) The office staff will do any laminating your classroom needs.
- b) Large items will be laminated on the large laminator.
- c) Things the children regularly use will be laminated on the 5-mil laminator by Trie.
- d) One-time use things will not be laminated.
- e) Check with office if you are unsure.

REV-2/12

MONTHLY REPORTS

1) NEWSLETTERS

- a) Newsletter information and lesson plans should be turned in monthly along with your shopping list.
- b) Newsletters should contain information you want the parents to know about next month's lessons, developmental information and anecdotal incidents that everyone would enjoy.
- c) Remember to be careful to include all children in some way.

2) LESSON PLANS

- a) Lesson plans are done monthly and are a guide to help you plan your lessons, prepare your classroom, inform your parents, and keep motivation high.
- b) Trie would be glad to help you organize your lessons so that they are interesting, changing, developmentally appropriate and so each child attending your class has the opportunity to learn and not miss something.

3) SHOPPING LISTS

- a) Each class should post a shopping list so teachers can enter items they will need for the following month.
- b) Be sure to list things to repair or replace.

4) CLASSROOM FILES

- a) In your classroom, you should have a file on each of the children in your class.
- b) Parents fill out a classroom registration sheet each year with pertinent information.
- c) Please file progress records, anecdotal records and samples of the children's work.
- d) Read and utilize information in the children's files.
- e) Staff will complete an incident report on unusual behaviors and copies will be kept at the center and sent to the parent. The incident will also be noted on the accident log. These reports will be reviewed by the Director and discussed at the weekly staff meeting.

RECORDS

1) OFFICE FILES

- a) In the office are the registration papers that the parent's filled out to enroll their child.
- b) Here will be kept the yearly report cards, focus of concerns, incident reports and other important information.

2) INFORMATION PAGES

- a) By the office is an Emergency Book that has information pages of the children's emergency numbers.
- b) Be sure to write in the staff log if you call a parent and why so if Christine answers the phone she will know how to direct the call.
- c) Do not give out numbers to parents without permission.
- d) Update information pages as needed and put on a sticky note so Jacob can retype.

3) DAILY ATTENDANCE

- a) Each classroom should have a class list and attendance should be recorded daily.
- b) Please notify the office if a child is absent for more than 3 days.

4) LISTS

- a) A snack list should be posted in each room where you can record what snacks were provided to the children. These should be filed monthly in the office. Please serve the snacks listed on the published snack list.
- b) When a child is injured be sure to send home a personal accident report. Parents should be called if their child will look different from the way they looked when they arrived. Head injuries or accidents requiring more than TLC, ice, or a band aid, should be recorded on the Staff log.
- c) When a child is ill be sure to fill out an illness form. We follow the current health department recommendations for illnesses.
- d) Please complete an incident report if a child has a problem behavior that has consequences attached to let the parents know.
- e) Every classroom should have an allergy sheet posted listing children that have special needs.

REV-2/12

CLASSROOM REPORTS

1) OPEN HOUSE

- a) At the beginning of each school year we have an open house where teachers can inform parents about their plans for the year and parents can ask questions.
- b) All staff are introduced at this meeting and all staff should plan to attend the open house.

2) CONFERENCES

- a) Twice during the year in the fall and in the spring, parents come for conferences with their child's teachers.
- b) Conference should last 15 - 20 minutes and should discuss the child's attitude, behavior, work habits and achievements at school.
- c) Parents and staff can work together as a team when they share information at these meetings.
- d) Parents and staff need to understand each other's goals and work together to help each child succeed.
- e) Infants do not hold conferences unless requested by a parent because they have daily communication with their parents.

3) REPORT CARDS

- a) Once a year in June written report cards or progress reports are given to the parents.
- b) Each classroom is asked to complete a report based on developmental and academic levels of achievement.
- c) Comments are also included.
- d) Copies of these reports should be filled in the child's file in the office.

4) DIPLOMAS

- a) At the end of June, we have a graduation where children receive diplomas for attending the various classes at Countryside.
- b) Diplomas recognize the child's participation in the various classes at Countryside.
- c) Each class performs a few songs or a poem for the parents who are able to attend.
- d) This is followed by a picnic.
- e) Children moving up mid-year can receive a diploma. Request a copy from the office.

Countryside Montessori Staff Handbook
COMMUNICATION WITH PARENTS

1) NOTES TO PARENTS

- a) Be sure to have Christine read all notes you send to parents.
- b) She needs to be able to support what you have communicated to the parents should they call the school.
- c) She will also make certain everything is spelled correctly and communicated professionally.
- d) Do not write confidential information on daily sheets.

2) TALKING TO PARENTS

- a) Be sure to remember to make your communications with parents brief and always remember you are to watch the children first.
- b) If there is something that is confidential, inflammatory, or needs your full attention, ask for a conference or excuse yourself and take it to the office where the proper attention can be given the issue.
- c) Never reveal information about other children in cases of illness, biting, family crisis or other personal information.

3) PARENT BULLETIN BOARDS

- a) Each classroom has a bulletin board where information can be put about your class.
- b) The office will post any illnesses that parents need to be aware of.
- c) Special afternoon program information can be found in the Preschool Building hallway bulletin board.
- d) Be sure to place advertising not related to Countryside and other information on the Outside Bulletin board.
- e) Each teacher should have a picture, their name, hours and short background description posted.
- f) Parent night information will be posted on the doors about a week before the event.

4) COMMUNICATION WITH STAFF

- a) Each classroom has a notebook where information can be put about your class, different pickups, concerns etc.
- b) Be sensitive to coworkers and keep the log for information, not venting. State the issue and request help to solve the problem.
- c) Keep the notebook hidden from parents to protect confidentiality.

REV-8/05

CLEANING

Cleaning

Hand washing

Cleaners

Diapering

Toilet Training

Potty Accidents

CLEANING

1) CLEANING

- a) Teachers are responsible to see that their classrooms are kept clean. Some activities will need to be cleaned more frequently than others.
- b) Teachers should divide up the responsibilities so everyone shares the duties.
- c) These tasks should be listed on your personal schedule.
- d) It is important to establish routines to help cleaning go smoothly. After a snack or work period, one teacher should spray and sanitize the tables.
- e) If you need help developing these routines or would like the routines to be posted, let Trie know.

2) CLEANING PROCEDURES

- a) Plastic toys are washed in soap and water and dipped in a disinfectant solution for a minimum of 1 minute and allowed to air dry. Toys that cannot be easily dipped are sprayed with disinfectant and allowed to air dry (i.e. Battery operated toys)
- b) Cloth toys are washed weekly in the washing machine and put in the dryer.
- c) Other laundry is washed in the washing machine and put in the dryer daily as it becomes soiled.
- d) Tables used for food serving will be washed and disinfected, then wiped with a wet wash cloth, before and after each meal or snack.
- e) High chairs, cribs, mats, swings, and infant seats are washed and disinfected daily or after use by each child.
- f) Floors are washed and disinfected daily or more frequently as needed.
- g) Rugs and carpeting will be vacuumed daily in all areas. Tile floors are washed daily usually after lunch and swept as needed.
- h) Toilets need to be sanitized all over. Generally you can spray the outside and wipe it and then add cleanser to the bowl and brush, then flush. Accidents must be cleaned up as soon as they occur. Check walls and other areas for cleanliness.
- i) Hand washing sinks will be washed and disinfected daily or more frequently as needed.
- j) Dishes need to be kept clean daily. Dishes that need to be washed need to be washed with soap and water and sanitized afterwards and left to air dry.
- k) Only spray disinfectant on tables, toys, etc. when children are not in the vicinity.
- l) Chemicals at Countryside: Bleach or Virex (Blue chemical) - Disinfectant /Sanitizer, Comet or Spitfire (Pink Chemical) - Toilets & Power Cleaner like 409, Stride - General Purpose Cleaner - Daily mopping.

REV-2/12

HAND WASHING

- 1) Hand washing is the single best way to reduce or stop the spread of germs that cause illness.
- 2) Staff and children should wash their hands when they arrive, before handling foods, after toileting, after outdoor play, and after contacting body fluids.
- 3) Staff need to teach children the proper way to wash. Be sure to use soap and rub for at least 10 seconds.
- 4) Hand washing posters should be mounted by each sink.
- 5) Purell hand sanitizer dispensers are located on all outdoor playgrounds for adult use only. Children should use soap and water, not alcohol based products.

CLEANERS

1) CLEANERS

- a) Bleach and water is the recommended cleaning agent. 1 tablespoon of bleach mixed with 1 quart of warm water or 1/4 cup bleach to 1 gallon of warm water should be used to clean all surfaces where children eat, diapering areas, hard toys.
- b) Dishes, utensils and pans should be rinsed with a solution of 1 tablespoon bleach to 1 gallon of water.
- c) Bleach bottles should be mixed and filled daily with the concentrations clearly marked on them.
- d) Other sanitizers, like Virex, may also be used but must be rinsed off surfaces or allowed to dry to prevent harmful residues.
- e) All bottles need to be clearly labeled. Cleaning supplies must be kept inaccessible to children and away from the food.

REV-8/05

DIAPERING

1) DIAPER CHANGING POLICY

- a) Staff will change diapers every two hours or as needed.
- b) At our center disposable diapers and wipes are provided by the parents.
- c) Disposable diapers are placed in covered, plastic lined waste containers and disposed of by the center.
- d) Diaper service is available for the infants in our care.
- e) Cloth diapers from home are put in plastic bags.
- f) Diapers will not be rinsed or laundered at our center.

2) DIAPER CHANGING PROCEDURES

Wash hands and gather necessary materials, put on disposable gloves if wanted, place child on mat and put on belt, remove soiled diaper and put in plastic lined container, clean the child's diaper area from front to back with a clean damp wipe, wash hands with gloves on, apply ointment with proper authorization, put on clean diaper and protective pants, dress child, wash child's hands, remove child from mat area, disinfect and dry changing mat, remove gloves if used, and wash hands.

REV-8/05

TOILET TRAINING

- 1) When the staff begin to notice that a child has stayed dry for extended periods of time and the child begins to notice when his/her diaper is soiled, it is time to begin potty-training. The process is much more difficult if we miss this sensitive period when children are eager and ready to learn. Starting early does not seem to help as children will learn when they are ready.
- 2) It is important that all the adults in your child's life approach this challenge together so the child gets consistent messages. Children should be checked on a regular basis, usually at 2-hour intervals. At each diaper change, the child should be encouraged to sit on the potty after the diaper has been removed. We use rubber stamps and stickers to encourage the child. At first, just sitting on the potty is rewarded.
- 3) After the child can successfully sit, rewards are given when the child has pottied. If the child does not perform, the diaper is simply replaced and no reward is given. The child is encouraged verbally to try again next time. It is not important if the diaper is soiled because the child is developmentally ready to learn. No comment is made about the diaper as we want to emphasize the potty performance.
- 4) When the child can successfully potty at each diaper change, it is time to begin wearing training pants. When your child is wearing training pants at school, he/she should be wearing training pants at home. If you are concerned about accidents, try rubber pants over the training pants. The child is now rewarded when he/she is dry at diaper changing time or asks to go potty on his/her own. When the child has an accident, the pants are changed without comment.
- 5) When the child is successful in training pants, it is time for underwear. Continue to send the child to the potty every 2 hours and reward success. Clothing that the child can remove easily, without assistance is helpful. (Overalls and tight pants are the most difficult, as are beautiful dresses that dip into the potty.)
- 6) Do not expect immediate results and be prepared for accidents. When they occur, know what you plan to do and be consistent. By focusing on the positive, both you and the child will make this a pleasant learning experience for all.

REV-11/04

POTTY ACCIDENTS

- 1) Potty accidents will be noted on the diaper log in the toddler building or on the accident log in the preschool building.
- 2) EXTRA CLOTHING
 - a) Children should have a set of extra clothing in their cubby in case of accidents. Be sure to send a note home if you discover that the child needs an extra set of clothes.
 - b) Parents should be notified if their child has an accident and needs additional clothes.
- 3) COUNTRYSIDE CLOTHING
 - a) Countryside has a limited supply of extra clothes and underwear if accidents should occur and there are no extra clothes of the child's to wear.
 - b) Let the office know if you give clothing to a child so they may be charged for the clothing.
 - c) We encourage parents to wash and return outer wear and keep the underwear.
- 4) HANDLING TOILET ACCIDENTS
 - a) It is our policy to have all Preschool BM accidents handled by the staff in the toddler building and changed in the toddler building because we hope to help all children through transitions and adjustments in a positive way; and we feel that supportive classroom interchange is important and at times necessary; and because there is no appropriate space to change children in the preschool classrooms.
 - b) When it will not impact the preschool supervision, a preschool teacher may elect to do the changing but they should be guided by a toddler building staff member, ideally an Early Preschool Teacher.
 - c) Toddler staff may have the child remove soiled clothing but should help the child get clean. The child can redress themselves with verbal support.
 - d) Exceptions to the above policy will be posted by this notice in the Early Preschool Bathroom.

REV-11/04

FOOD & SLEEP

Snacks

Meal Times

Feeding Infants

Feeding Solid Food

Resting, Napping

SNACKS

1) SNACKS

- a) Staff need to wash their hands and sanitize the area and trays they will use for preparation.
- b) Staff need to prepare nutritious snacks and supplement what the parents send. Foods from at least two food groups should be available.
- c) Have children wash hands before eating.
- d) Children may choose not to have snack.
- e) The snack should be recorded on the snack list posted in each room for parents to see.
- f) Children with allergies should be offered a snack they are able to eat.
- g) Snacks should be served each morning and afternoon.

2) STAFF SNACKS

- a) The school provides hot water for coffee, tea, cocoa or other hot refreshments in the staff lounge.
- b) Because hot liquids around young children can be dangerous, you may not have them in your classroom without a spill proof lid.
- c) Please use caution and keep your hot liquids in a place where no child can reach or be harmed by them when on the playground.
- d) We require the use of covered cups.
- e) Only eat when children are able to eat.
- f) Please bring your own supply of food if you need more than what we give the children.

REV-11/04

MEAL TIMES

1) MEAL ROUTINES

- a) Staff need to sanitize the tables before and after each child eats.
- b) Children should wash their hands before lunch.
- c) Child should be encouraged to eat 1/2 a sandwich before drinking so they do not fill up on liquid, lose their appetite and are later hungry.
- d) Children should be encouraged to eat treats last.
- e) Children choose what to eat and how much to eat. We can only encourage healthy choices.
- f) When children are finished eating, the leftover food should be repackaged in their lunch boxes.
- g) Food that should not be eaten again should be discarded, like yogurt.
- h) Staff may eat with children to model good eating habits as appropriate.
- i) Floors and tables need to be cleaned up after lunch.
- j) Staff should teach children how to do these things by themselves as soon as they are developmentally ready.

2) HOT LUNCHES

- a) A microwave is also available for the teacher to warm-up children's food.
- b) Teachers need to make certain they do not warm up food too hot so the child will not be burned.

3) FORGOTTEN LUNCHES

- a) When children forget their lunch, first make a thorough search. Often it is just left in the wrong place.
- b) Then call the parent and ask how they want the situation handled.
- c) Gather enough food from snack items including all food groups to make a lunch for the child. No child should be denied food although they may choose not to eat.

FEEDING INFANTS

1) TRUST

- a) During infancy one of the most important things an adult can do is to give an infant a feeling of trust.
- b) This can be done by an adult caring for an infant to provide a consistent response to the infant's needs.
- c) One way this can be done is by feeding on demand. Therefore our policy is to feed infants when they are hungry.
- d) When feeding an infant we watch for cues to know when the infant has had enough. These cues include: infant no longer sucking on the nipple, lengthy pauses or turning head away from the bottle.
- e) We use care when handling infant formula and food to prevent food borne illnesses.
- f) Dehydration caused by food poisoning can be life threatening in a very short time to infants.
- g) A note from the child's physician is required if an infant is to be on limited food/formula intake, diluted formula, pedialyte, or any type of elimination diet.

2) BREAST MILK

- a) All breast milk and formula are labeled with the child's name, date and time of preparation.
- b) All breast milk must be frozen.
- c) Frozen breast milk will be warmed in lukewarm water just prior to feeding.
- d) Frozen breast milk that has been stored more than 3 months or that is not dated will not be accepted.
- e) Thawed breast milk will be refrigerated and used within 1 hour.
- f) After feeding, unused breast milk in a bottle will be discarded after 1 hour.
- g) Thawed breast milk will not be refrozen.
- h) No medication will be added to breast milk.
- i) Overheated breast milk loses its nutritional value.

3) FORMULA

- a) Formula is mixed just before feeding or refrigerated.
- b) Formula cans will be dated when opened and stored in a cool dark place and if not all used discarded or sent home 1 month after opening.
- c) Used bottles will be discarded after each feeding and within 1 hour after being prepared to prevent bacterial growth.
- d) Whole milk is not recommended for children under 12 months of age.
- e) Overheated formula loses its nutritional value.

FEEDING SOLID FOOD

1) FOOD

- a) Infant foods are to be labeled with the child's name and dated.
- b) No egg whites or honey will be given to infants.
- c) Staff will wash their hands and sanitize the area before preparing foods or formula, and a separate sink should be used for food preparation (do not use diaper changing sink).
- d) Solids are discouraged before the age of 4 - 6 months due to food allergy risks.
- e) Chopped, safe table foods are encouraged after 10 months of age.
- f) Cups and spoons are encouraged around 9 - 10 months of age.
- g) Changing food textures to meet a young child's developmental and nutritional needs is important.
- h) Food should not be fed from jars. Please use bowls.
- i) Jars of opened food are discarded at the end of each day.

2) BOTTLES

- a) Infants and toddlers will be held when fed until they are able to hold a bottle or drink from a cup.
- b) Bottles will not be propped.
- c) We do not heat formula, breast milk or baby food in a microwave oven. Hot spots can occur which can burn the baby and it may destroy the essential components of breast milk. We warm bottles in a crock pot.-
- d) Children will only be allowed to have a bottle in bed if it is filled with water to wash the mouth and teeth to prevent tooth decay.
- e) Bottle, nipples, and other eating utensils will be washed in soap and water and sent home every day.
- f) Parents supply their own milk.
- g) Around 1 year of age, parents should substitute formula with whole milk.
- h) Bottle feeding will be discouraged after 18 months of age.
- i) Children will not be allowed to walk around with bottles.

3) PACIFIERS

- a) Pacifiers are satisfying to some children and let them work out stressful times.
- b) Pacifiers will be clipped to the child to prevent them from dropping them.
- c) Pacifiers will be discouraged after 18 months of age.

RESTING, NAPPING

1) NAP TIME ROUTINE

- a) For those classes having naps, the sleeping mats and blankets need to be laid out. The room should be darkened.
- b) As each child comes in, they need to go to the bathroom or have their diaper changed and find their mat.
- c) Children are to be taught to lay on just their own mat and rest. After nap the blankets need to go away and mats sanitized.

2) INFANT NAPPING

- a) We have separate sleeping areas for infants where they can be heard and observed at all times.
- b) We will provide a crib or futon for napping.
- c) Bedding will be laundered weekly or more often as needed and blankets sent home to be washed on Fridays.

3) TODDLERS

- a) Naptime in the Toddler Building is a special bonding time.
- b) We encourage quiet classical music as each child gets a back rub to soothe them off to sleep. Never leave nappers unattended.
- c) Each child will be given their own mat which is stored with the child's blankets.
- d) Mats are sanitized on Friday or as needed.
- e) Blankets are sent home to be washed on Friday.

4) PRESCHOOL NAPPERS

- a) In the Preschool building, classes have a quiet story or music time after lunch and playground.
- b) Children may rest and those that fall asleep may sleep.
- c) Stories should be read or music should be played for about 1/2 hour.
- d) Those children that have not fallen asleep may get up and go to work quietly after about 45 minutes.
- e) Children will be given the opportunity to nap but are not required to nap.
- f) Each child who wishes to sleep is given a mat. The child's blankets are stored in their cubbys.
- g) Mats are sanitized daily.
- h) Blankets are sent home to be washed on Friday.

HEALTH

Health Records

Health Care Plan

Posting and Exclusion

Medication Management

HEALTH RECORDS

1) DEVELOPMENTAL/HEALTH NEEDS

- a) Staff will accommodate the special health and developmental needs of individual children.
- b) All staff need to work together to promote a positive environment for children with special needs.
- c) Consistency is a key element. Teachers should inform all staff at staff meetings of the needs of the child in their class, so all staff can work consistently with this child.

2) ALLERGIES

- a) Every classroom should have an allergy sheet posted listing children that have special needs.
- b) Staff will be familiar with the list and know what to do if a child should need special treatment.
- c) Highlight important food allergies on allergy sheet.

3) IMMUNIZATIONS

- a) To protect all children in our care and our staff, and to meet state health requirements, we accept only children fully age-appropriately immunized.
- b) We keep on file the certificate of immunization status to show compliance to licensing standards. These are kept in the back of the sign-in books so it is easy for parents to update as their child receives a new immunization.
- c) When the child leaves our care, these will be sent with the child's records to the elementary school or returned to the parent.
- d) Children are immunized for HEP B, Diphtheria, Tetanus, Pertussis, HIB, Pneumococcal, Polio, Measles, Mumps, Rubella, and Varicella.
- e) A child can be accepted into care without an immunization when the parents sign the waiver section of the form. Waivers are given for religious, philosophical or personal grounds as well as medical reasons.
- f) Children who are not immunized will not be accepted for care during a disease outbreak to reduce the spread of the disease and to protect the child. (i.e. measles or mumps)

REV-2/12

HEALTH CARE PLAN

1) ILLNESSES

- a) Communicable diseases are illnesses.
- b) Illnesses are spread by direct contact with infectious agents (germs or bacteria).
- c) Illnesses can be spread by direct contact with excretions or discharges from open sores, indirect contact with inanimate objects (drinking glasses, toys, bedding) and insects (flies, mosquitoes).
- d) We work very hard to keep our staff and children healthy.
- e) Even healthy people can develop illnesses that can be spread easily in a group care setting.
- f) All blood and body fluids will be considered capable of causing illnesses.

2) PREVENTION

- a) Any open sores or cuts on children or staff will be kept covered.
- b) Whenever there is contact with body fluids, the area will be washed immediately with soap and warm water and dried with paper towels. Do not use washcloths!
- c) All surfaces coming in contact with body fluids will be disinfected. (1/4 C. bleach to 1 Gal. Water recommended, or Virex disinfectant)
- d) Cleaning materials will be thrown away or disinfected.
- e) All soiled clothing will be changed. All soiled clothing will be sent home in a plastic bag. Use a double plastic bag for BM accidents.
- f) Hands are washed after handling soiled clothing or equipment.

3) NURSE CONSULTANT

- a) Regular nursing consultation is provided for our infant center by a registered nurse currently licensed to practice in the state of Washington.
- b) Our consultant is trained and experienced in the care of young children and will be available to advise us on the monthly operation of our infant program and child health program.
- c) The nurse will document monthly visits to share health information and answer questions if requested.
- d) The program's health care policy will be reviewed by this consultant yearly and updated as changes are required.

Countryside Montessori Staff Handbook
POSTING AND EXCLUSION

1) POSTING

- a) We will notify parents of any communicable disease outbreaks at our center on the bulletin board outside the office.
- b) We will contact our local health department whenever we have questions or concerns about illnesses or if children contract any serious illness.
- c) Let Christine know when a child is ill or on vacation. She must report any outbreaks of illnesses where more than 10% of the school population is ill. She must also report any cases of: Acquired Immune Deficiency Syndrome (AIDS), Campylobacteriosis (Campy), E. Coli, Hemophilus Influenza Type B (HIB), Kawasaki Syndrome, Meningitis, Mumps, Poliomyelitis (polio), Reyes Syndrome, Rubella (German or 3 day measles), Rubeola (10 day measles), Tetanus, Typhoid Fever, Diphtheria, Giardiasis, Hepatitis, Listeriosis, Meningococcal Disease, Pertussis (Whooping Cough), Rheumatic Fever, Salmonellosis, Shigellosis, Tuberculosis(TB), or Yersiniosis.
- d) Parents will be contacted to pick up their child should they become ill at Countryside. Let Christine know and make a note on the staff log.
- e) The child will be made as comfortable as possible in a corner of the room until the parent can arrive.
- f) We ask parents to keep the children home if they become ill at home and to call the school and alert us about the illness. Fill out an illness report.

2) EXCLUSION

- a) Children will not be permitted at the child care center with any of the following because they are unable to be an active part of our program, expose others to illnesses or are at risk for being exposed to other illnesses when their resistance is low. Familiarize yourself with these exclusions. Ask if you are unsure.
 - (1) Vomiting on two or more times within a 24 hours period.
 - (2) Rash, Lice or Nits - body rash, especially with fever or itching.
 - (3) Diarrhea - three or more watery stools in a 24 hour period.
 - (4) Eye infection - thick mucus or pus draining from eye.
 - (5) Sore throat with fever or swollen glands
 - (6) Just not feeling very good - unusually pale, tired, lack of appetite, confused or cranky.
 - (7) Fever of 100 F (under the arm) or more AND vomiting, diarrhea, earache or just not feeling good.

REV-2/12

Countryside Montessori Staff Handbook
MEDICATION MANAGEMENT

1) MEDICATION FORMS

- a) Parents must complete the medication forms found in the office.
- b) Medication is generally given at lunch time.
- c) Medication will only be given with prior written consent of the child's parent/ legal guardian.
- d) Each medication should have a separate medication form.
- e) All children's medication forms are confidential.

2) MEDICATION

- a) Prescription medications must be in the original container labeled with the child's name, medication name, dosage amount, frequency, and length of time.
- b) Non-prescription medications must be in the original container with the medication name, dosage amount and frequency for the age of your child. Medications that say, "under 2 years of age, consult your physician" are treated as prescription medications and require a physician's written authorization.
- c) All medications must be inaccessible to children.
- d) Non-refrigerated medications are kept in your child's classroom or in the office.
- e) Internal medications are separated from external medications.
- f) Refrigerated medications are kept in the front hall refrigerator.
- g) A child's medication will be sent home when it is no longer needed.
- h) All expired medication will be discarded.

3) MEDICATION PROCEDURES

- a) One staff member in each class is responsible for giving out the medication.
- b) That person will record the time and initial the medication log.
- c) All medication given must be recorded on the child's medicine sheet at each dosage.
- d) Every medication needs a separate sheet.
- e) Label the outside of the cupboard where medication and medication forms are kept for subs and new staff.
- f) Keep the allergy sheet posted where the medicines are kept.

REV-8/05

SAFETY

Emergency Policy

First Aide

Emergencies

Fire Drills

Resetting Fire Alarm

Harassment Policy

REV-7/04

EMERGENCY POLICY

1) PHONE NUMBERS

- a) Emergency phone numbers will be posted by each phone as well as the phone number, address and directions to the facility.

2) MEDICAL EMERGENCIES

- a) In the event of a life threatening emergency, we will take the following actions:
 - i) One staff member will stay with the child and, if necessary provide first aide.
 - ii) One staff member will contact the Emergency Medical System (911) and will describe the situation, state the physical location of the emergency, give the phone number, and stay on the line until told to hang-up.
 - iii) The parent will be contacted or if the parent cannot be reached, the alternative emergency contact person.
 - iv) Emergency transportation will be determined by the emergency response team and/or the parent.
 - v) Staff should give copies of the immunization record (located in the back of each sign-in book) and the child information sheet (from the children's files in the office).
 - vi) A staff member will remain with the child until the parent arrives.
 - vii) Staff need to complete a serious accident report.

3) POWERLOSS/EARTHQUAKE

- a) Should the power go off, flashlights are located in each classroom and we have tap lights on the wall.
- b) We can generally remain open without lights but we need to have adequate heat.
- c) Try to minimize opening and closing the doors to maintain the heat.
- d) Each classroom also has an emergency bucket that contains a lantern, emergency blankets, and candles.
- e) Electricity can be turned off at the breakers in the early preschool room and in the Preschool room.
- f) Water can be turned off in the manhole by the lighted sign on 100th Ave.
- g) There is plenty of food in the storage shed and water in the blue storage bin on the playground.
- h) There are two emergency buckets by the front entrance that have supplies that would last two to three days in case of a natural disaster. These are checked yearly. Perishable food items are located in the outside supply shed.

FIRST AIDE

1) FIRST AIDE KIT

- a) The first aid kit is located in the staff lounge. Christine is responsible for seeing that the kit is fully stocked.
- b) The first aid kit contains: Guide, sterile pads, small scissors, band aids, butterfly bandages, roller bandages, triangular bandage, cotton balls, adhesive tape, tweezers, plastic gloves.
- c) First aid kits are also located on each playground.
- d) Band aids, thermometers and gloves are located in each classroom.

2) FIRST AIDE

- a) Staff will offer first aid to the child for the particular injury as specified in the first aid manual.
- b) Staff can clean the wound using water and soap and cover it with a bandage or apply ice.
- c) TLC and quiet time are also helpful to help the child recover.
- d) Be sure to report any head injuries to Christine and on the staff log.
- e) Complete an accident form to give to the parent describing what happened and what first aid was required. One copy is given to the office.
- f) Record the accident on the accident log located in each room and on the playgrounds.
- g) Any time a child will look differently than when the parent left him/her, the parent should be notified. Inform Christine if the accident requires you contact the parents.
- h) Reassure the parent that the child is OK except for the wound.

3) MEDICAL EMERGENCY

- a) It is the responsibility of all employees to understand their role in an emergency.
- b) Emergency phone numbers will be posted by each phone as well as the phone number, address and directions to the facility.
- c) Staff need to keep the children calm and work together as a team.
- d) One person should assist the child, one call emergency numbers as required, and one staff member should reassure the other children and keep them away from the injured child.
- e) When there is an emergency, all staff should help as needed regardless of their assigned duties.

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EMERGENCIES

1) DISASTER PLAN

- a) The director will notify the teachers if there is an emergency situation such as a Bomb Threat or War, etc.
- b) The director will inform the staff of what preventative or evacuation plan that needs to be enacted.
- c) Generally, parents will be notified and the safety of all will be considered above all.
- d) Teachers may be asked to have all children get in a fetal position or to leave the building quickly. Children need to learn to be quiet and follow directions.
- e) Be sure to use the word "emergency" to help the children understand the importance of the event and not to unduly alarm them. Stay calm.
- f) Keep blinds down in your class to prevent glass from flying.
- g) Staff need to keep the children calm and work together as a team.
- h) When there is an emergency, all staff should help as needed regardless of their assigned duties.

2) EARTHQUAKE DRILLS

- a) Earthquake drills will be conducted monthly. Be sure to Teach Children
 - i) What shaking means and what to do: To stop everything, stop talking immediately and look towards the teacher.
 - ii) All children and staff should go under a table or loft until the shaking stops.
 - iii) After the shaking stops, wait until the OK is given before coming out from under the table.
 - iv) Escape routes are to be posted near each door in each room.
 - (a) One teacher always leads and takes the roll book. This teacher counts the children to make certain everyone has evacuated the building. The teacher lets the Director know how many children are present.
 - (b) The other teacher brings up the rear turning out the lights and closing the doors. This teacher stands at the door until the lead teacher signals that all the children have been accounted for.
 - (c) Constantly reassure the children.

FIRE DRILLS

1) FIRE DRILLS

- a) Fire drills will be conducted monthly. Be sure to Teach Children
 - i) What the alarm bell means: To stop everything, stop talking immediately and look towards the teacher.
 - ii) To line-up at the pre-arranged place, this includes children in the bathroom, on an errand, etc., and at teacher's signal walk quickly and silently to escape route.
 - iii) Escape routes are to be posted near each door in each room. The building must be cleared in one minute.
 - (a) One teacher always leads and takes the roll book. This teacher counts the children to make certain everyone has evacuated the building. The teacher lets the Director know how many children are present.
 - (b) The other teacher brings up the rear turning out the lights and closing the doors. This teacher stands at the door until the lead teacher signals that all the children have been accounted for.
 - (c) Each class has a "Grab and Go" bag to take as the class leaves the building. The bag contains letters from home, class list, flash light, whistle, Kleenex, cups, crayons and paper.
 - (d) Wait until the OK is given before returning to class.
 - (e) To stop, drop and roll if clothing is on fire. To crawl if smoke is present.
 - (f) To accept the bell as a warning and to know what to do when it is heard.

2) FIRE EVACUATION PLAN

- a) Beside each door is a fire evacuation plan for the area. Please become familiar with the exit doors and where each class should meet.
- b) Smoke detectors are located in each of the classrooms. Alarms will sound automatically in each building should there be a fire. A sprinkler system is installed in the toddler building should a fire occur.
- c) Fire extinguishers are located in each classroom. Remove from the wall and remove the pin. Point the extinguishers at the base of the fire and pull the trigger. Use a sweeping motion to cover the fire with retardant. It is more important to get the children out of the building and call 911 than to extinguish the fire.

3) FIRE HAZARDS

- a) It is the responsibility of each staff member to immediately report and/or correct any fire hazards that they detect.
- b) Fire hazards need to be corrected immediately.
- c) Smoking is not allowed at Countryside.

RESETTING FIRE ALARM

1) FIRE ALARM - PRESCHOOL BUILDING

- a) The office staff will reset the fire alarm after drills.
- b) If the alarm should be tripped when no office personnel are present, the alarm can be silenced in the preschool building by going into the staff work room and switching the silence alarm switch.
- c) Take the key from the top of the alarm box and open the alarm outlet that was accidentally tripped. Flip the switch in that outlet.
- d) Then return to the alarm box and switch the reset arm button. Any problems will be displayed that need further correction.
- e) The alarm is now reset.

2) FIRE ALARM - TODDLER BUILDING

- a) In the Toddler building, the fire alarm can be found in the Early Preschool room on the circuit breaker box.
- b) If the alarm is sounded in the toddler building, the fire department will be alerted.
- c) Office personnel will call Washington Alarm (206-328-1800) before conducting drills.
- d) To reset the alarm, press 1234, Command 4. The fire department has this code and Washington Alarm will need to be called to reset monitoring.
- e) There is a key box located outside the front shed for the fire department to enter the building after hours.

3) MEETING PLACES

- a) Primary - By the South side of the covered area
- b) Pre-K - By the West side of the covered area
- c) Preschool - By the North side of the covered area
- d) EPS - Out North door of classroom
- e) Toddler - Under the covered entry area
- f) Mobile Infants - Through infant class out door to covered area
- g) Infants - Out door to covered area

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HARASSMENT POLICY

1) HARASSMENT

- a) Treating all people fairly sets an example for the children in our care.
- b) What you say, the way you say it, the way you act, and even the choice of books and other materials can help children think well of themselves and other people.
- c) Countryside does not tolerate harassment of any kind.
- d) Harassment means to disturb, annoy or torment someone constantly.
- e) This includes anything of a sexual nature including comments or actions based on pregnancy, childbirth, medical conditions, race, religion, color, ancestry, physical or mental disability, marital status, age, sexual orientation or any other basis protected by federal, state or local law.
- f) All employees are subject to this policy.

2) REPORTING

- a) If you believe that you have been unlawfully harassed, provide a detailed written complaint to the office as soon as possible.
- b) Your complaint will be investigated and measures to ensure the end of harassment will be put into place.
- c) Harassers will be subject to appropriate disciplinary action, up to and including termination and/or criminal prosecution.

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