



# **LooffAn Montessori Parent Handbook**

January 2024

## **Welcome to our Program**

We are a preschool dedicated to teaching your child using authentic Montessori methods. In our classroom, the child will be challenged at their pace to become wholly engaged learners with self-confidence, integrity and respect for themselves and others. We offer a 1:6 teacher to student ratio that allows this to be possible. Our program is bilingual; it is in English and Chinese settings.

LooffAn is a mashup of two family names. Looff, Anderson. The Chinese pronunciation is lè er fán. It is a playful series of pronunciations in either English or Chinese. The characters 乐儿凡 translate to “peaceful enjoyment of life.”

“... in every child is the seed that will mature into an adult.”

Maria Montessori

## **Yiyi Anderson introduction:**

I started my professional career as a journalist for The People's Daily (national newspaper of China). After my first child was born in 2014, I changed my MBA program to Early Childhood Education. I truly enjoy spending time with children.

I began teaching at a Mercer Island Montessori school in 2016. I have passion and resources to positively impact children during the most important years of their development.

## **Donna Chen introduction:**

I used to be a CPA working in the accounting field for thirty years. I have three children. After I had my youngest daughter at over the age of 50, with the enthusiasm of learning the latest early childhood education knowledge, I went to school and got my Washington State ECE Certificate. I have been working at Bright Horizon and Bellevue College Early Child Education Center for 6 months as a volunteer.

I believe children learn faster in a relaxed and happy environment with love and care. I like listening to the child, engaging in meaningful interaction with them and supporting children with challenging learning environments that encourage each child's unique creativity. I enjoy seeing children learn through play.

## **Linda Ying introduction:**

I am Linda, an educator who loves children and art. I have a particular passion for creative painting and truly enjoy creating alongside children. In my classroom, I encourage students to discover their creativity through hands-on practice and observation. To me, art is a way to express oneself, and I believe that everyone has the right to explore and convey their thoughts and emotions.

In addition to teaching, I am also an active illustrator, constantly striving to improve my craft and create new works. I look forward to spending a journey of art exploration and inspiration with your child. Let's dive into the wonderful world of art together!

I hope to meet you and your child in the upcoming sessions, and share the joy and inspiration that art brings.

## **Curriculum Philosophy**

LooffAn Montessori is a child-centered program which nurtures independence and cooperation. By continuous interactions with teachers and peers, the student will be given the opportunity to develop patience, perseverance, and cooperative skills. Our goals will be achieved when children are:

- making choices for themselves,
- actively learning and interacting with materials provided,
- communicating positively with each other,
- working in small groups.

Within our setting, teachers plan a curriculum that stimulates learning. The teacher will be:

- taking time to know the student as an individual,
- asking questions that encourage children to explore,
- providing blocks of time for students to explore materials,
- listening to students and speaking appropriately to them,
- creating a welcoming environment for students and parents to enjoy.

The school provides a warm, secure setting where each child can develop to his/her own potential emotionally, socially, physically and intellectually.

The Montessori method involves children learning in mixed age groups. It is our goal to maintain mixed ages at all times during the school year.

## **Hours of Operation**

School is open September to June. We offer Montessori instruction Monday-Friday, 9:00am to 5:00pm. A full list of school closure days is included in the LooffAn Montessori Parent Handbook.

## **Enrollment**

LooffAn Montessori is now enrolling for the September 2024 – June 2025 program. Enrolling will be a first-come, first serve basis. There is space for 6 children aged 2 years 6 months to 13 years 0 months of age. It will be a rolling enrollment. Children can enroll anytime there is an open spot.

A child shall be considered enrolled when LooffAn Montessori receives the following from parents/guardians:

1. Signed Child Care Registration Form
2. Signed Individual Care Plan for Child in Child Care
3. Signed Child Care Agreement
4. Signed acknowledgment of LooffAn Montessori Parent Handbook
5. Signed permission to use photo/video of children
6. Signed acknowledgment of Looffan Montessori's Emergency Plan
7. Signed acknowledgment of Looffan Montessori's Health Policies

## **Registration Fee**

An annual registration fee of \$200 (100% refundable) per child is due when submitting LooffAn Montessori Registration form. Paying the registration fee reserves your child's place in class when space is available. Registration fee also holds the parents/guardians place in line on the waiting list. Registration fee is applied to the child's first month tuition payment.

## **Monthly, snack only**

## **Tuition, Fees, payment schedule**

5 days per week: \$2,300

Registration fee \$200

Tuition payment is made at the beginning of each month by cash, check, or ACH.

There are no discounts for early tuition payments

Payment made by the 5<sup>th</sup> of each month. After the 5<sup>th</sup> of each month, payment is considered late.

\$25 fee is assessed for late payments, \$35 fee is assessed for NSF or returned checks

Checks shall be made out to "Looffan Montessori"

## **Termination of services**

You are required to give a 30-day written notice of your intent to cancel service. We will ask you to fill out the LoeffAn Montessori Enrollment Withdrawal form. If you should cancel your child's care without notice, you will be required to pay tuition for the entire month. Your child will be removed from the waiting list.

The following are conditions that will cause termination of services:

- a. Continual late payments.
- b. Child behavioral problems that cannot be resolved.
- c. Parent, guardian or family member's inappropriate or unsafe behavior in or near early learning program space.

LoeffAn Montessori reserves the right to terminate services without notice should it become necessary.

## **Vacations and Absences**

Your child's program is provided regardless of attendance. As such, the school does not credit for sick or vacation days.

## **LoeffAn Montessori School Closures**

LoeffAn Montessori will follow the Mercer Island School District's schedule. The school will be closed the following days:

- May 27, 2024 Memorial Day
- June 19, 2024 Juneteenth
- July 4, 2024 Independence Day
- September 2, 2024 Labor Day
- October 11, 2024 Columbus Day
- November 11, 2024 Veterans Day
- November 25 – 29 Thanksgiving week 2024

- December 23, 2024 – January 3, 2025 Winter break
- January 20, 2025 Martin Luther King Jr. Day
- February 17 – 21 2025 Mid-Winter Break
- April 14 – 18 2025 Spring Break
- May 26 2025 Memorial Day

## **Emergency Closure**

LooffAn Montessori may have to be closed due to unforeseen circumstances such as power outage, damage due to flood or earthquake. Every effort will be made to contact parents by phone to notify of closure in advance.

## **Arrival/Signing In**

Parent/Guardian rings door bell. Parent/Guardian is let in with their child. Parent/Guardian is required to sign child in and out using a unique pin code or signature, when a child is dropped off and picked up from the school. There is a tablet to sign your child in and out of the classroom. Children are not allowed to use the tablet or sign themselves in and out. Each authorized contact is assigned their own unique pin code which serves as their signature. If the tablet or application is down, a hand-written sign in/sign out log and signature log will be kept.

Parent/Guardian are not required to remove their shoes as long as they do not enter the classroom

Please bring your child all the way into the classroom upon arrival and exchange greetings with the classroom teacher. This ensures that they are aware of your child's arrival and it gives you both an opportunity to share any important *information for the day.*

1. Sign your child in each day on the tablet.



2. Help your child put away any personal belongings, change out of their shoes, and direct them to wash their hands.
3. Inform the teacher when you are ready to leave so they can assist with the transition if needed. Make sure that your child knows that you are leaving by giving a hug or saying goodbye (please don't sneak out of the classroom without first saying goodbye). If your child is having difficulty with the drop-off, the teacher will assist you by comforting your child, helping them say goodbye and finding an activity to explore.

## **Departure Procedure/Signing Out**

Parents/Guardian ring the bell and are let in. Children will not be released to unauthorized persons. In order to release any child, we must have written permission from the child's parent or legal guardian listing the individual's full name. Anyone other than the parent known to the teacher will be asked to show identification with a photo before being allowed to pick up a child. Never share your unique pin code with others.

1. Sign your child out using the tablet.
2. If time allows and you wish to do so, feel free to spend time with your child in the classroom. Planning some time to do so may help your child with the transition from school to home.
3. Check in with your child's teacher regarding their day and let them know when you are leaving with your child.
4. Check your child's cubby for dirty clothing or artwork to take home.
5. Please exit the house with your child and closely monitor as you enter the driveway.

## **Parking procedure**

Enter the concrete driveway head in. Pull up to the garage doors and park. If all garage doors are blocked by cars, park in the gravel area on the northside of the property. Do not double-park behind cars. Please be mindful of where you park in order to allow a harmonious flow of traffic.

Drive slow and be cautious, watch for children entering and exiting the school.

Never leave children unattended in cars.

When entering and leaving the driveway, please keep your child close to you and do not allow them to run ahead.

Do not leave your car running unattended or leave any valuables in the car. LoeffAn Montessori will not be held liable for any lost or stolen items.

Please leave the driveway head out, **do not reverse onto East Mercer Way**. Use caution entering and exiting the driveway. Watch for traffic as well as pedestrians and cyclists. As LoeffAn Montessori progresses, there may be revisions of parking procedures.

## **Family Discount**

There is no family discount offered at this time.

## **Items Brought from Home**

As part of the learning experience, all children share the toys and educational materials from the school. The school has an ample supply of equipment and materials for the group. The school cannot assume responsibility for loss or damage to any personal possessions children bring into the school. It is distressing for children to misplace or lose belongings and sometimes difficult for teachers to identify the owner.

## **Free Access/Visitation**

Parents/Guardians are the most significant adults in a child's life and we encourage parent/guardian involvement at the school. Parents/guardians are always welcome and we encourage you to visit the school during business hours. Parents/guardians should discuss options with staff, in advance, in cases where if visiting and then leaving upsets the child.

## **Expulsion Policy**

We take our responsibility as caregivers very seriously, and work to ensure that all children in our care are happy, comfortable, and safe at all times. We also understand that in some situations a child may behave in a manner that makes it impossible to keep the child in our care. In the case of serious or repeated incidences of unsafe or disruptive behavior, a meeting will be called between the parents/guardians and the school to discuss the situation and to develop a behavior plan or contract including, but not limited to environmental and staffing changes. Follow-up will be arranged to assess the plan's success or to further develop the plan as needed in case of repeated incidents. The school will keep the parent informed of the child's progress with scheduled meetings. We work with parents/guardians and children to avoid expulsions of any kind, but in some circumstances, we reserve the right to disenroll the child permanently from the school.

Examples of behavior that could lead to expulsion:

The child exhibits behavior that presents a serious safety concern for that child or others; and

The program is not able to reduce or eliminate the safety concern through reasonable modifications.

Parental actions for child's expulsion:

1. Continual late payments.

2. Failure to complete required forms in a timely manner.
3. The inability to respect staff, children and other parents/guardians and failure to follow the policies of the school.
4. Dangerous driving on school property and/or inability to follow parking procedure.

If child is expelled, LoeffAn Montessori will provide a record to the parent or guardian about the expulsion and the steps that were taken to avoid expulsion. The record will include the date, time, early learning program staff involved, and details of each incident that led to expulsion; and provide information to the parent or guardian of the child that includes, but is not limited to, community-based resources that may benefit the child.

## **Record Keeping**

Each child will have their own file on the school property. All documents and records will be kept secure and only legally accessible to parents and/or guardians upon request.

## **Importance of keeping information current**

Please keep your child's information as current as possible, review your information monthly and update LoeffAn Montessori with any changes. The children's paperwork will be kept confidential and only staff and parent/guardians can access the children's file.

## **Where to review LoeffAn Montessori's programs**

All policies will be available in a three ring binder kept on top of the white cubby shelf

## **Permission to use photographs/recordings**

LooffAn Montessori may photograph/record children during operating hours. These images/video may be used to promote LooffAn Montessori in print or on the internet. No personal information about the child will be shared in these promotions.

## **Toilet Learning**

The manner in which toilet learning is conducted can have a tremendous impact on a child's development. It should be a positive experience with lots of encouragement for doing well. Toilet learning requires consistency and patience, and can only be effective when a child is ready to make the transition. Each child's readiness for toilet learning must be the key that begins this process. At LooffAn Montessori it is strongly encouraged for children to be independent in toileting before they begin. They may not come to school in diapers or pull-ups. If we feel that your child is not physically or emotionally ready for this process, we will talk with you about it and your child may need to withdraw until ready..

## **Stand-Up Diapering Procedure**

1. Wash hands.
2. Gather necessary supplies (diaper/pull-up/underpants, wipes, cleaner and sanitizer, paper towels, gloves, plastic bag).
3. Put on disposable gloves, if desired.
4. Coach child in pulling down pants and removing diaper/pull-up/underpants (and assist as needed).
5. Put soiled diaper/pull-up in covered, hands-free, plastic lined garbage can or put soiled underpants in plastic bag to be returned to family at end of the day.
6. Coach child in cleaning diaper area front to back using a clean, damp wipe for each stroke (and assist as needed).

7. Put soiled wipes in plastic bag (or assist child in doing so) and dispose of plastic bag into covered, hands-free, plastic-lined trash can.
8. Remove gloves, if worn.
9. Wash hands (in bathroom/handwashing sink) and coach child in doing the same.
10. If a signed medication authorization indicates, apply topical cream/ointment/lotion using disposable gloves then remove gloves.
11. Coach child in putting on clean diaper/pull-up/underpants and clothing.
12. Use 3-step method on floor where change has occurred: a. Clean with soap and water. b. Rinse with water. c. Disinfect with bleach solution. Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
13. Wash hands (in bathroom/handwashing sink)

## **Snacks**

A small snack is served once to the children daily. Please check the school each day for current snack menu

## **Nut Policy/ Allergies**

We do not knowingly serve peanuts, or tree nuts, and we ask that you do not send these foods to the school. However, we cannot guarantee to not serve nut products or have nut oils carried into the school. Please consult with your child's doctor if this is of concern.

## **Health Policy**

Review LooffAn Montessori's Heath Policies

## **Prevention of Exposure to Blood and Body Fluids**

Review Looffan Montessori's Bloodborn Pathogen Exposure Control Plan for Child Care

## **Parent Communication**

Families have opportunities to communicate on a daily, weekly and monthly basis through conversation, parent flyers (usually placed in your child's cubby or sign-in sheet), a parent bulletin board, newsletters and school functions. Parent input is very important to us; please feel free to discuss any concerns you may have with your child at any time.

Parents/Guardians are welcome to call the school (206) 658-3656 to request an update on their child's day and well-being.

## **Mandatory Child Abuse Reporting**

We are required by mandatory state reporting laws to report any suspected child abuse, neglect or exploitation to Child Protective Services (CPS) or our local law enforcement agency immediately (without prior notification to the parents/guardians). The State licensing agency will also be notified.

## **Non-discrimination Policy**

We do not discriminate in our enrollment and hiring practices or in the care of children because of race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, or communication and learning styles.

## **Alcohol, Tobacco, Cannabis and Prohibition of Illegal Drugs**

Alcohol, tobacco, and cannabis use is not allowed during business hours of LooffAn Montessori. Prohibited substances of any kind are not allowed onto the premises.

## **Weapons on Premises**

There are no weapons on the premises.

## **Religious Activities and Holidays**

LooffAn Montessori is not affiliated with any religious institution and does not teach religious concepts or engage in religious activities.

## **Child Restraint Policy**

In the rarest of occasions, physical restraint of a child may be necessary to ensure the safety of the child and/or others. If restraint is used on a child the parents/guardians will be informed. LooffAn Montessori prohibits the use of corporal punishment.

## **USDA CACFP**

United State Department of Agriculture's Child and Adult Care Food Program's goal is to improve and maintain the health and nutritional status of children and adults in care while promoting the development of good eating habits. Please familiarize your family with the CACFP's food requirements for breakfast, lunch, dinner, and snack. If the meal you supply your child with does not meet the CACFP requirement for breakfast, lunch or dinner, it is LooffAn Montessori's responsibility to provide the meal. Parent/Guardians will be charged \$6 per meal.



## **Updating of LooffAn Montessori Parent Handbook**

The parent handbook will be updated and distributed as appropriate

“Do not tell them how to do it. Show them how to do it and do not say a word. If you tell them, they will watch your lips move. If you show them, they will want to do it themselves.”

Maria Montessori