



MONTESSORI SCHOOLS OF SNOHOMISH COUNTY

1804 Puget Drive
Everett, Washington 98203-6600

School Location

1804 Puget Drive
Everett, WA 98203
Directors - Mr. and Mrs. Gunnell
(425) 355-1311
<http://mymssc.com>

School year

2011 - 2012

PLEASE RETAIN FOR YOUR RECORDS

THE MONTESSORI METHOD

The Montessori Method is the method of teaching developed by Dr. Maria Montessori. She was Italy's first female M.D., and was given the assignment to work with young children. Over her more than three decades of educating children, she established many ideals and a philosophy to help children learn. She encouraged individualized teaching through the use of concrete materials rather than abstract theory. Through the use of the five senses and manipulative (hands-on) materials, the child is allowed to progress at his/her own, individual learning rate. The prepared environment encourages the child to use the abilities that are innate to him or her.

POLICY STATEMENT

Montessori Schools of Snohomish County follows the Montessori Method of Education. Our Montessori classrooms are prepared environments for enriched learning experiences. The program includes the following subject areas: practical life, sensorial, reading, grammar, penmanship, creative writing, math, geography, botany, zoology, history, anatomy-physiology, experimental and natural science, classification, movement, puppetry, music, drama, art and handwork, Spanish and miscellaneous units.

Montessori Schools of Snohomish County has been established since 1962 to provide an education for children ages 6 weeks to 18 years. We reach out to each individual child and cultivate an environment that promotes academic, social, and emotional enrichment.

Though we are primarily an educational environment, we also recognize the need for extended care before and after school. We realize that today's world often requires that both parents work, and especially a single parent. We wish to give our children an enjoyable, safe atmosphere in the absence of the parents and strive to provide this.

CERTIFICATION

Our staff is trained through Montessori Schools of Washington Teacher Preparation Program. This school is approved by the Office of the Superintendent of Public Instruction (OSPI). The Department of Social and Health Service (DSHS) is the licensing agency for extended care.

NON-DISCRIMINATION POLICY

Enrollment is available to all children without regard to race, sex, color, national origin, religion, or physical, mental or sensory disability.

RELIGIOUS POLICY

The school believes that the religious doctrine of each household should be taught to the child by the parents. The school maintains high moral standards of conduct and speech. The Pledge of Allegiance is said every day. The reference to God is said in the pledge and in various songs throughout the year.

RESPECT OF AUTHORITY

School policy is to address all adults by Mr./Mrs./Miss. Please use this method of addressing all staff so the children learn the proper form to communicate.

ENROLLMENT PROCEDURES

Enrollment is based on a 5 day week, 12 month contract: 3 month program (June-August) and 9 month program (Sept.-May). June openings take priority in registration and assures your child's enrollment for the 9 month program. Enrollment can take place anytime there is an opening available. The tuition is prorated according to the days which remain in the school year. A registration fee is paid with the enrollment agreement and extended care agreement.

Yearly registration for June openings takes place in the spring. Current students re-enroll beginning in February, with the remaining openings available to the public on a first-come first-serve basis, as of March 1st. See attached holiday schedule for exact beginning and ending dates.

RECORDS AND SUPPLIES

We need to establish and/or up-date information and health records on your child each year. We also request that you provide certain supplies (to remain at school) for your child. Please remit the items marked below.

- | | |
|--------------------------------|-------------------------------|
| _____ Child information packet | _____ A change of clothes |
| _____ Lunch pail with drink | _____ Diapers or Pull-ups |
| _____ Lightweight Sleeping Bag | _____ A cup to stay at school |

The school is equipped with the activities to be used during the school day. Please leave toys and stuffed animals at home. The children are understandably saddened when their special items get broken or lost. The children may bring books of an educational nature, or articles, which coincide with the listening time subjects, used in the classroom. (If your child feels the need to sleep with a special blanket, it is helpful if it can BE LEFT AT SCHOOL with his/her sleeping bag.)

Elementary, Middle and High School students: Very rarely are special supplies needed. Your teacher will let you know when special projects are coming up.

Cell phones, pagers, MP3 players, CD players, laser pointers and most other personal electronic devices (with the exception of personal computing devices such as laptops) are not permitted at school. Students are expected to give their full attention to classroom activities and the use of these items detract from the classroom environment. Failure to comply with this will result in the device being confiscated and may result in disciplinary action. The school will not be responsible for locating or replacing lost or stolen devices.

ATTENDANCE

Attendance is important for a consistent learning environment. Since you are paying directly for this education, we're sure it is important to you as well (tuition is the same if absent or present). Please make an effort for your child to arrive at the start of their session and to be picked up promptly at its end. Learning is enhanced if your child can start the school day: (a) rested and well nourished, (b) in reasonable good health, free from illness, (c) in clean, appropriate, school clothes.

SCHEDULE OF TUITIONS & FEES

REGISTRATION or RE-ENROLLMENT FEE (for each child enrolled)

First Child Enrolled (Infant thru High School)	\$150.00
Each additional child enrolled	\$100.00

5% CASH DISCOUNT

If the FULL YEAR tuition is paid within 5 working days of the interview or return of re-enrollment forms, 5% will be deducted from the tuition portion of enrollment agreement charges. Registration fees and extended activity charges are not discountable.

MONTHLY DISCOUNT

If your monthly tuition check is RECEIVED (**NOT** postmarked) at the office (or given to the director) BY the 24th of the month PRIOR to the month in which it is due, **AND** your account balance is "**ZERO**", you will receive a \$20.00 discount per child for All Day students; or a \$10.00 discount per child for Half Day students. The most important point to remember is that you pay BY the 24th of the month prior to the due date of the first of each month!

CREDIT CARDS

We are able to accept VISA, MasterCard, American Express and Discover credit cards for payment of tuition and fees. No monthly discount is offered when paying monthly tuition and fees with credit cards.

Please note the holiday schedule. No credit is given for missed days due to illness or vacation. **Tuition is based on a 20 day period** and due whether your child is in attendance or not.

NOTICE: Thirty (30) days written notice is REQUIRED to terminate the enrollment agreement before June 2012 - - - **ABSOLUTELY NO EXCEPTIONS!!**

TUITION CHARGES

Payment Plans

HALF DAY First child in family:
 (Pre-elem: \$450/mo. - - Beginner: \$475/mo. - - Toddler: \$500 mo. - - Infant: \$525/mo.)
(HALF DAY TIMES: AM: 8:30-11:30)

PRE-ELEMENTARY **(Ages 2½ thru 5)**

ALL DAY 240 Day Tuition
 First child in family \$9,300.00 \$775 monthly

(ALL DAY TIMES: Pre-Elem: 8:30-3:00)

ELEMENTARY

240 Day Tuition
 First child in family \$9,900.00 \$825 monthly
School Times: 8:30-3:00

MIDDLE thru HIGH SCHOOL

240 Day Tuition
 First child in family \$10,500.00 \$875 monthly
School Times: 8:30-3:00

INFANT **(Ages 6 weeks thru 11 months)** (8 hours daily)
 First child in family \$11,700.00 \$975 monthly

TODDLER **(Ages 12 months thru 23 months)** (8 hours daily)
 First child in family \$11,100.00 \$925 monthly

BEGINNER **(Ages 24 months thru 35 months)** (8 hours daily)
 First child in family \$10,500.00 \$875 monthly

Monthly Discount Available on all TUITIONS paid in advance.
Family Discount available on additional children in a family.

EXTENDED ACTIVITY

Extended activity is available to our all day students between 6:30 - 8:30 am and 3:00 - 6:00 pm - before and after the school session hours previously noted. An additional fee, over and above tuition is required. The times agreed upon and stated in the enrollment agreement **MUST BE MET DAILY**. If not, a permanent time change to a higher category will be instituted by the management.

Please note: If you pick up your child late, a late charge of \$1.00 per minute will be added to your account.

MONTHLY RATES

½ hour or less daily	\$ 15.00/month
1 hour or less daily	\$ 25.00/month
2 hours or less daily	\$ 50.00/month
3 hours or less daily	\$ 75.00/month
4 hours or less daily	\$100.00/month
5 hours or less daily	\$125.00/month

Half Day Students Extended Activity:

Available for AM class from 6:30 a.m. to 8:30 a.m. - - - OR 11:30 a.m. to 12:30 p.m. The above rates apply.

PAYMENT SCHEDULE

This is your schedule of tuition and extended activity payments for the school year. The tuition and extended care payments are due on the 1st of each month, and are late after the **5th**. (To qualify for a discount, pay on the 24th of the prior month). Any balance owing on the 6th of each month will be assessed a finance charge of 1½ % or a minimum charge of \$5.00 on the current balance. **Please note: Each tuition payment covers a 20 day period, not simply each month.**

Description	Due Date	Tuition Due	Ext. Activ.	Amt. Paid	Check No.	Date Paid
Reg. Fee	NOW	\$150.00				
June	6/1					
July	7/1					
August	8/1					
September	9/1					
October	10/1					
November	11/1					
December	12/1					
January	1/1					
February	2/1					
March	3/1					
April	4/1					
May	5/1					

IMPORTANT: PLEASE READ VERY CAREFULLY!

Each Extended Activity agreement includes a specific start and end time. It is extremely important that these times be met. You will be charged one dollar (\$1.00) per minute that you are late (by the school clock) - -This will be added to your account.

PLEASE BE ON TIME!

SIGN-IN/SIGN-OUT

The school sign-in/sign-out book is inside the front door of Building A. Parents are required to sign their COMPLETE SIGNATURE when they bring and pick-up their child. **Children ARE NOT PERMITTED to sign themselves in and out of the school.** Children will ONLY be released to adults authorized on the pick-up form, unless written permission is given that day to release the child to another adult by the parent or guardian who enrolled the child. We may need to ask for verification of identity.



Montessori Schools of Snohomish County

2011-2012 SCHOOL CALENDAR

FIRST DAY(240 Days):JUNE 6, 2011 **LAST DAY: JUNE 8, 2012**

**School is NOT in session
for the following days:**

- ❑ Independence Day – July 4
- ❑ Summer Break Aug. 29 – Sept. 2
- ❑ Labor Day – September 5
- ❑ Thanksgiving Day – November 24
- ❑ Day after Thanksgiving – November 25
- ❑ Winter Break – December 20 through January 2
- ❑ Presidents' Day – February 20
- ❑ Spring Break – March 21 through March 25
(Subject to change)
- ❑ Memorial Day – May 31

The following days are NOT included in the school schedule, however,

Extended Care will be available on these holidays:

WINTER BREAK

December 20, 21, 22, & Dec. 23

SPRING BREAK

March 19, 20, 21, 22, 23

(Subject to change)

SUMMER BREAK

August 29, 30, 31, Sept. 1 & 2

Extended Activity is available - - IF REGISTERED PRIOR TO THE PERIOD - - for the above fourteen (14) days (Winter Break, Spring Break & Summer Break) at an additional fee of **\$30.00 per day** (over and above any monthly tuition and Extended Activity fees). Those who register but do not show WILL BE CHARGED for the time.

*Please note that all Extended Activity is dependent upon a minimum pre-registration of 10 children.
(All dates subject to change)*

SNOW

Snow eventually becomes a part of our school year. School will usually be in session (only in extreme situations will it be canceled by means of radio/TV snow announcements). We always try to have the snow removed from the walks. We ask that extreme caution be emphasized by the parents for children on sidewalks, in the parking lot, and everywhere in general. If conditions permit, children **MUST** have snow attire to play outside when snow is on the ground. Boots or a second pair of shoes is a must.

DAILY SCHEDULE

Infant/Toddler/Beginner

(Note: All times are approximate.)

These programs are designed to fit the developmental needs of the children while using the Montessori theory. The activity periods alternate with large muscle and small muscle activities, stories, music and beginning lessons. Snacks are given in the morning and afternoons. Infants are fed on demand. Nap times are scheduled as needed. One time-a-day nappers go down between 12:00 noon and 2:00 p.m.

Half-Day Students

- 8:30 Opening time: Talk about days activities, calendar, flag, etc.
Individual activities using Montessori materials takes place after the opening time.
There are 2 listening times for approximately 10-15 minutes each, during this activity period. A snack is provided in the middle of the morning.
- 11:30 Outside play, weather permitting.

All-Day Pre-Elementary

- 6:30-8:30 Extended care time consists of manipulative activities, i.e., Lego, blocks, small games, etc. Videos are available to those children who wish to watch.
- 8:30 Individual activities using Montessori materials takes place at this time. There is an opening time and 2 listening times for approximately 10-15 minutes each, during this activity period. A snack is provided in the middle of the morning.
- 11:30 Lunch time and outside activities, weather permitting.
- 1:00 Naptime.
- 2:30 Individual activities using Montessori materials. A listening time and snack also take place during this time.
- 3:00-6:00 Extended Care activities, videos, or outside activities, weather permitting. Another snack is provided during this period.

All Day - Elementary

- 8:30 Individual activities using Montessori materials takes place at this time.
- 11:30 Lunch time and outside activities, weather permitting.
- 12:30 Individual activities using Montessori materials again. The children help prepare the room for the next days work, just before the end of school time.
- 3:00-6:00 Extended Care activities, videos, or outside activities, weather permitting.

All Day Middle and High School Day

Class time is from 8:30 to 3:00. Programs are designed to individual needs and grade level.

PLEASE CLOSE THE GATE ANY TIME YOU ENTER OR LEAVE THE CAMPUS!

Please use caution in the parking lot while picking up or dropping off your child. Please make sure your child is safely inside the building before leaving. Please drive slowly and with care. We recommend you turn off and lock your vehicle. Do not leave any valuables in your car; we are not responsible for theft or damage.

VISITATIONS

You are welcome to visit your child at any time. You may have free access at all times to all areas of the school, which your child uses. We prefer that you do not simply "drop in" for an extended visit. Each parent needs to make an appointment. Visitation time is from 9:00 to 11:00 a.m. If you have questions at the end of that time, please request that we call you. The teachers will not be able to answer your questions after your visit since they will be working with the children.

PARENT-STUDENT OPEN HOUSE NIGHTS

We will be having two parent-student open house nights throughout the course of the year. October's will give you a chance to meet the teaching staff and your child will have an opportunity to show you his/her activities. The Spring open house will allow your child to show you the new activities he/she has learned during the school year.

PARENT-TEACHER CONFERENCES/PROGRESS REPORTS

We will have one parent-teacher conference time for elementary and upper class students during the school year. It will be scheduled in January. You will have an opportunity to ask any questions about your child's progress. At the end of the school year, you will receive a written report in June. This report gives an overview of the year and explains your child's progress. Any questions can be answered after 3:00 p.m., any school day, over the phone, or the director can set a special time for a conference, if necessary.

SCHOOL PICTURES

Each year school pictures are taken in early September. Proofs are made available with an order form. The packets have a variety of picture sizes and a class picture. They make ideal gifts. More details are sent out as the time grows closer.

TRANSPORTATION/FIELD TRIPS

The school does not provide transportation of any type to and from school. In the event of a field trip, we will ask for your written permission (and at times, your assistance) for each trip we take. The school provides 2 buses for field trip transportation. If admission fees are required, we will notify you of the cost.

PARTIES

We have five parties during our school year: Halloween, Winter, Valentines Day, and Spring, plus, an end of the year party. We ask you, as a parent, to help provide part of the refreshments for some of these parties. We will indicate on the bottom of the party notice how you can assist us. Many times the children will go home saying they are supposed to bring something, however, if there is no request on the bottom of the notice, they are just excited about wanting to participate.

LUNCHES

The need for a complete lunch has been emphasized by health officials and educators. Children respond and work better when their nutritional needs are met. **Please make sure your child has a lunch each day with a drink included.** Some suggestions might be: sandwich, yogurt, crackers & cheese, soups, leftovers from the night before, fruits and vegetable. These types of foods are given to the children first. After they have eaten a portion of these, then they are allowed to eat chips, popcorn, fruit roll-ups, desserts, etc. A school hot lunch menu is available as an option.

SNACK

The children are provided snacks each day. The school is given guidelines in preparing these snacks. Snacks are also given to all children during afternoon extended care. Snack lists are prepared in advance and kept in Unit A. Beginner/Toddler snacks are prepared in that building.

BIRTHDAYS

At birthday time, we sing "Happy Birthday" and the children often like to pass out a treat to their classmates. **The state requires that snacks provided by parents must be limited to store/bakery purchased foods.** Cakes, cupcakes and cookies can be purchased from a store bakery. Please send vegetables, fruits, and cheeses uncut. Crackers and other finger foods must be prepackaged in original manufacturer's containers. Please ask the teacher for the amount of birthday treats to send for your child's class near the time of your child's birthday.

PESTICIDE APPLICATION

In compliance with state law, we are required to notify interested parents or guardians of students and employees at least forty-eight (48) hours before a pesticide application to a school facility. Montessori Schools of Snohomish County shall, at the time of application, post notification signs for all pesticide applications. These signs shall remain in place for 24 hours or as restricted entry dictates.

Any interested parents or employees may request written pre-notification of pesticide application by submitting a request in writing to the director of the school. Appropriate records of all pesticide applications will be maintained by the school. When an emergency application is made, posting shall occur as soon as possible after the application. The pre-notification requirements do not apply if the school facility application is made when the school is not occupied by students for at least two consecutive days after the application.

PRIVACY POLICY

At Montessori Schools of Snohomish County, we respect your privacy. We do not sell or give your information to anyone or any organization except what is required by law to share with government agencies. We emphasize to our employees the importance of keeping all your private information confidential. The confidentiality of student records shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).

DRESS POLICY

Our school strives to have student's dress in modest, non-distracting clothing and hair styles. To ensure attire that is appropriate for school, please be advised of the following guidelines:

1. Age appropriate attire needs to be taken into consideration.
2. Students are expected to be suitably attired with a neat, tasteful appearance.
3. Weather conditions need to be taken into consideration, i.e. coats for cold weather, boots for snow, modest clothing to lessen sun exposure, etc.
4. **Shirts should cover the mid-drift tummy area and back.** "No-sleeve" shirts need to be fairly closed at the armholes, with non-gapping necklines. (If you are not sure, stand in front of your child, have them bend over and see how far you can see down their shirt.) Net shirts need to have another shirt under them. Halter tops are not appropriate for school. We prefer spaghetti straps not be worn at school, especially for girls of elementary age and older. Shirts need to be long enough to cover the tummy and lower back when the child sits or bends.
5. **Shorts should not be too short in length or too low on the tummy area.** A gauge for shorts should be your child's fingertips when his/her arms are straight down to their sides. This prevents embarrassment when bending over.
6. **Pants need to come up to a respectable level at the waist.** Low waists are very revealing when bending and sitting down. Tummies and bottoms should not be showing.
7. Attire that draws undue attention to any part of the body is not appropriate, i.e. tight clothing, leggings with too short of a skirt or short-shorts. Shirts that are too low in the front. Please be considerate of fellow classmates and staff by wearing appropriate attire.
8. Please see girls have on shorts under their dress for outside playtime. It is difficult to climb on bars, use the slide, etc. when wearing a dress.
9. Hats are not to be worn in the buildings. Dress or accessories which bring undue attention from other students are not acceptable.
10. Any dress or accessories, which are deemed to be dangerous, will not be allowed.
11. The use of hair coloring as an accessory (i.e. green, purple, stripes) is restricted to appropriate holiday costuming. Extreme hair styles, cuts or mohawks are not approved.

These standards are applicable to the young and old as well as male and female.

Personal appearance should be a matter of concern for each student and his/her parents. A nice appearance bolsters poise and self-confidence, and enhances ones self-image.

The school reserves the right to determine the appropriateness of dress and appearance.

DISCIPLINE POLICY

Sometimes adults confuse the term discipline with that of punishment. Discipline is teaching. Children learn from acceptance, encouragement, example, and guidance in new experiences. Discipline is more than just setting limits, enforcing rules or behavior, or curbing impulses. Discipline is a process of gradually imparting values about living and of guiding the child toward a sense of meaning and purpose in living. Thus, self-discipline is developed.

Control means regulation of certain processes. It is not an innate attribute we possess; it is a learned process. At every age, children want and need to have their parents, teachers and other adults in their environment give guidance on what they can and cannot do. Thus, self-control or inner-control can be developed.

It is necessary to recognize specific behaviors in children and help them complete each development stage of growth. Children cannot learn until they are ready to learn. We must learn to be aware of the stage of development of the individual child and forget the chronological age of the child. We sometimes think that children have 'misbehaved' when all they have done is to act in a way that is natural for their age and stage of development. We cannot expect them to be grown ups with grown up judgment and self-control.

Each adult must be consistent about each and every rule, then the child will understand and will be able to develop self-discipline and self-control. When the adult has stated the rules, and follows through with consistency in enforcing the rules, the child then begins to be obedient. Children do what is expected of them by adults, if they are treated with dignity, respect, and consistency. Thus, we develop obedience in the highest form, that of being anxious, eager, and happy to obey.

If any of the children continue to oppose the rules, after they understand them, they are asked to sit beside the teacher, and told by the teacher that he/she will return in a few minutes to discuss why they are sitting there. Almost always the children realize, and can tell you, why they are sitting there and what they did (if they are not sure why, then we help them understand). If a child will not follow a verbal instruction, the teacher will physically help him/her move to the activity, chair, or area that he/she is to be in. We require the children to do as they are asked. Telling a teacher "no", or refusing an instruction is not permitted. In the elementary classes, the children will practice writing the rule they have forgotten, i.e., "I will follow directions", as a consequence.

If the deviant behavior is persistent, then the parents are conferenced with. It is then determined, as near as possible, what the problem is and what corrective action the parent(s) recommends for the child. We can request these recommendations in writing and proceed from that point. We have no choice but to insist that the parent of the child which does not adhere to school discipline, come to the school (leaving work, if necessary) and remove the child from the environment until such time as the child agrees to abide by school rules and guidelines. Children will be dismissed from the school if behavior does not improve. We require your assistance in helping your child comply with discipline procedures.

HEALTH POLICIES

At enrollment, the parents will fill out the 6 page information sheet which contains: Emergency Medical information, the Washington State Immunization sheet, the Medical Insurance Waiver, an information sheet of non-medical information, a "Sanitizer Use" form and the "Who May Pick-Up" sheet. A health form must be updated each year.

Notification to the parent will be given if the child's immunizations are not up to date, and if not, the child may not attend school until the proper immunization is completed. The child needs to have had a physical exam within one year of enrollment, and should have a dental exam before the year is out.

Children will be checked for communicable conditions (head lice, scabies, chicken pox, etc.) when there is sufficient reason (possible exposure, outbreak in the community, etc.). Parents will be notified of positive results. The director will give notification of any possible exposure to a communicable disease situation. (REPORTABLE COMMUNICABLE DISEASES are posted for your review. Please check the information.)

The school must exclude children with the following symptoms from attending:

- a. Diarrhea (three or more watery stools or one bloody stool within twenty-four hours)
- b. Vomiting (two or more times within twenty-four hours)
- c. Open or oozing sores, unless properly covered with cloths or with bandages
- d. For suspected communicable skin infections such as impetigo, pinkeye, and scabies:
The child may return twenty-four hours after starting antibiotic treatment;
- e. Lice or nits;
- f. Fever of 100 degrees Fahrenheit or higher, and who also may have one of the following:
earache, headache, sore throat, rash
- g. Fatigue that prevents participation in regular activities

All health information furnished by the parent regarding their child is for the sole purpose of detecting existing or potential health problems, and is regarded as CONFIDENTIAL and shared only with the staff and/or emergency treatment persons.

MEDICAL POLICY

At least one staff member, with a current First Aid card and a current CPR card must be on the premises at all times.

ILL CHILDREN: Children who become ill, when at school, shall be properly attended until arrangements can be made for return to their own homes, or to the care of a person specifically designated by the family as soon as arrangements for doing so can be made. All utensils, activities, bedding and equipment used by a sick child shall not be used by other children until properly disinfected.

HAND WASHING & SANITIZING: To aid in the prevention of illness spreading, we promote hand washing and the use of a hand sanitizer. A permission slip authorizing sanitizers is enclosed in your registration packet.

RECORD OF ILLNESS AND MEDICATION: Any injury will be recorded with whatever detail is needed to explain the situation, and a serious injury/hospitalization will be reported to the DSHS licensor. All medication given will be recorded on the sheet provided for that specific purpose.

MEDICATION: ALL MEDICATIONS MUST have a completed & signed authorization form **BEFORE** they can be given to your child. All medications must be delivered to school in an **original container, properly labeled, with full names, expiration date, legible instructions, and handed to a teacher, not left in a lunch pail or “cubby”.** Medication is stored in locked containers (one container is refrigerated, one is not). Unused medication will be sent home, or discarded in the toilet. Authorization forms are kept by the medication containers until medication is finished. For non-prescription medication, the following classifications of medication can be given with written parent consent, only at the dose, duration, and method of administration specified on the manufacturer’s label for the age or weight of the child needing the medication (children under the age of 2 will need a physician’s signature if the correct dosage is not on the label.):

1. Antihistamines
2. Non-aspirin fever reducers/pain relievers
3. Decongestants
4. Ointments or lotions, intended to reduce or stop itching or dry skin.
5. Diaper ointments or lotions, intended specifically for use in the diaper area of the child.
6. Sun screen for children over six months of age.
7. Non-narcotic cough suppressants.

Minor injuries such as scratches, abrasions, and bruises should be cared for as outlined in the First Aid Manual. Potentially serious illnesses and injuries requiring immediate care by the staff, and by a physician, will be handled according to the following:

Emergency Care:

Priority on the illnesses described above is as follows:

1. Apply initial first aid.
2. Dial 911 to summon professional help.
3. Notification to the child's parents.
4. Notify the family physician.

The staff will never take it upon themselves to make the decisions concerning serious illnesses or accidents.

Each child's personal history and his/her information and health record are available, and can be taken with, if the child is to be transported to the hospital.

Suspected Child Abuse will be reported to the Child Protective Services, or other enforcement agency. Notification of parent may not be possible according to Washington State Law.

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