



A caring community for your

3-7 year old to

Discover, Learn & Grow!

## Parent Information Handbook

*Hillsview Montessori School has been owned and operated by Cheryl Olson and Skylynn Wheat since 2014. We would like to warmly welcome you and your child to our school. Our mission is to honor the Montessori methods of teaching by providing a place where children are free to discover, learn & grow at their own pace. We believe that the holistic learning environment sets the foundation for children to grow up into lifelong learners and caring adults who can make a positive difference in the world. We function as a school with a Christian influence to encourage and enable students to receive all that God has for them intellectually, physically and spiritually.*

*"The things he sees are not just remembered; they form a part of his soul." Maria Montessori*

*All primary caregivers need to read this handbook and sign the handbook policy agreement. A paper copy is available upon request and is also available on our website. Thank you!*

### **Hillsview Montessori School**

23225 SE Borges Road

Damascus, OR 97089

hillsviewmontessori@gmail.com

503-658-2356

[www.hillsviewmontessori.com](http://www.hillsviewmontessori.com)

## **Our Program**

*At Hillsview Montessori School we are guided by the traditional Montessori curriculum goals and objectives as recognized by the American Montessori Society (AMS). We have two preschool classrooms where children ages 3-5 are grouped together and one classroom where children ages 5-7 are grouped together. In our classrooms, the children work independently in the areas of*

**Practical Life \* Sensorial \* Language \* Math**

*We strive to maintain a balanced curriculum of academics, cultural studies, art & music, physical education, and character development. Throughout the year our unit studies may include things like*

**Geography \* Astronomy \* Anatomy \* Nutrition \* Zoology \* Botany \* Yoga \* Sewing**

**Bible stories and much more...**

**Teacher/Guides:** *Hillsview Montessori School is owned and operated by Cheryl Olson and Skylynn Wheat. Miss Cheryl is our Site Director and Head Teacher in one of the preschool classrooms. She is an AMS Certified guide with 18 years' experience in a Montessori classroom. Miss Skylynn is our Enrollment Director and Head Teacher in our other preschool classroom. She is NAMC Certified with more than 30 years' experience in a Montessori classroom. Miss Julie is our head teacher in the Kindergarten/First Grade classroom. She is NAMC Certified for both the primary as well as elementary ages. HMS is a collaborative effort, and it is our hope that our collective experience and passion for the Montessori methods of early childhood education will bring out the best in every child in our care. All Head teachers at Hillsview are required to be Montessori credentialed for the age of children they work with.*

**Classroom Expectations:** *The children work independently and are free to move about the classroom at will, to talk to the other children, to work with any equipment whose purpose they understand, and to ask the teacher for guidance and lessons. Children in the classroom are not allowed to disturb other children at work or to abuse the materials in the classroom. The children are taught to respect themselves, others, and the environment.*

**Parents Rights:** *Parents are welcome at the facility anytime; however, having parents in the classroom can be very disruptive to the children. If you would like to visit the classroom, we ask that you schedule a classroom observation with your child's teacher. If you have any questions or concerns regarding your child, please do not hesitate to ask. You may call or email your child's teacher to set up a time to meet or talk on the phone that is mutually convenient. Your child's progress is reported at Parent/Teacher conferences two times during the school year; usually in November and April. Head Teachers will also be available via telephone, text, email, facetime, and Zoom.*

**Volunteers:** *Because our personnel must be Montessori trained, we do not use parent volunteers in the classroom. However, we welcome special opportunities for parent involvement such as: sharing cultural knowledge, outdoor maintenance (garden prep), spring cleaning, etc. All visitors and volunteers must sign in and out each time they are in the building other than dropping off and picking up their child.*

**Discipline:** *The objective we work for in the Montessori environment is "self-discipline". The need for external discipline is often met by redirecting the child toward a more appropriate use of energy. In situations where a child is screaming, pinching, biting, kicking, or hitting, the child is showing us they are out of control. The child will be given the opportunity to regain their self-control: we will remove the child from the situation (by taking them to another part of the classroom or taking a walk in the hallway with a teacher until the child has regained control) then the teacher and child will discuss it, bring in the other child or children if necessary, and come to a mutual agreement of appropriate behavior. If there are recurrent difficulties, the parent and teacher will meet to discuss the situation.*

## **Student Drop-off and Pick-up Procedures**

**Arrival:** Children will be dropped off outside at the main doors of the building where they will be greeted by staff. Staff will record the date & time of their arrival as well as the name of the person dropping them off on the daily attendance log. Children will be escorted into the building and then taken to their cubby where they can hang up their backpack and change into inside shoes or slippers before going into the classroom.

**Punctuality:** Miss Skylynn's morning class drop-off will begin at **8:00AM** and her afternoon class drop-off will begin at **12:30PM**; for Miss Julie's & Miss Cheryl's class, drop-off time will begin at **7:45AM**. If you need to arrive late or pick up early, please pull up to the drop-off location, call the school phone or text your child's teacher and a staff will come out to greet you.

**Pick-Up:** Children will be escorted outside to the same spot that they are dropped off. Each family will be given a colored tag with a number on it to place in the front window of your car. If you need additional tags, please let us know. Miss Skylynn's morning class will be dismissed at **Noon**, and her afternoon class will be dismissed at **3:30PM**; Miss Julie's & Miss Cheryl's classes will be dismissed at **3:45PM**.

**Before/After Care:** Early drop-off and after care is not available. Please make every effort to drop-off and pick-up on time and have an emergency back-up plan for your child in case you are unable to pick up your child on time.

**Separation Anxiety:** Don't be discouraged if the first few weeks of school are a period of adjustment for both you and your child. Children often need time to adjust to a new environment and new routine. If your child has trouble with separation when dropping off, please ask a staff member to assist you. It's best to say good-bye and then leave immediately. Tears are usually gone by the time the child enters the classroom and becomes engaged in an activity. Please know that if your child is unhappy and does not stop crying, we will contact you. Prolonged and tearful good-byes are extremely difficult for the child and parent. When saying good-bye to your child, encourage them with comments such as "Have a fun day, I'll see you later."

**Parking Lot & Lobby:** The parking lot is very busy at peak drop-off & pick-up times and extra care is needed to watch for parents and children. Please have your children remain in your vehicle until the teachers are outside to greet them. We ask that you remain in the drop-off/pick-up line until the car in front of you has pulled out or unless the teacher directs you to go ahead and leave the line. Also, remember that we share this building with the church and there may be others entering and exiting the building who are not affiliated with the school.

**Emergency Contacts:** **We must always have your current address and phone numbers.** Please notify us in writing or email of any changes. Also, make sure we have current information for your emergency contacts.

## **Tuition & Registration Policy**

**Enrollment Process:** Once you have visited the classroom and made the decision to enroll your child you will need to complete the registration form and pay the \$100 non-refundable registration fee. We will send you an enrollment confirmation letter as well as important forms that will need to be completed and returned to the Director before your child may begin attending.

**Tuition:** Tuition is based on the academic school year that begins in September (after Labor Day) and ends in mid-June. The annual tuition is divided into ten equal payments due and payable by the 1<sup>st</sup> of each month beginning in September. There is a 2% discount given if the annual tuition is paid in full by September 1<sup>st</sup>. Tuition may be paid by cash, check or electronic check (EBT). Checks should be made payable to Hillview Montessori School. You can give your tuition check to your child's teacher or mail it to PO Box 2086 \* Gresham, OR 97030. We do not accept credit cards for tuition payments.

**Materials Fee:** There is an annual materials fee of \$150 due by September 1<sup>st</sup>. The materials fee for Kindergarten/First Grade is \$200.

**Late Fees/NSF:** A late fee of \$35 will be added to accounts not paid by the 5<sup>th</sup> of each month. There is an NSF (non-sufficient funds) fee of \$35 for returned checks (this includes payments that are made online and returned due to an input error).

**Family Vacation/No-school Make-up Days:** No tuition allowances will be made for holidays, family vacations, illnesses, or school closures due to weather.

**Withdrawal or Enrollment Changes:** If tuition payment is not received by the 15<sup>th</sup> of the month, you will be asked to remove your child from the school until payment is received. If, by the end of the month, payment is still not received, your child's space may be filled by a child on the waiting list. **A 30-day notice in writing is required if you are withdrawing your child from the school or making changes to their schedule.**

**Termination of enrollment:** In some cases where there are continued unresolved classroom issues and all reasonable resolutions have been tried, the Director may terminate enrollment immediately.

**Classroom Assignments:** Placement is determined by requested schedule. Currently we have one AM class, one PM class, one Full-day class and one Kindergarten/Full day class.

**Immunization Policy:** All immunization records must be submitted to the Director before your child may start attending school. Immunization forms must also be updated at the beginning of each school year and remain in your child's file at the school for as long as they attend here as required by Oregon health laws. Each January, the State of Oregon mandates that any child who does not have current immunizations will result in exclusion from school until compliance has been satisfactorily met. If your child is not fully immunized for the mandatory vaccines, you need to submit a completed Immunization Exemption Certificate to us. Immunization records will be returned to you or forwarded to a new school upon written request.

**Office of Child Care/Early Learning Division Rules:** We are a certified childcare center licensed through the State of Oregon Office of Child Care/ Early Learning Division. Our current license is always posted on the bulletin board in the hall along with a notice of other items that you have the right to review at any time. Because we are a certified center, we are subject to random inspections throughout the year and the licensing specialist has access to all student and personnel records. Attached at the end of this handbook is a copy of our current license.

## **Emergency Procedures**

**Accidents & Incidents:** The entire staff is required by Oregon law to have current First Aid/CPR training and will respond appropriately to any accident. An "Accident Report" form is filled out each time an accident occurs at school and is signed by the teacher and staff who witnessed the accident. These forms require your signature as acknowledgement and a copy will be provided for you to keep.

**Emergency Care:** In the case of a life-threatening situation, school personnel will call 9-1-1 to request paramedics. The parents will be called immediately to advise them of the situation. In the case of a non-life-threatening injury, first-aid will be given, and the parents will be notified immediately. The parents will give instructions as to what procedure they wish school personnel to follow. If parents cannot be reached and the staff thinks medical care is necessary, the child will be transported by ambulance to the nearest appropriate medical facility as designated on the child's Medical Release Authorization Form.

**Emergency/Early Dismissal:** In the event the school should close early, we will notify you by telephone, email & Flash Alert. We have one school phone line, and each staff member has a cell phone that will be used to notify parents to pick up their children. **Please make sure that our files are up to date with current phone numbers for all emergency contacts to be reached during the school day.**

**Emergency Evacuation:** We practice regular emergency evacuation & lock-down drills for natural & human caused disasters so the children and staff are familiar with the proper procedures. In the event the building must be evacuated and is unsafe to return to, the children and staff will be relocated to the property across the street (23460 SE Borges Road) where staff will remain with the children until everyone has been picked up. If we must evacuate the neighborhood, the children will be transported in staff's personal vehicles to Grace Community Church (800 SE Hogan Rd). If a catastrophic event prevents us from notifying you by telephone, email, or Flash Alert, we will remain with the children for as long as necessary.

**School Closure Due to Inclement Weather:** We follow the same closure procedure as the **Gresham-Barlow School District** for inclement weather closures. We will also try to send notices via text, email and will change the school phone message to notify you of school closure or late start. You can also sign up with Flash Alert to get instant notification via text or email of school closures. Go to [www.flashalert.net](http://www.flashalert.net) and follow the directions for Gresham-Barlow School District.

**Other Emergency Information:** We always keep at least a two-day emergency supply of water and food on the premises. In addition, every child should keep an Emergency Kit, a warm jacket, boots, and a change of clothes in their cubby. If you have any questions regarding these procedures, please ask. The list of contents for the Emergency Kit is available on our website.

**Medication:** If it is necessary for a child to take any medication, the prescription must be currently dated with a doctor's note stating that the child is not contagious and requesting, with exact instructions, that the prescription be administered by the school. A Medication Form must be filled out by the parent and the doctor's note attached. This also applies if your child has asthma or allergies, that requires an inhaler, EpiPen or allergy medication. **Do not send medicine in your child's backpack or leave it in your child's cubby, but hand it directly to a staff person.** Over the counter medications such as vitamins, aspirin, cold medicines, Roloids, cough drops, or sunscreen need to be treated the same as prescription medication if the child needs to have it at school.

**Sunscreen:** Please apply sunscreen to your child at home before arriving at school. If you desire additional sunscreen to be applied during the day, we will treat it like a medication. You need to provide the sunscreen with written instructions for application.

### **Illness**

We will notify you if your child shows any of the following symptoms while at school. It is necessary that your child be picked up immediately (within the hour). Your child will be given a mat to lay on (away from the other children) while they wait to be picked up. According to Oregon Health Laws your child must be symptom free for 24 hours before returning to school:

- Fever over 100.4°F;
- Vomiting;
- Nausea;
- Diarrhea (more than one abnormally loose, runny, watery or bloody stool);
- Severe cough;
- Unusual yellow color to skin or eyes;
- Skin or eye lesions or rashes that are severe, weeping, or puss-filled;
- Stiff neck and headache with one or more of the symptoms listed above;
- Difficult breathing or abnormal wheezing; or
- Complaints of severe pain
- Symptoms of Covid-19

Highly contagious diseases such as COVID-19, staph (MRSA), strep, chicken pox, pink eye, influenza, etc. require a note from your doctor stating that your child is no longer contagious. Please notify the school immediately if your child is diagnosed with a contagious disease so we can post an alert to the other families to watch for symptoms. **Please do not ask us to keep your child inside during outside playtime. If your child is well enough to attend school and is appropriately dressed, they should be well enough to go outside.**

When your child is absent due to illness or vacation, please notify the school staff. Daily plans need to consider the correct number of children.

### **Naps/Rest Time**

If your preschool aged child stays for the full-day program, they are required to have a 20 to 40-minute nap or rest period. If your child takes a nap at school, a sanitized mat will be provided. You will need to provide a small blanket and small pillow to be stored in their cubby to use at rest time. **Nap items are sent home weekly to be laundered.**

### **Cold Weather**

When cold weather arrives, please provide your child with a warm coat, boots, warm hat, and mittens. We do go outside a lot in the winter and if your child does not have an appropriate coat, you will be called to bring him/her one.

### **Lost and Found**

Please mark your child's name on all removeable items such as jackets, boots, and water bottles so they can be easily returned to the proper owner. If there is no identification and no one claims a lost item, it will be kept in a 'lost and found' box.

### **Toys & Sharing**

We have weekly sharing time when the children may bring personal items from home to share during circle time. We have a 'sound of the week' and encourage the children to bring something that has the sound in the name of the object (beginning, middle or ending). The letter sound of the week is shared in the weekly email and is also posted on our Google calendar that can be accessed from our website. Your child will feel more confident sharing items with just a bit of practice at home. Toys are not allowed in the classroom during work time but are allowed for sharing time. Items from home will need to be able to be transported in your child's backpack (nothing too large).

### **Holidays & Birthdays**

While Hillsview Montessori School does function as a school with a Christian influence, we also present the cultural aspect of holidays. Celebrations focus on diverse cultural and national customs. Connecting events in geography, costumes, songs, and decorations offer children the experience of other cultures. The children may be taught different songs, games, dances and may learn the different customs surrounding the celebration of the holidays. Cultural objects or sharing that relate to the holidays are welcome.

Photos of your child at each birthday and a simple **store-bought** treat can add to the excitement of their special day. Keep the treats small & simple and remember the children will be having their treat at snack time, so please do not send large cupcakes with heavy sugar frosting. Some suggestions: fruit, small cupcakes or muffins, or fruit snacks. **Due to Health Laws homemade treats may not be brought to the school.** Due to various food allergies and food sensitivities, it is important for us to know all the ingredients that are in the food we serve. Please consult with your child's teacher if you have any questions about bringing a birthday snack.

**To avoid hurt feelings, do not send party invitations or thank you notes to school for the child or teacher to pass out unless everyone in the class is invited. A parent address list will be provided upon request so that you can send invitations through the mail.**

### **Snack**

The children are provided a healthy snack each morning and afternoon. The snack menu will be posted on the bulletin board each month and included in the monthly newsletter. **Please notify staff in writing if your child has any food allergies or food sensitivities.** The staff will pass out snack once the children have washed their hands and are seated for snack. In addition, all children need to have a refillable water bottle at school every-day. The staff will refill them as needed.

### **Lunch**

**Lunch is not provided by the school.** All children who stay for the lunch hour are required to bring a lunch from home. **Please label all items in your child's lunchbox and provide two cloth napkins and appropriate eating utensils.** Most children enjoy helping to prepare their own lunch as an extension of their nutrition lessons at school. Fixing lunch at night may offer your child the time and opportunity to help prepare his/her own lunch. **Pack their lunches in containers and boxes that the children can operate by themselves.** Fruit cups and other foods in pre-packaged containers may need to be transferred to an easy open plastic container if you wish to include them in your child's lunch.

Please provide a nutritious lunch for your child. For ideas, see the "Recommended Nutritious Suggestions" on our web site. Most children prefer small quantities of a variety of foods rather than a large quantity of only one or two items. Milk is provided to the children every day at lunch as well. If you send juice in your child's lunch box, please make sure it is 100% juice.

We also ask that you do not send sweets in lunches such as candy, gum, donuts, pudding, or other sugar-filled desserts. Instead, a small picture you make, a note your child can read, a funny cartoon or a poem, is a wonderful treat in your child's lunch bag. Your child will be asked to place uneaten food back into his/her lunch bag so that you can remain aware of his/her daily food consumption.

**We DO NOT have a microwave to heat up lunches.** If your child wants a hot lunch, an insulated thermos works great and keeps items warm until lunch time.

## **Why 2 Cloth Napkins Every Day?**

*It is an extension of the "Grace and Courtesy" lessons of the Montessori curriculum that is practiced in most, if not all, Montessori classrooms. If your child stays for the lunch hour, it is mandatory to provide your child with 2 cloth napkins daily.*

*One cloth napkin defines your child's lunch space, much like a rug or mat your child uses for floor work. It is simply their space where they know where the boundaries are. Cloth napkins are like mini tablecloths. An attractive napkin adds beauty and helps make a pleasant atmosphere for the lunch table. The other napkin goes on the child's lap. We teach your child the correct use of each napkin, to wipe their mouths and to catch crumbs. Cloth napkins are also thicker and more absorbent in case of spills. A 10"x14" rectangle is the perfect size for a child's napkin. If you sew, you can get remnants at fabric stores to make your own. We also have a variety of beautiful, perfectly sized, hand-made napkins available for purchase year-round.*

## **Clothing**

*Learning to dress and undress is an important part of your child's self-reliance. When purchasing clothing for your child, please consider zippers, snaps, straps, and buttons. Choose those which your child can manage by him/herself. **Please send your child in shoes they can take off and put on by themselves.** Velcro shoes are very easy for young children to manage. Also, avoid shoes with laces or buckles unless your child can fasten them by his or herself. When your child is ready to practice the tying or buckle dressing frame, we will encourage those shoes.*

*Children do not wear shoes in the classrooms; they must wear socks, slippers, or indoor shoes. We suggest slippers with a non-skid surface on the bottom. Please do not have them bring elaborate or decorated slippers (animal faces with big ears) as they can easily trip. Children also need to bring a pair of **mud/rain boots**, to be kept at school during the week, for outside play.*

*For safety reasons, children should **not** wear necklaces or anything around their necks. If they do, we will ask them to remove it and put it in their cubby. Scarves are not allowed to be worn on the playground and jackets or coats with hoods should have strings removed.*

## **Extra Clothes**

*It is important that we have an extra set of clothes for your child in case of spills or accidents. Include in a bag: 2-4 sets of underpants, 2-4 pairs of socks, long and short pants and 2 tops. Label all items in the bag as well as the outside of bag. **If some of your child's clothes have been used, we will need replacements as soon as possible.** If your child does not have clothes when needed, we will use clothes if we have them in our emergency supply. Parents will need to wash these clothes and return them immediately. If we have no extra clothes for your child, you will be called to come and pick up your child. Be sure to put your child's name on all clothing & boots.*

## **Children's Cubbies & Files**

*Children need to have a backpack to transport back and forth each day. We will give each child a folder that should stay in their backpack – parents should check it each day for notes, work, etc. Likewise, your child's teacher will check it each day for notes, etc. from home. Items that should be stored in their cubby are extra clothes, emergency kit and nap supplies. Everything else will be sent home daily (lunch box, water bottle, sharing items, art projects, etc.). Any work that is in your child's file (in the classroom) will stay at school until conferences.*

## **Bulletin Board/Newsletter**

*The bulletin board in the hallway has the school calendar, monthly snack menu and newsletter posted along with other information. A newsletter is published at least monthly and will be emailed to everyone at the beginning of the month along with the snack menu. We also send weekly bullet emails with reminders for the week. The school calendar is emailed to everyone at the start of the year and is also posted on our web site. In addition, each head teacher will establish communication with their families via text so that you will have a direct line of communication with your child's teacher.*

## ***Schedule of a Typical Day*** ***(Times may vary)***

<i>7:45 – 7:55</i>	<i>Full Day Class Drop-off</i>
<i>8:00 – 8:10</i>	<i>Morning Class Drop-off</i>
<i>8:15 – 9:00</i>	<i>Lead Teacher Begins Class; circle time, calendar, counting, stretch/yoga, demonstration of new work...</i>
<i>9:00- 11:00</i>	<i>Work Time; children work independently or with other children, children work in small groups with a teacher, a child works one-on-one with a teacher...</i>
<i>11:00 – 11:30</i>	<i>Clean up, circle time, recess...</i>
<i>11:30 – 12:00</i>	<i>Lunch time, clean up, morning class departs...</i>
<i>12:30</i>	<i>Afternoon class arrives/nap time for full day children</i>
<i>12:30 – 1:00</i>	<i>Lead Teacher Begins Class: circle time, calendar, counting, stretch/yoga, demonstration of new work...</i>
<i>1:00– 3:00</i>	<i>Work Time</i>
<i>3:00 – 3:30</i>	<i>Clean up, circle time or outside recess, children get ready to depart...</i>
<i>3:30</i>	<i>Afternoon Class Pick-Up</i>
<i>3:45</i>	<i>Full Day Class Pick-up</i>

**Hillsview Montessori School**

23225 SE Borges Road

Damascus, OR 97089

hillsviewmontessori@gmail.com

*Dear Parents,*

*To ensure a successful year, please have all primary caregivers read the Parent Information Handbook carefully and sign below. If you have any questions regarding the policies of Hillsview Montessori School please contact the Director, Cheryl Olson. Please sign the agreement below and return it to the Director on or before your child's first day of school.*

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*I have read, understand, and agree to abide by the policies and rules as outlined in the Hillsview Montessori School Parent Information Handbook. I have also viewed the current license issued by the Office of Child Care.*

\_\_\_\_\_

*Mother's Signature*

*Mother's Name Printed*

*Date*

\_\_\_\_\_

*Father's Signature*

*Father's Name Printed*

*Date*

# Certified Child Care Center License



## Certificate of Approval

Be it known that:

**Forty - Seven Inc**

is hereby granted a Certificate of Approval to operate:

**Hillsview Montessori School  
23225 SE Borges Rd  
Damascus, OR 97089-6521**

The Office of Child Care has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

**Hours of Operation:** 7:30 AM - 4:30 PM  
**Age Range:** 36 Months through 8 Years  
**Ratio Group:** 3A

**Provider Number:** CC502906  
**Maximum Number:** 60

**Days of Operation:**

Monday: X

Thursday: X

Saturday:

Tuesday: X

Friday: X

Sunday:

Wednesday: X

**This certificate is effective:**

September 03, 2022 through September 03, 2023

**Exceptions:**

**Conditions:**

**Special Conditions:**

Questions or complaints regarding this facility should be directed to:

Office of Child Care  
Jon Faero  
8415 SE Stark St, Suite 200  
Portland, OR 97216  
(971)707-1229

Original - Facility

This certificate is not transferable