

EMERGENCY PREPAREDNESS

HAZEL CREEK MONTESSORI

8903 NE Koura Rd.
Bainbridge Island, WA 98110_
(206) 780-1928

Basic Needs

Shelter – Should the structures of our facility become damaged, we will have an inspection before re-entry. Should we be unable to re-enter a building due to damage, we will utilize what is available to us. There are a total of 10 structures on our property, plus a greenhouse, an authentic 20 ft. Sioux Native American Teepee Lodge, horse trailers, a variety of vehicles, tarps and rope available for emergency shelter situations.

Food – Our facility stores enough food for 100 people for 3 or more days. Our supplies may include oatmeal, beans, rice canned fruit and vegetables. Our menu will be kept simple, nutritious and easy to store.

Water – We will keep on hand 1 gallon of potable water per person/per day for 3 days. For washing, possible fire extinguishing and sanitation, our sources of water will come from the swimming pool, rainwater catch basins and the seasonal creek.

Sanitation – We have several porta potties on site at HCM. We have Clorox stored with emergency supplies to sanitize and make contaminated water potable. We will also boil water when necessary.

First Aid & Expertise – The entire staff has their current CPR-HIV-AIDS training. Many of the staff are both Red Cross Certified Professional Rescuers and Lifeguards. Ollie and Janice have been certified with the Coast Guard for Boating Safety (i.e., transportation, living on an island may give rise to the need of the use of boats). Sharon has extensive

training in outdoor survival and cooking techniques. Janice attended the Emergency Preparedness Class for Childcare Providers and has schooled the entire staff. Ollie has given detailed instructions and a guided tour to our staff around the campus to show everyone where all electrical, water and propane sources are. He has instructed everyone how to shut off these sources in case of an emergency. Scott Weaver has written an extensive Emergency Plan specifically for our school for quarterly and annual review by our staff. Scott's professional training and work deals specifically with local and national disaster preparedness. As one of our parents, Scott's expertise, guidance and volunteer work has been greatly appreciated.

Supplies and Equipment – There are three Red barrels (red for emergency) filled with supplies. These supplies include radios, batteries, flashlights, cooking utensils, matches, candles, diapers, hygiene products, toilet paper, paper towels, food, individual kits, whistles, first aid kits, manuals for emergencies, red and green cloth for overhead alert to helicopters, walkie talkies, changes of clothing, etc. We have included items suggested by several sources specific to our needs. We are fortunate at our facility to have hand tools, gas driven tools and heavy machinery to help in the aid of the removal of debris, the repair of any damage and the re-building of structures.

Transportation – Should transportation become limited, we will have access to walking, bicycling, boating and horseback riding if the need arises. We will also have riding lawn mowers, tractors and excavation equipment available.

Training and Alarm Systems – The staff will remain current with all Red Cross CPR training. We will practice emergency drills with the children on a monthly basis. Our drills are conducted by the staff, removing every child quietly from the classroom, checking the bathrooms and taking our medication box, emergency phone numbers for all the students, roll book, along with our emergency fist-aid backpack. We then count the children and return quietly to our work. These drills are recorded and posted for your viewing. The local Fire Marshal checks our facility every two years to insure the safety of our program. We keep a fully inspected fire extinguisher in each classroom. Our sprinkler

system is checked yearly in the white schoolhouse along with our fire alarm system in the red schoolhouse.

Contacts – HCM will have **one** out of state contact number that families can call. That number will be as follows: **(406) 622-5974**, Bonnie and Larry Cook. Should communication be cut off, you can call this number to find out our status. We keep a plug-in phone at the facility that is not dependent on electricity. Every staff person has a cell phone daily at work. We will take our phones off of voice messaging so you can call direct to (206) 780-1928 and speak to a staff person. We will remain in contact with the local authorities when possible. We will have walkie-talkies, cell phones and possible CB connection to get news out about the status of HCM.

Be Prepared – In the event something should happen, we would like to assure our families that being prepared both mentally and physically is extremely important to the staff at HCM in order to provide the best possible care for your children and our community. Thank you for taking the time to help us prepare.

Family Background

Confidential

Child _____ Nickname _____

Interests _____

Habits _____

Siblings/Age _____

Parent Marital Status Married Divorced Separated Other

Primary Care Provided by Both Father Mother Other

Previous Daycare _____

Reason for Leaving _____

Reason for Applying to Hazel Creek _____

Referred by _____ Intended Length of Stay _____

Naps _____ Schedule _____ Habits _____

HEALTH

Childhood Diseases _____

DIET

Allergies _____

Special Requirements _____

Goals you wish for your child to achieve _____

Comments _____

HAZEL CREEK MONTESSORI
Admission Information
Student Information

Student's Name _____			
			<i>Last/Middle/First</i>
Address _____			
<i>Street/City/State/Zip</i>			
Age	Date of Birth	Sex	Nickname

Mother's Name	Address	Phone Number + email	

Business	Address	Phone Number + email	

Father's Name	Address	Phone Number + email	

Business	Address	Phone Number + email	

Physician	Address	Phone Number

Date of Last Physician's Exam __/__/__		
In case of an emergency, contact the student's: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other		
IN CASE OF EMERGENCY, WHO TO CALL OTHER THAN PARENT:		
Name _____	Relationship _____	

Address _____	Phone Number _____	

Allergies _____	Medical Problems _____	

Special problems that could affect the student's classroom abilities

Program Entering _____

Admission – Date Requested __/__/__

Extended Day Program/Hours _____

Person(s) Not Allowed to Pick-up Child _____

Person(s) Allowed to Pick-up Child _____

PLEASE CHECK PROGRAM PREFERENCE

TODDLER (1 Yr to 2 1/2 yrs)

- 3 full days/w 4 full days/w 5 full days/w
 M-W-F/9;11:30,Preschool

PRE-SCHOOL (3 – 5 yrs)

Half Day (2 3/4 hr) Full Day (9am – 3pm) Full Day (6 hrs or More)

- 5 days/wk – am 3 days/wk 3 days/wk
 5 days/wk – pm 4 days/wk 4 days/wk
 5 days/wk 5 days/wk 5 days/wk

KINDERGARTEN

Monday – Friday

AM

PM

Emergency Information

Child's Name _____	Date enrolled ___/___/___	Birthdate ___/___/___
Address _____		
Mother's Name _____	Work Location _____	
Home # () _____ - _____	Work # () _____ - _____	Cell # () _____ - _____
Father's Name _____	Work Location _____	
Home # () _____ - _____	Work # () _____ - _____	Cell # () _____ - _____
Allergies: _____		
Person to be notified in case of an emergency and appropriate phone numbers: _____		
Doctor's name _____	Phone # () _____ - _____	
Insurance Carrier _____	Plan # _____	
Hospital of Choice _____	Phone # () _____ - _____	
List of people who may pick up your child _____		

Medical Release

In case of emergency, I understand the center will try to contact me first. If there is not time, the school will call 911 (who then sends emergency vehicle, medic, etc.). Unless otherwise requested, the center will transport to the Virginia Mason Clinic. I hereby give my consent for my child's doctor (or the center's consulting physician, if the child's doctor isn't available) to conduct any X-rays, give blood tests, or give any and all treatment that may be deemed necessary in the event of an emergency.

Parent or Guardian Signature _____ Date ___/___/___

Parent or Guardian Signature _____ Date ___/___/___

Permission Release

I grant permission for my child to use all program equipment, participate fully in all activities, for my child to leave the premises under supervision for hikes and field trips, for my child to be included in evaluations and also to be used in photos for publicity.

Parent or Guardian Signature _____ Date ___/___/___

Parent or Guardian Signature _____ Date ___/___/___

Child's Name _____

Payment Record

Record Extra Charges each month

	Amount	Date	Initial
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			

Deposit _____ Amount _____ Date __/__/__

Amount due monthly _____

Extra charges (date) _____

HAZEL CREEK MONTESSORI
8903 NE Koura
Bainbridge Island, WA 98110

Montessori Preschool and Daycare

The undersigned have enrolled _____
to attend Hazel Creek Montessori School activities and participate in the programs and
activities offered. In consideration, the undersigned releases and discharges the Hazel
Creek Montessori, it's officers and employees from liability of any kind to the child or
the undersigned for any loss or injury to the child while participating in school or
extended day program activities. The undersigned agrees that this release is intended to
be as broad as permitted under the law of the State of Washington and if any part of
application is found unenforceable the remainder be enforced in full.

Parent or Guardian Signature _____ Date __/__/__

Parent or Guardian Signature _____ Date __/__/__

Director _____ Date __/__/__

HAZEL CREEK MONTESSORI

Student Admissions List

Student's Name _____
Parent's Name _____ Phone () _____ - _____
Address _____
Date Information Sent _____ Date Observed _____
Student's Start Date _____ Class _____

- Given information packet about school and programs
- Given admissions packet
- Tour of School – Inside
- Tour of School – Outside
- Given information about Montessori and school curriculum
- Observed classroom
- Met teacher
- Shown message center
- Shown sign-in sheet
- Given information about extended day program
- Given information about lunch program
- Admissions form turned in and signed
- Student in computer
- Registration fee received
- One month deposit received (non-refundable)
- Start date confirmed
- Immunization form complete
- All other forms complete
- Student forms filed in office
- Where to put lunch – coat – backpack
- Where to put tuition checks – payment policy
- Start time for room
- Medication forms
- Newsletter
- Explained phone messages and emergency information

HAZEL CREEK TUITION FEES

We require a 30 day notice of departure and use your deposit for the payment of that month. We do not refund your deposit.

A \$50 registration fee is due with every new application plus your last month's tuition as a deposit.

Parents

I recently attended a workshop in Seattle sponsored by REI. The title of the workshop was “Raising children with connections to Nature: The Battle against nature deficit disorder.” The workshop was designed to address concerns expressed in the book, Last Child in the Woods, by Richard Louv.

The author’s groundbreaking work is about the staggering divide between children and the outdoors. As a journalist and child advocate Richard Louv directly links the absence of nature in the lives of today’s wired generation to some of the most disturbing childhood trends: the rise in obesity, attention disorders and depression. He indicates that direct exposure to nature is essential for healthy childhood development and for the physical and emotional health of children and adults. This provocative book is raising debate and tough questions nationwide. Louv offers solutions for a healthier, greener tomorrow. Parents, educators, therapists and community officials can benefit from taking seriously a call for a ‘drug free nature cure’ and a ‘nature-child reunion.’

When our family decided to develop Hazel Creek in 1989, we felt there was a disconnect between what students learned in the classroom and the direct application of this knowledge to the world around them. We originally purchased the existing parcel of land to build our facility because of the close proximity to the Meigs wetlands and The Grand Forest. Our goal was to create a physically beautiful facility with nature trails, gardens and outdoor spaces that would naturally integrate into the total atmosphere of the learning environment.

We built an equestrian center so that we could provide a way in which the children could have an opportunity to bond with animals while learning to ride and care for them. Riding horses teaches a person to activate and use various parts of the body, acquiring skills that in the course of time become an integral part of the child’s life. It has been worth investing in these exceptional learning resources for the future of every child enrolled in our program.

In tracking our student’s for the past 17 years, we find our students have evolved into responsible, caring and successful citizens who possess a zeal for life. They are willing to face life’s challenges, and ready to achieve the goals they have set for themselves without fear or limitation. We are proud to have been such an important part of each child’s life by helping to shape their future during their critical formative years. By nurturing each child and teaching them the skills for developing a positive outlook and attitude towards themselves, nature and their community, they will begin their journey with many of the necessary tools for creating a better world.

The Montessori education at Hazel Creek Montessori strives to link academic studies with direct outdoor experiences in nature. Since our inception, the children have participated in weekly 3 mile hikes, daily walks, animal husbandry, horseback riding, daily chores, dining outdoors year-round, gardening, harvesting, cooking, swimming and

exploring the woods in our own backyard. Our swimming program gives each child the essential benefit of knowing how to swim and be comfortable in and around bodies of water. They will feel more confident and secure in outdoor settings. Our goal is to create future stewards of the environment by providing meaningful contact with the natural world. As we move into the 21st century, our hope is that the connections we have created during the sensitive periods of their life will result in healthier, well adjusted kids, who will be better equipped to care for their present and future environment.

Nature helps to develop a child's senses, stimulate their imagination and teaches them to take risks. Our method of combining outdoor education along with the indoor academic studies has time and again proven to be a powerful antidote to the many things that ail kids today. The active child that has difficulty sitting in a classroom setting will be the first to hear the bullfrog in the woods and is oftentimes the most excited to take a hike and make his/her own discovery in nature. Their ability to focus and concentrated in nature will often surpass his/her fellow students. By igniting a children's sense of curiosity and wonder in the natural world, they can approach the academic world with great joy and excitement. Our mission is to equalize the delicate balance of the "great outdoors" and the academic learning environment. Studies are proving our methods to be beneficial for young children, even crucial!

For years, James Salis, the program director of the Active Living Research program for the Robert Wood Foundation, has been studying why some children and adults are more active than others. "Based on previous studies, we can definitely say that the best predictor of preschool children's physical activity is simply being outdoors and that an indoor, sedentary child is linked to mental health programs." Studies over the past decade have shown that the participation in outdoor activities helps the child to gain in self-esteem, leadership, academics, personality and interpersonal relations. The strong argument for outdoor education is based on the restorative power of nature and the direct connection to the individuals' health.

Hazel Creek Montessori has created a beautiful childhood preserve on Bainbridge Island. We are committed to the natural history of our area. Our nature-education preserve has been at the forefront of a new kind of school reform. We introduce this important endeavor at a time in one's life when it truly matters. We believe that the future of our planet depends on the future of our children, and that the future of our children will depend, in great part, on their direct exposure to their surrounding environment. It is difficult for many students to make meaningful connections from a textbook or by sitting in a classroom. For this reason education is evolving worldwide into a more "hands on" approach and allowing children to learn through numerous mediums.

Maria Montessori was a proponent of learning through direct experience. She recognized that self-motivation is the only valid impulse to learning. At Hazel Creek, the children move themselves towards learning. The child is free to learn because of having slowly acquired an inner discipline from exposure to both physical and mental order. By creating "a prepared environment," and allowing every child to explore "nature's

environment,” the child gradually creates order and learns to distinguish among the impressions, which assail the senses, thus slowly gaining mastery of self and harmony with the environment.

The detachment from our food sources, the disappearance of the family farm and family gardens, the ambivalent relationship between humans and animals are some of the characteristics of our present day society. We shape our children’s lives according to our own beliefs. The problem today is that many parents operate out of fear and BELIEVE that it is not safe for their children to be outdoors. For the past two decades the media has increased reports of the dangers facing our children by 90%. According to actual statistics, the dangers children face today are 20% less than what they faced 20 years ago. We invite every family to join with us in taking the necessary steps to change this phenomenon. Even with the present urgency, there can be a sense of encouragement and unification created, when we all take steps to make these positive changes.

Entering the year 2007, Hazel Creek invites every family enrolled at our school to address these important concerns facing all of us. In partnership with other educational facilities and organizations, we would like to join together to form a caring coalition in order to create a healthier, greener environment in our very own back yard. We have an opportunity to come together at every level to make Bainbridge Island a model community for our youth. Please join in this effort to instill in our children, the value of nature. We are providing a list of ideas along with our objective so you can do more with your child at home. Please let us know if there are suggestions you might have that our families can incorporate into their lives.



- ❖ *Spend at least 15 minutes outdoors with your child daily.*
- ❖ *Let your child explore without a purpose, unstructured time.*
- ❖ *Buy local produce when you can, go to the Saturday Farmer’s Market with your child.*
- ❖ *Pack your child’s lunches in re-usable containers.*
- ❖ *Compost your waste at home.*
- ❖ *Set up your house to recycle and have your child help.*
- ❖ *Have your child clean their room and take unwanted toys and clothes to Goodwill together.*
- ❖ *Go on a hike once a week to a different area of the Island, pack a lunch and “leave no trace” by packing it back out.*
- ❖ *Encourage your child to play outdoors (they can follow your example).*
- ❖ *Set limits on watching anything electronic.*
- ❖ *Set limits on Pokeymon cards, etc.*

- ❖ *Check out books about Nature and sit and read with your child to open up conversations about the natural world.*
- ❖ *Give the gift of Hope. Stay positive. We can make a difference.*
- ❖ *Allow your child to accomplish small tasks that make a difference to conserve the earth's resources. They will not only feel more responsible but also successful at achieving a higher goal.*
- ❖ *Plant seeds in a garden or in a pot, and tend to those plants together.*
- ❖ *Cook a meal together and allow your child to do as much as possible.*
- ❖ *Read the book, Last Child in the Woods, it will change the way you think about your child's connection with the natural world.*

Objectives

Hazel Creek Montessori's objective is to allow children to explore both "nature's prepared environment" and the prepared environment within the classroom. The child will learn directly from what nature has to offer and expand upon those experiences by studying the laws of nature in the academic setting. This complete cycle of learning will supply the opportunities for intimacy between the child and nature, thus allowing for their senses to broaden.

HAZEL CREEK MONTESSORI

Parent Agreement

Hazel Creek Montessori strongly encourages parents to take their time in selecting the right daycare and preschool setting for their child.

We _____, the parents/caregivers of _____ understand that HCM requires a 30-day notice to withdraw our child from the program. We have thoroughly investigated the facility, personnel and curriculum and find HCM to be the program of our choice for our child.

If a concern develops, we will refer to our Parent Manual and follow the steps outlined for a successful resolution.

If we find a resolution is not possible, after allowing a 30-day trial period from the time we voice our concern and decide to withdraw our child, then we forfeit our deposit and registration fee. If after having just paid and we choose not to follow the steps provided, we will forfeit that month's tuition along with our deposit and registration fee.

Parent or Guardian Signature _____ Date __/__/__

Parent or Guardian Signature _____ Date __/__/__

HAZEL CREEK MONTESSORI HANDBOOK

Montessori Preschool and Daycare
8903 NE Koura Rd.
Bainbridge Island, WA 98110
White School (206) 842-1266
Red School (206) 780-1928

PARENT HANDBOOK

HAZEL CREEK MONTESSORI

Preschool and Daycare

Unique to Hazel Creek

Situated on Bainbridge Island, Hazel Creek encompasses 10 acres of forest and farmland with a meandering stream, bordering designated wetlands and trails leading to “The Grand Forest.”

First built in 1990 by Ollie and Janice Pedersen and their children, Hazel Creek has been carefully developed into one of the most beautiful Pre-school settings in the Northwest. Program facilities include a large barn, playing fields, covered sport court, playground areas, children’s greenhouse and terraced gardens, nature trails and a variety of farm animals grazing over a beautiful country landscape. The integration of outdoor spaces into the total atmosphere of Hazel Creek Montessori sets it apart. HCM maintains certified Montessori Trained instructors, Washington State Certified Instructors and professional specialists in the arts and sciences, professional rescuers and certified lifeguards.

The Montessori education at Hazel Creek Montessori strives to link academic studies with direct outdoor experiences in nature. Since our inception, the children have participated in weekly 3 mile hikes, daily walks, animal husbandry, horseback riding, daily chores, dining outdoors year-round, gardening, harvesting, cooking, swimming and exploring the woods in our own backyard. Our swimming program gives each child the essential benefit of knowing how to swim and be comfortable in and around bodies of water. They will feel more confident and secure in outdoor settings. Our goal is to create future stewards of the environment by providing meaningful contact with the natural world.

Nature helps to develop a child’s senses, stimulate their imagination and teaches them to take risks. Our method of combining outdoor education along with the indoor academic studies has time and again proven to be a powerful antidote to the many things that ail kids today.

Hazel Creek Montessori has created a beautiful childhood preserve on Bainbridge Island. We are committed to the natural history of our area. Our nature-educational preserve has been at the forefront of a new kind of school reform.

Objective

HCM’s objective is to develop the whole child. The program offers a variety of daily activities to promote growth in the areas of academic, physical, social and emotional development. Montessori discovered that children have critical learning periods (sensitive periods) for each new level of learning. During these sensitive periods, children absorb the lessons easier and faster than they ever will again. It is imperative

that the child not be discouraged during one of these periods. The materials, (both traditional and the extensions and contemporary) and environment in a Montessori classroom are designed to promote and nourish the periods of sensitivity. These periods are what create, in the child, a love of learning and a self-confidence that is so essential to healthy development. To ensure that these objectives are met, continual observation and screening of each child's development is an on-going process.

HCM's goal is for each child's needs to be met. The following are goals that every staff member strives to give each child: The need for belonging, the need for achievement, the need for freedom, from fear, the need for love and affection, the need for freedom from guilt, the need for sharing, the need for understanding and knowledge and the need for security.

The Montessori philosophy will be integrated into our TODDLER PROGRAM along with the use of basic Montessori materials. Our PRESCHOOL/DAYCARE PROGRAM will duplicate the Hazel Creek Montessori classes with before and after school enrichment programs.

What is Montessori?

The Montessori philosophy and method of educating children was developed by Maria Montessori. She believed that children learn by actively manipulating the interrelated materials. Through repetition of movement, incorporating the hand and the brain, the inherent lesson within the material becomes a part of the mind. Therefore, the intricate process of the Montessori classroom is successful because of the skillfully developed activities and materials, and a meticulous method for administering them. The foundation of Montessori learning is the practical life section of the classroom. This section is based on everyday activities that help the child develop their small muscle and hand-eye coordination. The activities develop the base for upper level learning. The other areas of a Montessori classroom are sensorial, language, math, geography and botany. (Geared accordingly for the Toddler Program).

How Does Montessori differ from the Standard Classroom?

The Montessori system differs in order of sequence. The Montessori classroom is set up so the environment and work are what control the child's activity. The child and his or her interests are the next order of priority. The teacher is the facilitator of the environment. After the teacher has established the scope of readiness for each child, individual lessons will be presented. In this way, every child is meeting his or her own separate potential.

GENERAL INFORMATION

Emergency Information

Please have all your emergency information up-to-date at all times. Even if your information is temporary, it should be given to the head teacher.

Communications

Please read daily bulletins and other important information from our Parent Message Board. If you have a question concerning your child or school policy, ask the contact person responsible. If you're unhappy with an issue, talk to the person it involves, within 24 hours, not other parents or staff members; or we ask that you not participate in our program.

Pick-up Policy

HCM will not release any child in our school to anyone, except the parents, without **written** permission from the parents. We will ask for positive identification from those individuals picking up your child, if needed.

Emergency pick-up is sometimes necessary. It is the responsibility of each parent to be sure that someone other than yourself can pick up your child; i.e., power outage, snow storm, late ferry boats, etc. Please have this information available to HCM at all times.

School Calendar

We will print a yearly calendar with important dates and hand it out at the beginning of each school year.

Recycling

We strive to be environmentally sensitive.

Lunch and Snacks

Children bring their own lunch in a lunch box – no brown bags allowed. Lunches need to be well balanced. HCM will provide snacks for the children in the extended day program. We will compost all leftover food. Please wrap food in wax paper, not plastic. We will not heat up food in plastic containers due to the toxins from plastic products.

Clothing

Each child is required to pack a fresh backpack and bring daily. You're required to label and include a change of clothing, boots, coats and mittens, etc. Dress your child as though we were going outside every day, regardless of weather – raincoats and hats, etc. All children are required to wear rain boots each and every day during rainy weather. Our school is situated in a country farm-like setting; expect to pick up your child with dirty or wet clothes on occasion, as we encourage them to enjoy the elements without fear of getting dirty. If this occurs early in the day, they can change themselves. Please do not ask your child to stay clean! That restricts your child's ability to explore.

Blankets

For napping children – please bring a clean blanket from home and take at the end of each week to launder.

Hygiene and Hand Washing Policies

Children will be assisted with and/or washing their own hands after toileting and before handling food. Adults will wash hands and clean surfaces after diapering and toileting before handling food and after attending an ill child.

Toys

No outside toys from home are allowed to be brought to school.

Toddlers

We encourage toddlers to be without a pacifier, bottle and blanket during the day. Please help to establish this for independence. We do not use bottles in the toddler room.

Hikes

We often go on spontaneous hikes. Please arrive on time or your child may not have the ability to attend that day if their class is already on a hike when you arrive.

Diapers (to be begin Fall 2007)

We use a diaper service with 100% cotton diapers. Parents will incur the cost. We want to reduce the use of disposable diapers due to the waste and toxic chemicals.

Medication

Pharmacy labels, parents written permission, physician's authorization are required. Name, dates, labels and instructions should be clearly marked. We will return any unused portions.

Discipline Policy

We are concerned about the safety and appropriate behavior of the students who attend the school. Therefore, we have established rules that encourage a positive environment for everyone. The rules that have been established for the students attending our school will not inhibit their natural creativity and social growth. (See PARENT MANUAL for a successful start).

Sick Policy

On the advice of health experts, we will not allow children with any of the following symptoms to be or remain in care:

1. Fever of 100°F. Axillary (under arm) or higher AND who also have one or more of the following:

- 3 Diarrhea
- 3 Earache
- 3 Show signs of irritability or confusion
- 3 Sore Throat
- 3 Rash

A fever of up to 100°F, without any of these symptoms, will not automatically result in your child being excluded from care.

2. Vomiting on 2 or more occasions within a 24-hour period.
3. Diarrhea of 3 or more watery stools within a 24-hour period or 1 bloody stool.
4. Draining rash or sore.
5. Eye discharge or pinkeye. Children/staff can be readmitted after:
 - 3 Medical diagnosis to rule out bacterial infection or,
 - 3 24 hours on antibiotic treatment.
6. Fatigue preventing the child from being a part of regular activities.
7. Children/staff with open oozing sores, which cannot be covered, will not be allowed to be at the center until:
 - 3 24 hours after starting antibiotic treatment or,

- 3 sores are properly covered (e.g., bandage/clothing, staff-gloves) or,
 - 3 sores are healed.
8. Lice and scabies. Children/staff may be readmitted after treatment and if no nits are visible.

If childcare staff or the director has concerns about a child's ability to safely return to care, we reserve the right to request a note from the child's healthcare provider.

We ask that ill children, as described above in 1-8, not attend childcare for the following reasons:

- 3 They are unable to be an active part of our daily program,
- 3 They expose other children and staff to illnesses, and
- 3 They are at risk for being exposed to other diseases when their resistance is low.

Withdrawal

If a concern develops, you will refer to our Parent Manual and follow the steps outlined for a successful resolution.

If we find a resolution is not possible, after allowing a 30-day trial period from the time you voiced your concern and decide to withdraw your child, then you forfeit your deposit and registration fee. If after having just paid and you choose not to follow the steps provided, you will forfeit that month's tuition along with your deposit and registration fee.

Tuition

Payments are due by the 1st of the month. Please add a \$40.00 late fee for payments past the 10th of the month.

Dismissal Policy

We will not tolerate behavior that cannot be positively directed in a child. If any child at HCM continues to display behavior such as hitting, pushing or bullying beyond a two week period, they will be asked to leave for the benefit of everyone.

If a child's behavior becomes a problem in school, we will take the following steps (e.g. hitting, pushing, resisting discipline, bullying, intimidating, frightening others):

1. Document behavior.
2. Notify the parents in a timely fashion.
3. Meet with parents.
4. Try to come up with workable solutions for both school and home.
5. Continue to assess, evaluate, and compile information and conference with his/her teachers and specialists.
6. If this is not successful, we may choose to ask for outside help by a professional at your expense.
7. Parents must contact the professional to contact the school within a one-week period.
8. If a child's behavior continues to be a disruption, after implementing the above, HCM will ask for removal of your child. Should complaints continue or new developments occur that put other children at risk, we will require immediate removal of your child and the above does not apply. (For our summer program, if after one-week we are unable to curtail unacceptable behavior, we will ask the child to be removed from our program).
9. Should you decide not to follow these guidelines, your withdrawal from our program remains appropriate.
10. The ability to renegotiate is possible if a workable situation can be found for both parties involved.

Naps

HCM has a nap room for those who need a rest or nap during the day. Children 3-1/2 years and under will take naps during the day. Children 3-1/2 to 4-1/2 years old will take a nap at the request of their parents or when a teacher feels they may need a rest. Each child taking a nap will have a mat with a cover to lie on. The parents will be responsible for taking the cover home and washing it once a week.

Enrollment

Enrollment requires a registration fee of \$50/family (one time fee) plus a deposit of one months' tuition. We require a 30-day notification for withdrawing your child from our program (See PARENT AGREEMENT).

Holidays and Closures

HCM is closed for all Federal Holidays, Christmas Eve., Christmas Day and Thanksgiving Weekend. (All children enrolled for our half-day programs follow the Public School Schedule – refer to calendar.) We close if Public Schools close due to weather. If the Public Schools start late – we will start on time. We do not make up days due to weather even if the public school does. Listen to your radio stations for closure information. We will post two (2) additional days of closure for maintenance

Reporting Suspected Abuse and Neglect

Licensed childcare providers and their staff are required by Washington State law to report suspected incidents of abuse and neglect (RCW 26.44.030(1)). In doing so, they will have civil immunity under the law for good faith reporting. Failure to report can result in a gross misdemeanor charge.

90-Day Trial Period

Hazel Creek Montessori has a 90-day trial period for every student enrolled. For the harmonious interaction between staff, parents and administration, HCM retains the right as a private school to ask for the immediate withdrawal of your child due to philosophical differences.

Additional Parent Information

Hazel Creek Activities include:

- Circle time
- Montessori work time
- Recess
- Snack
- Lunch
- Naps
- Horseback riding
- Swimming
- Spanish
- Art
- Music

You are required to sign in and out.

We conduct our business according to DSHS non-discrimination plan.

We will help toilet train your toddler with your permission.

HCM celebrates all religious holidays that pertain to our students.

RELEASE AND ASSIGNMENT

I, the undersigned, am the parent or legal guardian of the child named below (the “Child”), and I enter into this Release and Assignment on the Child’s behalf.

I hereby release and assign to Hazel Creek Montessori any right and interest the Child or I may have in any photographs, video and audio recordings of the Child taken by employees, agents or contractors of Hazel Creek Montessori.

I understand that such photographs and recordings are being taken specifically for the purpose of creating a promotional campaign for Hazel Creek Montessori products and services. I waive any right the Child or I may have to compensation of any kind or review of or control over the use of such photographs, and I release Hazel Creek Montessori and its affiliated persons from any liability or obligation arising in connection with its use thereof, including but not limited to claims regarding copyrights, rights of privacy and rights of publicity.

I warrant that I am of full age and have the right to contract on behalf of the Child. This release and assignment is binding upon me, my heirs and assigns as well as on the Child and his/her heirs and assigns.

Signature of Parent/Guardian: _____ Date: _____

Print Name of Parent/Guardian: _____

Name of Child: _____

Relationship to Child: _____

HAZEL CREEK MONTESSORI
Preschool Manual for Success

HAZEL CREEK MONTESSORI

Preschool Manual for Success

To make your child's day a success at school:

COMMON COMPLAINTS FROM CHILDREN

There is a bully at school.	At every preschool there will be children more aggressive than others. We will not tolerate behavior that cannot be positively directed in a child. If any child at HCM continues to display behavior such as hitting, pushing or bullying beyond a two-week period, they will be asked to leave for the benefit of everyone.
I don't have any friends (children parallel play at this age 80% of their time).	It takes TIME for children to bond to others – you can help by inviting classmates over independent of the school setting.
I don't like school.	School can be used as a focal point for a child for their own anxieties felt about life in general. It is hard to pinpoint the exact cause but working together, we can resolve most situations.
I want to stay home.	They feel comfortable with the known and simply love time with you – you need to decide if preschool is important at this time.
I'm bored.	This says many things. Once this is known, we are generally able to reinstall enthusiasm with a variety of new activities.

COMMON COMPLAINTS FROM PARENTS

It's too Academic.	This is a Montessori School that <u>allows</u> (not pushes) for academic pursuit, as well as standard preschool activities.
HCM doesn't offer the same things his/her other school provided.	HCM DOES offer a very enriched program by having different specialists each week, along with many outside activities. This not only gives your child a rich early childhood experience, but also provides wonderful memories for the entire family.

A CHILD'S NATURAL DEVELOPMENT AND THE VARIOUS STAGES OF INCREASED AWARENESS OF THEIR SURROUNDINGS, CREATES A MYRIAD OF OBSTACLES. WE HOPE TO CREATE COPING SKILLS AND SURVIVAL TECHNIQUES THAT CAN MOVE THEM MORE SMOOTHLY AND GENTLY TO THE NEXT PHASE OF THEIR LIVES.

ARRIVE ON TIME

(If you are going to be more than 5 minutes late, please wait 1/2 hour and arrive after Circle is over).

<u>PROMPT</u>	<u>LATE</u>
Children like to know when class starts and ends.	Child has to "catch up" and is confused.
Children like to freely choose where to sit.	Child has to "break in" to Circle.
Children feel informed about the day's activities.	Child misses important daily lessons.
Child is comfortable entering class.	Child feels self-conscious – disruptive.
Child can say goodbye at the appropriate time.	Child feels rushed and may have hard time separating feeling anxious.
Teachers are able to greet children.	Teacher is already involved in carrying out the necessary daily routines.
We may go on a spontaneous hike.	Child misses out.

Being on time, as you can see, is the #1 factor in starting out the day right.

BRING YOUR CHILD CONSISTENTLY

<u>CONSISTENT</u>	<u>INCONSISTENT</u>
Child has opportunity to experience an on-going bonding process.	Child “starts over” again and again with all their relations.
Child is given a chance to trust their environment and overcome fears.	Child rebels coming to school – fears are supported by not attending and obstacles remain in the way of a successful experience in a school setting.

In closing, HCM strives for all children to function with autonomy, the ability to govern one’s self without reward or punishment. Our goal is to provide high quality care that supports the family structure.

Hazel Creek Aquatic Center

Riding Program

I (we) hereby release, waive, covenant not to sue and discharge Janice Pederson, assisting staff, their spouses, heirs and next of kin for any loss, personal damage or bodily injury to my (our) child while participating in the horseback riding program at Hazel Creek Montessori School.

I (we) the undersigned expressly acknowledge and agree that the activities of the horse industry can be dangerous and involve the risk of serious injury and/or death and with this knowledge do hereby give permission for my (our) child _____, to participate in Hazel Creek's riding program.

Each child must wear solid toe shoes while participating in Hazel Creek's riding program. Hazel Creek will provide safety helmets during riding lessons.

Each of the undersigned parents or legal guardians for a minor participant agrees to indemnify and safe and hold harmless Janice Pederson, Eva Gagnon, their spouses, heirs and next of kin from any loss, personal property damage or bodily injury while participating in any aspect of the Hazel Creek Riding Program, 8903 NE Koura Rd., Bainbridge Island, WA, by said minor person.

Print Name of Participant

Print Name of Parent or Guardian _____
Parent or Guardian Signature _____ Date __/__/__

Print Name of Parent or Guardian _____
Parent or Guardian Signature _____ Date __/__/__

Hazel Creek Aquatic Center Swimming Permission Slip

I (we) give my (our) child _____
permission to participate in the swimming program at HCM Aquatic Center. In
consideration, the undersigned releases and discharges Hazel Creek Montessori, it's
officers and employees from liability of any kind to the children of the undersigned for any
loss or injury to the child while participating in the swimming program. The undersigned
agrees that this release is intended to be as broad as permitted under the law of the State of
Washington and if any part of application is found unenforceable the remainder may be
enforced in full.

Parent or Guardian Signature _____ Date __/__/__
Phone Number () ____ - _____

Parent or Guardian Signature _____ Date __/__/__
Phone Number () ____ - _____

Hazel Creek Pet Policy

Please be aware at HCM we allow animals to be in contact with the children. HCM owns cats, dogs and horses. Teachers also will bring in the occasional classroom fish, bird, gerbil, hamster or snake into the classroom as a classroom pet.

We allow the children to ride and groom the horses with your written permission. The horses are very gentle and love attention. We ask that you do not feed our horses ANY treats as they can develop bad habits from hand feeding. Big Bob, our dark brown horse is very old and can be cranky. Do not let your child pet him through the fence, he can bite. We make the children aware of the fact that regardless of how gentle a horse is, they can kick or bite.

All pets can scratch, kick or bite. We show the children how to properly handle the animals to help avoid this from happening. Children help with chores. Their chores include recycling manure and feeding the animals. We have the children wash their hands after handling the animals and teach them proper hygiene and safe handling practices.

Our horses are used as schooling horses for horseback riding lessons. We are fully insured for all of our animals and for giving lessons. We have yearly veterinary checkups for all of our animals and have their current shots on record.

We realize that there is always an increase of risk exposing children to these various animals, but feel strongly that following safe handling practices, the children will benefit greatly. Pets are used for therapy world-wide.

Anyone that is uncomfortable with having their children exposed to our animals may want to seek out other options for their child's pre-school experience.

We have created a unique farm-like setting for children in order for them to bond and care for both the plant and animal kingdom. With this philosophy we allow for the children to garden, go on extended hikes, explore the forest and wetlands and tend to the animals we own at Hazel Creek. We follow strict safety guidelines. Our Staff are all CPR certified and many on staff are Red Cross Lifeguards and professional rescuers.

“Nut Notice”

HCM is now a “nut free” facility. We will no longer serve foods with nuts or allow foods to be brought in from home that have nuts in them. Several children at our facility have from mild to severe allergies to nuts and we want to safeguard their health.

Foods to Avoid: crackers with peanut butter, any nut butter sandwiches, or cookies or granola bars with nuts

Foods that are OK: soy nut butter, sunflower seed butter and nut free cookies and granola bars.

We are sending this notice home so that you are aware of this policy. If you have any concerns, please contact Janice at 206-265-1598. Thank you so much.

Pesticide Policy

It is the policy at Hazel Creek Montessori to stay pesticide free. Should we deem it necessary to use any in the future, we shall post a notice as to what the product is, how it is being used and for what reason.

Hazel Creek Religious Policy

HCM celebrates all religious holidays that pertain to the students enrolled at our facility. We talk about religious, spiritual and non-religious beliefs in the context of education for both family and cultural customs. Our multi-cultural studies are all inclusive of the various beliefs from around the world. We welcome our families to share their own customs by bringing in items and sharing ideas with us so that we can better get to know each family at our facility. We encourage diversity. HCM sponsors the annual “Christmas in the Country” community event. The children enrolled at HCM will participate by singing holiday and seasonal songs for their parents at this event. We do not discriminate according to religious beliefs, race or sex at HCM.

HAZEL CREEK TUITION FEES

2009-2010

Half-Day Pre-school

& Kindergarten: 3 hour session Primary 4 days M-Th \$4100 annual payment
or \$410 10/monthly payments
Primary 5 days M-F \$4650 annual payment
or \$465 10/monthly payments
Kindergarten M-F \$5600 annual payment
or \$560 10/monthly payments

Tuesdays and Thursdays the Kindergarten children are scheduled to stay for lunch for an additional hour. 9-1pm

Upon signing a payment contract for the half day pre-school, you are responsible for the entire annual amount. Classes above will follow the public school schedule. Siblings-\$15/mo discount

Full Day (over 6 hours) Pre-school: \$915.00/mo5 days a week
\$845.00/mo4 days a week
\$726.00/mo3 days a week
\$571.00/mo2 days a week

**HCM no longer offers a reduced fee for a shorter day. Our fees are based on a flat rate for your child to attend our program full days, 10 hours or less.

Toddler Full Day: \$998.00/mo5 days a week
\$922.00/mo4 days a week
\$792.00/mo3 days a week

\$75 registration fee is due with every application along with a one month deposit. The one month deposit is for the last 30 days that your child will be in attendance.

You must give notice in writing for the last month your child will be in attendance. Notice is given from the 1st of the month to the last day of the month. If your child starts immediately, both first and last month's tuition will be due. If you choose to withdraw your child for reasons of your own, you will not receive any of your monies paid for that month, nor will you receive your deposit.

If your payment is not paid in full by the last day of the month, we will use your deposit and ask that your child not return until you are able to pay an additional deposit along with the next month's tuition.

Payment Contract:

I am signing my child(name)_____ for _____ days/week

I am signing my child up for(class)_____ program

I am signing my child up for the following hours during these days

M_____ T_____ W_____ TH_____ F_____

I understand that I am liable for the annual payment for the half day program and will make an annual payment of _____ on this date _____ or 10 equal payments of _____ by the first of every month.

I understand that I am liable for making monthly payments of _____ for the 12 month full day program.

I am aware that HCM does not make up days due to weather, vacations, or sick days. I am also aware that during the summer months, if my child is in attendance during any part of the

months of July or August, a full one month's tuition is due for each of those months'. If I withdraw my child for vacation during the summer months', I will need to give a one month's notice by the first day of the month. HCM will only enroll your child on a monthly basis during the summer months. If you choose to use your deposit and withdraw your child and sign up for a few weeks at a time, you will then pay the daily or weekly rate of \$75/day and \$275/week. Your one month deposit will be due again if you choose to re-enroll for the fall.

I _____ understand that I am liable for the monthly tuition that is due and that I need to give a one month notice to withdraw my child. I also am aware that should I choose to leave the program early for any reason during a monthly period in which I have already paid, I will not receive any monies paid for that month and I will not receive my deposit.

I _____ agree to pay a late fee of \$50 past the 5th of the month and an additional \$25 if my payment is past the 10th of the month. My deposit will be used for the month if I have not paid the tuition in full by the end of the month.

I _____ understand and agree to these terms set forth by Hazel Creek.

_____ Signature _____ date

Summer Camp

The cost of summer camp will be \$275/week for all new and returning students that do not attend HCM during the school year. We will no longer offer a monthly rate for summer camp students.

Summer camp will be based on the number of weeks your child is in attendance. If you sign your child up for a 1-4 week period, will need to pay in full in advance. If you choose to withdraw your child for any reason, your payment will not be refunded. I _____

understand that my payment is due in full for my child _____ . I

also understand that I will not receive a refund if I choose to withdraw my child for any reason. I

am signing my child up for the weeks of _____ . Amount due

_____ .

_____ signature _____ date

If I sign my child up for additional weeks, I will pay in full no later than one month prior to my child attending.

Water Safety Plan

When children are on the playground and in the classrooms we insure they do not go near any water sources by following these procedures at our facility.

1. We have alarms and bells on the doors in the classrooms to alert us when children are entering and exiting.
2. We have latches on the gates on the playgrounds. The fences are in good condition and are at the required height.
3. When crossing over the bridge across our creek, we have a teacher in the lead and one following the children. If the creek is too high, we go another direction.
4. When we take the children on a field trip near any body of water, we have the children holding on to a rope, holding hands or have one teacher in the lead and one behind. We keep a record of the children with us and count.
5. We lock our pool door so that no one can enter without supervision.

Signature: _____ Date: _____

Position: _____