Hillsview Montessori School

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 a foundation for children to grow up into lifelong learners and caring adults who can make a positive difference in the world. Hillsview Montessori School does not discriminate against anyone based on race, religion, color, national origin, gender, marital status of a parent, or because of a need for special care. 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. Hillsview Montessori School 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.

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

Hillsview Montessori School

23225 SE Borges Road

Damascus, OR 97089

Email: hillsviewmontessori@gmail.com

Website: www.hillsviewmontessori.com

Cheryl Olson, Site Director: 503-319-0987 (call or text)

Skylynn Wheat, Enrollment Director: 503-680-8228 (call or text)

All primary caregivers need to read this handbook and sign the handbook policy agreement.

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 aged 3-5 are grouped together and one Kindergarten/First Grade classroom. 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 * Sewing *and much more…

Teacher/Guides: *Hillsview Montessori School is owned and operated by Cheryl Olson and Skylynn Wheat. Miss Cheryl is the Site Director and teacher in the full-day classroom. She is an AMS Certified guide with over 20 years' experience in a Montessori classroom. Miss Skylynn is the Enrollment Director and teacher for the morning and afternoon preschool classes. She is NAMC Certified with more than 30 years' experience in a Montessori classroom. Miss Julie is the teacher in the kindergarten/first grade classroom. She is NAMC Certified with more than 20 years' experience with both the primary and elementary ages.*

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. The schedule for a typical day is attached at the end of this handbook.*

Discipline: *The objective we work for in the Montessori environment is "self-discipline". The word discipline comes from the Latin word to teach. We will teach your child self-control, respect for themselves and others, and responsibility for their actions. We do this by setting limits that are fair, enforcing them firmly and lovingly, using redirection, and setting up the environment to reduce conflict and frustration. Providing children with acceptable choices often helps them to refocus on the situation in a positive way. When conflicts occur, we help facilitate social problem-solving by giving your children the practice and skills they need to negotiate, verbalize their feelings, and compromise as they learn to solve problems for themselves. Our day follows a predictable pattern so children know what to expect, while we model teamwork and caring for one another. If a child is showing out-of-control behaviors such as biting, hitting or screaming, they may be removed from the activity until they have regained self-control. Our goal is to provide guidance to a child who needs assistance in identifying their needs and a resolution so they may rejoin the activity in a productive way once they have regained self-control.*

Parents Rights: *Parents and guardians 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 contact 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. Teachers are also available during school hours via telephone, text, and email.*

Volunteers: *Because our personnel must be Montessori trained in addition to training and background checks as required by the Oregon Office of Childcare, we do not use volunteers in the classroom. However, we welcome special opportunities for volunteer involvement such as: sharing cultural knowledge, building maintenance, 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. Visitors and volunteers will never have unsupervised access to children and will be under the Director's supervision while in the building.*

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. Miss Julie's & Miss Cheryl's class, drop-off time will begin at* ***7:45AM****. Miss Skylynn's morning class drop-off will begin at* ***8:00AM*** *and her afternoon class drop-off will begin at* ***12:30PM****.*

Punctuality: *If you need to arrive late or pick up early, please pull up to the drop-off location, call or text your child's teacher and someone 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.***

Children will only be released to a parent or other adult who has been pre-approved to pick them up. Anyone picking up a child that is not known to staff will need to show I.D.

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. However, if your child is unable to settle and does not stop crying, we will contact you. 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 child remain in your vehicle until the teachers are outside to greet them.* ***Do not park and walk your child into the building during normal drop-off and pick-up times****. The doors are to remain locked unless there a staff member present near the door. The doors open promptly at 7:45am. 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.*

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 a $125 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 (140 school days). The annual tuition is divided into ten equal payments due and payable by the 1st of each month beginning in September. There is a 2% discount given if the annual tuition is paid in full by September 1st. Tuition may be paid by cash, check or electronic check (EBT). Checks should be made payable to Hillsview 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. Due to increasing electronic payment fees, we really appreciate payments being made by check or cash if possible.*

***Materials Fee:** There is an annual materials fee of $175 due by September 1st. The materials fee for kindergarten/first grade is $225.*

***Late Fees/NSF:** A late fee of $50 will be added to accounts not paid by the 5th 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 15th 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 Pre-K class, one PM Pre-K class, one Full-day Pre-K/Kindergarten class and one Full-Day Kindergarten/First Grade class. We maintain at a minimum a 1:10 staff-to-child ratio in all Pre-K classes and a 1:15 staff-to-child ratio in the kindergarten/first grade class.*

***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. Attached at the end of this handbook is a copy of our current license. 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.*

***How to report a complaint:** Please discuss your concern with your child's teacher first. If the concern is not resolved, please contact the Director. If you continue to have unresolved concerns regarding a child's care or safety, contact our Office of Child Care licensing specialist: Jon Feero at **503-669-7112**.*

Information about this center is available on the childcare safety portal at:

https://www.oregon.gov/delc/families/pages/child-care-safety.aspx

Emergency Procedures

Emergency Contacts**: Before your child begins school, you must compete and return to the Director an Emergency Release Authorization form. This will include important information such as allergies or medical conditions, emergency contacts and medical insurance information. Please notify us in writing or email of any changes. **Make sure we always have current information for your emergency contacts.

***Accidents & Incidents:** The entire staff is required by Oregon law to have current First Aid/CPR training and will respond appropriately to any accident or injury. 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.*

***Injuries:** In the case of a serious or life-threatening situation, school personnel will call 9-1-1 to request paramedics. First aid will be given, and parents will be called immediately to advise them of the situation. 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 Emergency Release Authorization Form.*

***Reporting Suspected Abuse or Neglect:** In Oregon, you can report suspected child abuse or neglect to the Oregon Child Abuse Hotline at (855) 503-SAFE (7233) or to a local law enforcement agency. You can call the hotline 24 hours a day, 7 days a week, 365 days a year. All childcare providers are mandatory reporters and will immediately report to the State of Oregon Department of Human Services (DHS) or law enforcement if there is any suspected physical, sexual or emotional abuse; child neglect, child endangerment, child exploitation, inappropriate sexual contact between two or more children; or attempted suicide or threats of suicide by a child.*

***Emergency/Early Dismissal:** In the event the school should close early, we will notify you by telephone, email & Flash Alert. Each staff member has a cell phone that will be used to notify parents to pick up their children.*

***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 (10611 SE 232nd Ave) 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 send notices via text, email and Flash Alert to notify you of school closure or late start. You can sign up with Flash Alert to get instant notification via text or email of school closures. Go to www.flashalert.net and follow the directions for notifications from 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 Cubby Supplies and the Emergency Kit is available on our website. **Our emergency procedure handbook is emailed to every parent at the start of the school year and is also posted on the bulletin board and on our website.

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 (three or more abnormally loose, runny, watery or bloody stool);*
- *Severe or persistent 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*

Highly contagious diseases such as staph (MRSA), strep, chicken pox, pink eye, influenza, covid, etc. require a note from your doctor stating that your child is no longer contagious before they may return to school. 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.

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.*

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, Rolaids, cough drops, sunscreen or insect repellent are treated the same as prescription medication if the child needs to have it at school.*

Allergies: *If your child has allergies you will need to complete an Allergy Care Plan that will detail the type of allergy and treatment plan in case of exposure at school.*

Other Medical or Special Needs Care: *If your child has special medical or other care needs such as impaired vision or hearing or diabetes for example, you will need to complete a Written Care Plan. In addition to the Written Care Plan, it may also be necessary to meet with staff for specialized training for your child's special needs.*

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.***

Holidays*: 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. In addition, we recognize and celebrate the following holidays:*

Halloween *– we have a costume party and pass out treats.*
Thanksgiving *– we teach the history of the Pilgrims and Native Americans.*
Hanukkah *– we may have someone from the Jewish community come into the classroom and explain the Hanukkah traditions.*
Christmas *– we have a Christmas tree and nativity in the classrooms; we may also have a classroom visit from Santa.*
Martin Luther King, Jr*. - we teach about him and the history of African Americans in our country.*
President's Day *– we teach about our country's president's and the Pledge of Allegiance.*

Birthdays*: Photos of your child on 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.

Handwashing & Hand Sanitizer: *Children are taught to wash their hands with soap and water after toileting, before and after eating, after wiping their nose, coughing or sneezing and after outside or messy play. Hand sanitizer is only given to the children upon arrival before they enter the classroom and is dispensed by staff.*

Snack: *The children are provided with a healthy snack each morning and afternoon. The snack menu will be posted on the bulletin board each month and is always included in the monthly newsletter that is emailed to parents at the beginning of each month. The staff will serve snack once the children have washed their hands and are seated at the snack table. Snack is available to the children during work time and they may request it at any time during that period. If your child has any food sensitivities or allergies, please notify us in writing. We will do our best to accommodate food sensitivities and food allergies by providing an alternate snack or if you prefer, you may send snacks with your child and we will make sure that they do not eat the school snack.*

Refillable Water Bottle*: Your child needs 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 lunch are required to bring lunch from home. Please provide a nutritious lunch for your child* ***and provide two cloth napkins, appropriate eating utensils and an ice pack to keep cold foods fresh***. *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 and label everything with their name.*** *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. Your child's lunch should contain a serving of protein, grains, fruit and a vegetable. 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. 2% milk is provided to the children every day at lunch as well.*

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.*

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.*

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, an 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.*

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.***

Toys & Sharing: *We have weekly sharing time when the children may bring personal items from home to share during circle time. We have a letter '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).* ***Pets are not allowed at school.***

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 and unclaimed items will be donated to charity at the end of the school year.*

Screen Time: *We do not allow children to have access to technology in the classroom. This includes computers, iPad, smart phones, game consoles and televisions. Occasionally the teacher may show a short video that goes with a lesson, for example we may show a video of an animal we are learning about, but the teacher has control over the device. As per Oregon rules, children are not allowed to have more than 2.5 hours of screen time per week while in a childcare setting.*

Guest Teacher: *Occasionally we will have a guest teacher visit the classrooms. For example, in the spring when we are learning about bugs, we may have a local 'bug expert' visit the class and share their knowledge. We have also had "The Reptile Man' visit the classroom. In the instance of such a visitor, all parents will be notified in writing of the upcoming visit.*

Communication: *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)

7:45	*Full Day Class Drop-off*
8:00	*Morning Class Drop-off*
8:00 – 9:00	*Lead Teacher Begins Class;* *circle time, calendar, counting, stretch/yoga,* *demonstration of new work & other lessons*
9:00- 11:00	*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*
11:00 – 11:30	*Outdoor Recess (if the weather is bad, recess will be in the gym)*
11:30 – 12:00	*Lunch Time*
12:00	*Morning Class Departs*
12:30	*Afternoon Class Arrives*
12:30 – 1:00	*Naptime for full day pre-k class*
12:30 – 1:00	*Afternoon Lead Teacher Begins Class;* *circle time, calendar, counting, stretch/yoga,* *demonstration of new work & other lessons*
1:00– 3:00	*Work Time for afternoon class,* *Outdoor Recess for full-day children as they wake from nap.*
2:00-3:30	*Work Time for full day class*
3:00 – 3:30	*Outdoor recess for afternoon class*
3:30	*Afternoon Class Pick-Up*
3:45	*Full Day Classes Pick-up*

Hillsview Montessori School

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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 you may contact the Director, Cheryl Olson at 503-319-0987. Please sign the agreement below and return it to the Director on or before your child's first day of school.

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.

_____

Parent or Guardian's Signature *Name Printed* *Date*

_____

Parent or Guardian's Signature *Name Printed* *Date*