



# **LooffAn Montessori Parent Handbook**

September 2023

## **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 1:5 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.

## **Philosophy and Program Description**

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.

## **Hours of Operation**

School is open September to June. We offer Montessori instruction Monday-Friday, 9:00am to 1:00pm or 1:00pm 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 2023 – June 2024 program. Enrolling will be a first-come, first serve basis. There is space for 6 children aged 2.5 to 5. 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 registration form
2. Signed Provider Agreement
3. Signed acknowledgment of LooffAn Montessori Parent Handbook
4. Signed acknowledgment of LooffAn Montessori Registration Withdraw form
5. Signed acknowledgment of LooffAn Montessori Enrollment Withdraw form
6. Signed permission to use photo/video of children

## **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.

## **Priority Enrollment**

Priority enrollment is given to currently enrolled children and their siblings.

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

5 days per week: \$1,500

4 days per week: \$1,400

3 days per week: \$1,300

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"

### **Pro-rated monthly tuition rate for children enrolling**

Should the child begin enrollment at LooffAn Montessori during the month (not beginning of month and not end of month), an \$80 per day tuition fee will be applied to each remaining day the school is open that month regardless of child's attendance.

### **Pro-rated monthly tuition rate for children withdrawing**

Should the child end their enrollment at LooffAn Montessori during the month (not beginning of month and not end of month), an \$80 per day tuition fee will be applied to each day the school is open that month up to the last day the child will attend as described in the child's LooffAn Montessori Enrollment Withdraw form.

## **Termination of enrollment**

You are required to give a 14-day written notice of your intent to cancel enrollment. 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 and remaining days following the required 14-day period of notification. Your child will be removed from the waiting list.

The following are conditions that will cause provider agreement to be terminated:

- a. Continual late payments.
- b. Child behavioral problems that cannot be resolved.
- c. Inability to respect staff, children and other parents/guardians and failure to follow the policies of the school. This policy applies to parents/guardians and children.
- d. Dangerous driving on school property and/or inability to follow parking procedure

LoeffAn Montessori reserves the right to disenroll a child 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.

## **LooffAn Montessori School Closures**

The school will be closed the following days:

- September 4, 2023 Labor Day
- October 9, 2023 Columbus Day
- November 10, 2023 Veterans Day
- November 20 - 24, 2023 Thanksgiving week
- December 18, 2023 – January 1, 2024 Winter break
- January 15, 2024 Martin Luther King Day
- February 19 – 23, 2024 Mid-winter break
- April 8 – 12, 2024 Spring break
- May 27, 2024 Memorial Day
- June 19, 2024 Juneteenth
- July 4, 2024 Independence Day
- September 2, 2024 Labor Day
- October 14, 2024 Columbus Day
- November 11, 2024 Veterans Day
- November 18 – 22 Thanksgiving week 2024
- December 23, 2024 – January 3, 2025 Winter break

## **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 property. 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 at any time. 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. 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.

These circumstances may include:

1. Misbehavior in the classroom, or anywhere on the grounds that causes self-harm, harm to others or harm to school property which increases the risk of a dangerous incident of any kind.
2. The inability to coach a child to prevent repeated incidents of unsafe and disruptive behavior.
3. The inability to respect staff, children and other parents/guardians and failure to follow the policies of the school.

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.

## **Record Keeping**

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

## **Importance of keeping information current**

Please keep your child's information as current as possible.

## **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 necessary 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 and then register again ready.

## **Snacks**

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

## **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.

## **Medicine**

LooffAn Montessori does not administer any medicine to any children.

## **Ms/ Mr**

We address our teachers with Ms or Mr + their preferred name (example: Ms Yiyi and Ms Donna)

## **Emergency preparedness and evacuation plan**

We have a fire evacuation plan posted and we will practice fire evacuation (Fire Drill) monthly. Please take a look at the plan so you are aware of our fire evacuation procedures.

In the case of an emergency, our first responsibility is to evacuate the children to a safe place outside of the home and account for all children in attendance. After evacuating children, 911 will be notified. We will then contact all parents/guardians to arrange pick-up of children if needed. Please refer to our posted evacuation plan for a full list of details, floor plan, and gathering place outside of our home.

LooffAn Montessori has emergency supplies for up to 72 hours

## **Injury or medical emergency response and reporting**

Staff has First Aid, Child CPR, HIV/Aids/Blood Borne Pathogens Prevention training  
Minor cuts, bruises and scrapes will be treated on site. An injury log will be maintained with date and time and nature of injury. With some minor injuries parents will be called to help decide whether the child should go home

In the event of a serious injury or emergency, 911 will be called and administer first aid or CPR if needed. Parents are then notified as soon as possible and informed where child is being treated

## **Ill Children**

Each child will be observed daily for signs of illness

Children who are contagious must stay at home

The following illnesses or children who are exhibiting these symptoms are not accepted into LooffAn Montessori:

**Diarrhea:** Three or more watery stools in a 24-hour period, especially if child acts or looks ill.

**Vomiting:** Vomiting on two or more occasions within the past 24 hours.

**Rash:** Body rash not associated with, heat or allergic reactions, especially with fever or itching.

**Eyes:** Thick mucus or pus draining from the eye, or pink eye.

**Appearance/Behavior:** unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

**Sore Throat:** Especially if associated with fever or swollen glands in the neck.

**Fever:** Temperature of 101 degrees F. or higher and sore throat, rash, vomiting, diarrhea, ear ache, irritability or confusion.

**Lice:** Children who have lice may not return to day care until they are louse and nit (egg) free.

**Whooping Cough:** Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound.

**Chicken Pox:** Children may return when the blisters have dried and formed scabs.

## **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 LoeffAn Montessori. Prohibited substances of any kind are not allowed onto the premise. wac110-300-0450(2)(d)

## **Weapons on Premises**

There are no weapons on the premises. wac 110-300-0450(2)(viii)

## **Religious Activities and Holidays**

LoeffAn 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. LoeffAn Montessori prohibits the use of corporal punishment.



## **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