



Parent & Student Handbook

Preschool through 3rd Grade

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Welcome

Welcome to Stepping Stones Montessori! We look forward to getting to know you, your child and your family over the coming months. Our teachers and support staff truly value community and the strength parent partnerships provide. Diverse and secure relationships will deepen your student's ability to succeed academically, emotionally and socially within safe physical boundaries. For that reason we encourage you to connect often with your child's teacher, other parents and staff. With that said, your child is full of possibilities! Our job as teachers and caregivers is to prepare environments that will engage students in activities, ideas and resources they need to reach their full potential. We can't wait to see what heights your child reaches!

Mission

It is our mission here at Stepping Stones to create an atmosphere that promotes independence, responsibility and respect. As your student gains ground in these three areas, he/she will become more and more confident and enthusiastic about learning. Through prepared environments, one-on-one lessons and academically appropriate manipulatives, children will find and develop a sincere love for learning.

Non-discrimination Statement

We welcome all families at Stepping Stones Montessori. We are dedicated to a policy of non-discrimination and we do not discriminate on the basis of race, color, sex, sexual orientation, gender identity, marital status, age, national origin, or physical, mental, or sensory disability.

Enrollment and Admission Policy

Children ages 2 ½ through 8 years old are eligible to enroll in Stepping Stones Montessori. All children must be toilet trained. Each child is given a two week adjustment period. If at any time during the adjustment period you find Stepping Stones is not what your child needs, a refund will be given for remaining monthly balance.

Stepping Stones requires an annual registration fee of \$50.00 per family along with a supply fee of \$50.00 per child. This deposit along with a signed tuition fee agreement will hold your students place in class. Before the year begins, we require a completed registration packet including a History of Child, Health of Child and Immunization/Exemption forms.

Shared Custody

Parents sharing custody of students must provide Stepping Stones a copy of a legal parenting plan prior to the start of the school year. This verifies guardianship, tuition responsibilities and custody rights. Stepping Stones will do the best possible in adhering to the parenting plan. It is helpful for both sets of parents to complete the initial registration form so that Stepping Stones can have each parent's contact information. Each parent obligated to contribute to the annual tuition is required to sign a tuition fee agreement form.

Stepping Stones will not be responsible or involved in the allocation of funds pertaining to the supplies each student needs at school (i.e. emergency kit, jacket and boots). Nor will Stepping Stones be involved in the allocation

of funds pertaining to snack days. The parent with custody on the student's snack day will be the party responsible for bringing snack. The dividing of funds as it relates to school tuition and snack costs are the responsibility of the parents.

Tuition and Payment Plans

Tuition for preschool and prekindergarten children is \$7,500.00 per student per year. Tuition for kindergarten through 3rd grade students is \$8,000.00 per year. Families who pay the annual tuition in full prior to September 5th are eligible for a 5% discount. Dates pertaining to the annual tuition are specified in the tuition fee agreement. Please read the tuition fee agreement carefully. The school year typically begins after Labor Day and ends late June.

The annual tuition can be split into three payments made on or before September 1st, January 15th and April 1st. Tuition can also be divided into ten monthly payments due on the 1st of each month. Tuition paid after the 5th of each month accrues a 10% late fee.

Tuition can be paid by cash, check or credit card (Visa or MasterCard). A 2% transaction fee will be applied to credit card payments. Payment may be mailed to the school or dropped in our tuition box located out front of the school office. A \$25 fee will be charged for all checks returned for insufficient funds.

Stepping Stones provides a 10% discount for siblings enrolled in a full time program or the Before AND After School Care Program serving Maple Lawn students. Due to transportation costs, the sibling discount is not available to students attending Daffodil or Shaw Road Elementary. The tuition discount applies to the lesser amount charged.

Parents are expected to pay for any time a space is being held for their child. Credit or refunds are NOT given for absences such as illness, vacation, etc. The annual tuition remains the same when the school is closed for Federal holidays, Winter Break, Spring Break and weather closure days.

The parent is expected to give a one-month notice in writing before withdrawing a child. If a child is withdrawn without the 30-day notice, the parent agrees to pay for the extra month.

Account Balances

It can be easy to fall behind on tuition payments. While Stepping Stones strives to be flexible, it is important for the well-being of the entire school that each family pay tuition in a timely manner. For that reason, the following policies will be enforced:

- If a month of tuition goes unpaid, the following month's tuition must be paid on time and in full along with 20% of the account balance.
- In regards to the school year, entire account balances are due in full by June 5th to avoid student expulsion.
- Summer camp fees must be paid in full at time of registration, or by August 5th. If students are expelled during the summer due to unpaid camp costs, that students place in the fall is forfeited until account balances are made current.

Transferring Schools

Stepping Stones is committed to the best for each student and family. We understand that means at times families must relocate or transfer to another school. Stepping Stones is happy to assist with records, progress reports and references. With that said, account balances must be current before Stepping Stones can send the above information onto the transferring school.

Winter & Spring Break Camps

Stepping Stones periodically offers winter break camp, an annual spring break camp and weekly summer camps June through August. Camps, typically designed around a theme, are not a part of your student's annual school tuition. Winter and spring break camp costs are due at the time of registration. Summer camp costs can be made in two payments on July 1st and August 1st.

Typical Daily Schedule

Daily schedules are posted outside of the classroom for your reference.

Arrival & Departure

All children must enter and depart Stepping Stones Montessori with an adult when arriving or leaving. Please do not allow your child to run through the parking lot.

An adult must sign children in when they arrive and out when they leave. Sign in/out books are located in the student's classroom. If someone other than an authorized parent or guardian is picking up a child, please notify the school in writing. We will check identification of anyone unknown and verify the information provided in the child's file for people who have permission to pick up.

Children can be dropped off as early as 6:00am. Breakfast is available between 6:00am and 8:15am. Students arriving after 8:15am will need to wait until the class serves morning snack to eat. This expectation is not only important to maintain structure and routine for students, but it also provides safety for children with allergies should outside food be brought in and eaten in the classroom.

It is important for the class to start the day together. Being on time models respect, courtesy and provides a sense of confidence for your student. Please see below for class start times:

Preschool and prekindergarten classes: 9:00am

Kindergarten through 1st grade: 8:30am

If you arrive after morning circle has begun, please enter quietly. If you need to speak to a teacher, please leave a note and she will call you at a convenient time.

Parents must promptly pick up their children by 6:00pm. The late penalty is \$5 for the first five minutes and \$10 for each 5 minutes thereafter. This will be billed to your account on a monthly basis.

Visiting the School

Once students begin attending Stepping Stones, parents/guardians have free access to all areas of the school used by their child. Parents are welcome to visit their child's classroom. Please make arrangements beforehand and limit your visit to 30 or 45 minutes. Some children are distracted by their parent's presence.

We encourage open dialogue between the school and families. There are many ways to communicate whether it be phone, email, written note or even a Facebook message. Please do not hesitate to share a praise, concern, challenges or ideas. Parent engagement will strengthen each student's experience.

Attendance

Please notify Stepping Stones Montessori if your child will be absent for the day. Students enrolled in the Kindergarten through 3rd grade class are allowed 10 excused absences a semester. Absences with a doctor or dentist note will not count as part of allotted absences.

Dress Code

Stepping Stones is a place where children learn by experience and therefore, they often get messy inside as well as outside. Please send children in clothing that is ok to get dirty. Stepping Stones is not the place to wear designer clothing or shoes. It's helpful to keep an extra set of clothing at school for accidents.

Please note that children are more than welcome to wear hats and beanies outdoors but not in the classroom. Additionally, we ask that children be dressed for the day when arriving at school.

Be sure to label all hats, jackets, gloves, and boots!

School Closures

During inclement weather Stepping Stones will strive to remain open. Please observe the following during snow days:

- If the Sumner School District has a late start, we will do our very best to be open at 6:30am. Our opening staff will be available to answer the phone as soon as they arrive.
- If the Sumner School District is closed, we will operate on an emergency schedule and be open 7:30am – 4:30pm.

We will close Stepping Stones Montessori if we feel it unsafe for staff to drive. We will post the information on our website, www.stepsstonesmontessori.org, and our Facebook page by 5am.

Sick Children

A child may attend school if they feel well enough. Please be considerate of others when making the decision to send the child. Over-the-counter-pain relief, antihistamines, decongestant and cough suppressants can be administered if in the original container and accompanied by a signed medical consent form specifying what times to provide medication to the child. We cannot provide medication on an “as needed” basis.

Children may not attend Stepping Stones Montessori if they have:

1. Fever over 100° (as read under arm) and **accompanied** by one or more of the following symptoms:
 - Earache
 - Headache
 - Diarrhea
 - Vomiting
 - Signs of irritability or confusion
 - Sore Throat
 - Rash

- Fatigue that prevents participation in regular activities
- 2. Diarrhea (three or more watery stools within twenty-four hours)
- 3. Vomiting (two or more times within twenty-four hours)
- 4. Rash, especially with fever or itching
- 5. Open or oozing sores, unless properly covered **and** 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.
- 6. Suspected communicable skin infection such as impetigo, pink eye or scabies. (children may return twenty-four hours after starting antibiotic treatment)
- 7. Head lice: until no nits are present
- 8. Scabies: until after treatment is begun
- 9. Persistent Cough
- 10. Discolored mucous from nose that cannot be controlled with over the counter medication
- 11. Sick appearance, not feeling well, and/or not able to keep up with program activities.

Children may return to school when they have been symptom free for twenty-four hours.

Children are screened daily for illness. We understand that it is not easy to miss work. Please have an emergency plan in place for alternate care when your child is sick.

If a child becomes ill while in our care, we will notify the parents by phone. If the above symptoms are present, the child will need to be picked up. We will provide a quiet place for your child to rest until arrangements can be made.

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. We notify parents and guardians of possible exposure by placing a letter in each child's work file as well as posting the letter on the bulletin board outside the office. Individual child confidentiality will be maintained.

In order to keep track of contagious illnesses (other than the common cold), an Illness Log is kept. Each entry includes the child's name, classroom, and type of illness. We maintain confidentiality of this log.

First-Aid, CPR, Body Fluid Contact & Blood Borne Pathogens

All staff are required to be trained in first-aid, CPR, HIV/Aids and blood borne pathogens. At all times, there will be a staff member on duty who is trained in first-aid and CPR.

See Appendix A for more detailed information.

Staff Health

Staff members follow the same exclusion criteria when it comes to health of children. Our school complies with all recommendations from the local health department.

Communicable Disease Reporting

Communicable diseases can spread quickly in childcare settings. Because some of these diseases can be very serious in children, licensed childcare providers in Washington are required to notify Public Health when they learn that a child has been diagnosed with one of the communicable diseases listed. **In addition, providers should also**

notify Public Health when an unusual number of children and/or staff are ill (for example, >10% of children in a center), even if the disease is not on this list or has not yet been identified.

See Appendix B for a detailed list.

Immunization Records

To protect all children and staff each child entering Stepping Stones Montessori must provide proof of required immunizations, or provide a signed Exemption Form. The Certificate of Immunization Status (CIS) form must be filled out by the legal guardian and signed. Immunization records must be updated annually.

A current list of exempted children is maintained at all times.

Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.

Medication

We are able to give your child over-the-counter medicine with a signed consent form (supplied by the school). Medicines we can give include: antihistamines, non-aspirin fever reducers/pain relievers, non-narcotic cough suppressants, decongestants, ointments or lotions intended to reduce or stop itching or dry skin, and sun screen. All medicine must be in the original container that states the dosage amount based on child's age and weight. All other over the counter medication must have written directions from a health care provider with prescriptive authority. Medications are stored in a closed container above the sink in the kitchen or in the refrigerator in a closed container if the medication is required to be refrigerated.

See Appendix C for more detailed information.

Health Records

Each child's health record will contain:

- Health, developmental, nutrition, and dental histories
- Date of last physical exam
- Name, address and phone number of health care provider and dentist
- Allergy information and food intolerances
- Individualized care plan for child with special health care needs (medical, physical, developmental or behavioral) *Note: In order to provide consistent, appropriate, and safe care, a copy of the plan should also available in child's classroom.*
- List of current medications
- Current immunization records (CIS form)
- Consent for emergency care
- Preferred hospital
- Any assistive devices used (e.g., glasses, hearing aids, braces)

Please be sure to provide Stepping Stones with any changes to the information above.

Family Involvement

Family involvement is an important step to creating a strong sense of community. There are different ways to accomplish this. Throughout the year, please consider:

- Being a part of a social event at Stepping Stones.
- Volunteering to assist in a classroom or on a field trip.
- Connecting in a parent support group.
- Attending a Curriculum Night.
- Joining in a clean-up day (Spring and Fall)
- Learning more about the Montessori philosophy and implementing concepts at home!
 - Pacific Northwest Montessori Association – www.pnma.org
 - American Montessori Society – www.amshq.org
 - Montessori Connections – www.montessoriconnections.com
 - *Marie Montessori: Her Life and Work* by E.M. Standing
 - *The Absorbent Mind* by Marie Montessori
 - *The Secret of Childhood* by Marie Montessori
 - *Montessori Madness* by Trevor Eissler

Parent Support Groups

Raising children is not for the weak or light hearted. It takes hard work, perseverance and a community of people committed to encourage, equip and empower you as a parent. Stepping Stones enjoys connecting parents with one another in hopes that the parent support group will meet twice a month for dinner or a fun outing. A parent from each group volunteers to facilitate the group calendar and arrange activities. More information and ideas will be provided to the facilitator.

Conferences

Conferences are scheduled throughout the year. These are mandatory for children in our Elementary program. Any parent may sign up for a conference if desired. Teachers are always available to answer questions and concerns. Please do not wait until conference time if there is a problem.

Outdoor Policy

We expect all of the children to go outdoors daily for fresh air and exercise. A child who is too sick to go outdoors is too sick to be at school. **Please do not ask us to keep your child in due to illness.** During cold winter months, there is an increase in cold viruses due to the fact that children spend so much time inside warm classrooms where infections tend to breed. If any child is not feeling up to playing outside, they may sit in chairs outside in order to benefit from the fresh air.

Children are required to have the right clothing for the current weather conditions such as coats that zip or snap shut, mittens, warm hats, rubber boots and rain coat with a hood.

During the summer, children must be provided with sunscreen from home. Please apply before coming to school and staff can re-apply at school. A light jacket and hat are recommended. All items must be clearly labeled with child's name.

Injury Prevention

Proper supervision and teacher/child ratios are maintained at all times, both indoors and outdoors. Our staff position themselves to observe the entire play area.

The site is inspected daily (general inspection), weekly (more detailed inspection), and monthly (thorough, detailed inspection) for safety hazards by Administrator. The staff review their rooms daily and remove any broken or damaged equipment.

See Appendix D for more detailed information.

Injury and Medical Emergencies

1. Child is assessed and appropriate supplies are obtained.
2. First aid is administered. If injury/medical emergency is life-threatening, one staff person stays with the child, while another staff person calls 911.
3. Staff calls parent/guardian. A staff person will stay with the child until a parent/guardian/emergency contact person arrives, including transportation to a hospital.
4. Staff records the injury/medical emergency on an **"Incident Report"** form signed by the parent/guardian. A copy is given to the parent and a copy is placed in the child's file.
5. An injury is also recorded in the **Injury Log** located in the kitchen.
6. Major injuries/medical emergencies are reported to the licensor.

Special Needs Children

Special needs include intellectual, language, physical, emotional, and behavioral conditions that may be considered not typical for the child's age or stage of development. Stepping Stones Montessori will make reasonable accommodations for children with special needs. Parents of a special needs child will need to meet with the director and teacher. We will determine if the needs can be successfully be met by our school. If an undiagnosed need of a child is found, the school will make referrals for outside resources for screening. If it is decided that Stepping Stones Montessori cannot meet the child and family's needs, we will refer to an appropriate program that may better serve the needs.

See Appendix E for more details.

Special Health and Developmental Needs of the Individual Child

Stepping Stones Montessori is committed to meeting the needs of all children. We will accept children into our program under the guidelines of the Americans with Disabilities Act (ADA). This includes children with special health care needs such as asthma and allergies, children with behavior or emotional issues*, chronic illness and disability. Be assured that information provided will be considered confidential and each child treated with dignity and respect for their individual needs. Stepping Stones requires a written health care plan be developed with the Director, parents and health care provider.

Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. All staff will receive general training on working with children with special needs and update training on specific special needs that are encountered in the classroom.

*If behavior or emotional issues cause harm or disturbance to staff or other children, the child may be removed from Stepping Stones due to our inability to meet the needs of the student.

Cleaning, Sanitizing/Disinfecting, and Laundering

Cleaning, rinsing, and sanitizing/disinfecting are required on most surfaces in child care facilities, including tables, counters, toys, etc. This 3-step method helps maintain a more sanitary child care environment and healthier children and staff.

1. **Cleaning** removes a large portion of germs, along with organic materials - food, saliva, dirt, etc. – which decrease the effectiveness of sanitizers/disinfectants.
2. **Rinsing** further removes the above, along with any excess soap.
3. **Sanitizing/disinfecting** kills the vast majority of remaining germs.

Food Service & Nutrition

The school provides breakfast for children from 6:15am to 8:15am. Breakfast and Snack Menus are posted on bulletin board outside of the office as well as on the school website.

Breakfast and afternoon snack consists of two or more of the following: dairy product, cereal, bread (whole grain or enriched) and fruit or 100% fruit juice. A mid-morning snack is available from 9:30am – 11:00am, and is provided by a student in the class. The school provides an afternoon snack that is available from 3:00pm – 4:30pm.

Lunch

Lunch is provided by the parents and must include healthy choices. Due to safety concerns, Stepping Stones is unable to warm up food for students. Please provide a serving of each of the following:

- dairy product
- meat or meat alternative
- grain product
- fruit and vegetable

Please keep in mind child size portions are not as big as an adult serving. Please refer to the list of portion sizes if you need assistance. **Please avoid sending in sugary treats.** The school will provide 100% fruit juice, milk or water to drink.

At times a lunch might be forgotten or left at home. Stepping Stones has a small reserve of food on hand to provide lunch for a few students at a time. **Accounts will be charged \$2.00 for lunches provided by Stepping Stones** (charges will be applied to the parent who has custody of the child that day).

See Appendix F for details.

Your Child's Snack Day

It's a very special day when your child gets to bring snack and an item from home to share with the class. Your student will also have the privilege and responsibility of being the line leader, assisting with the daily calendar and attending as the classroom helper (which might also involve ringing the class bell). It's a moment of honor in the life of your child. Here are a few things you should know about bringing snack:

- Each class has approximately 20 students with varying allergies and food restrictions. Please keep in mind teachers will watch for allergens – you do not need to worry about them.
- Snacks can be store bought or made from home.
 - Please send ingredient lists for all items, whether homemade or store bought, so that teachers can assess whether they're safe for all students.
- Please avoid sugary snacks.
- Special treats such as cupcakes, cookies, etc. may be brought in for a **child's birthday celebration**.
 - Birthdays are very memorable at Stepping Stones. If you wish to be present at circle to watch your child walk around the globe, please make arrangements with the teacher the day before. This small preparation will ensure your child's day goes smoothly.
 - Videotaping and taking pictures is acceptable during this celebration, however we ask that all refrain from posting pictures of other students online.

Items from Home

Children may bring items from home on their snack day which also happens to be their show and tell opportunity. Please do not allow children to bring toys from home. These can be distracting for the learning environment.

Hand Washing

Soap, (we use Gojo Green Certified Foam Hand Cleanser) warm water (**between 85° and 120° F**), and individual towels are available for staff and children at all sinks, at all times.

See Appendix G for details.

Tooth Brushing

Tooth brushing is an acceptable practice at Stepping Stones Montessori. Please send your student with the appropriate supplies if he/she wishes to brush their teeth after lunch.

Naps

Any child under five years of age is required to have a rest period. We begin our rest after lunch and begin waking children at 2:45pm. Mats and sheets are provided by the school. Please provide a lightweight blanket and small pillow (if child wants). A small stuffed animal can be brought in for napping time only; it will stay with your child's bedding. All bedding will be sent home once a week to be washed and returned the next school day. Any child not sleeping by 2:00p.m. can get up and do a quiet activity. Rooms are kept light enough to allow for easy observation of sleeping children.

Field Trips & Transportation

Stepping Stones Montessori takes field trips throughout the school year. Advance notice of these field trips will be in the newsletter. Permission slips need to be signed and returned before child will be allowed to go on trip.

Parent volunteers are needed to drive on some field trips. Parents are allowed to drive only their child. A 12 passenger van is available to Stepping Stones for use on some field trips. Car seats will be used for all children and are provided by the parents. If transportation is provided by a rented school bus, car seats will not be required. All vehicles taken by Stepping Stones will be equipped with:

- One first aid kit containing: a current first-aid manual, sterile gauze pads (2-4 inch size), small scissors, band-aids of various sizes, roller bandages (1-2 inch width), a large triangular bandage (for making a sling), non-sterile protective gloves, adhesive tape, tweezers, one way CPR barrier or mask, and least one unexpired bottle of Syrup of Ipecac (to be given only at the direction of a poison control center).
- Vehicle emergency reflective triangles or other device to alert other drivers of emergency
- Health history & information for each child in the vehicle
- A method to call for emergency help

Reporting Suspected Child Abuse

Our staff is required to immediately report to the local police or Child Protection Services any suspected physical, sexual, or emotional abuse, child neglect, or child exploitation. We do not have to inform the parents of this reporting.

Additional Reports

Staff must immediately report a death, serious injury that requires medical treatment or an illness requiring the hospitalization of a child in our care. Reporting is done by telephone and writing to the parent, licensor and child's social worker, if any.

Staff must immediately report an occurrence of food poisoning or communicable disease, as required by the state board of health to the local health department.

Animals on Site

We have animal visitors occasionally. Parents will be notified in advance if possible when animals are present. Animals visiting our school are carefully chosen in regards to care, temperament, health risks, and appropriateness for young children. Children with an allergic response to animals are accommodated. Children and adults wash hands after feeding animals or touching/handling animals, animal homes, or equipment.

Pet Policy Class I

Stepping Stones Montessori has two hermit crabs and crab tank on the premises in Class I. Tanks are secured from falling and is located on the black file cabinet. Potential Health risks associated with hermit crabs include salmonella. Jody Bosmans is the staff member assigned to the care and feeding of the crabs. Method used to clean the tanks include setting crabs in a container so that the tank can be emptied and washed with warm water and new fiber material added. Food is kept out of reach of children and located in the black file cabinet file drawer.

Children who have allergies to crabs will be accommodated by removing the crabs from the classroom. Curricula for teaching children and staff about safety and hygiene is presented by Mrs. Bosmans by providing a lesson on hermit crabs and their care in September and then as needed through the year. A hand washing poster is located near the crab tank and the children and staff are directed to wash their hands after touching the crabs.

Pesticide Policy

We are dedicated to using the least amount of chemical control for pests in our program in order to provide the healthiest environment possible for our children. We contract Independent Pest Solutions to help minimize pests.

Additionally, we attempt to PREVENT infestation by:

- Taking out trash daily or more as needed.
- Cleaning trash cans regularly.
- Keeping trash cans or dumpsters covered and away from the building.
- Keeping grounds clear of food and rubbish.
- Storing food in sealed plastic or metal containers.
- Cleaning and sanitizing all dishes, utensils, and surfaces used for eating or food preparation after meals and at the end of the day.
- Preventing pest entry into facility by sealing cracks and holes, using and repairing window screens and door sweeps.
- Moisture control by maintaining plumbing and water drainage systems.
- Mechanically managing weeds.
- Planting native vegetation that is non-toxic.
- Mulching plant beds.

Parents will be notified of emergency pest treatments by posting a notice on the office bulletin board.

Disaster Plans

Our out of state contact is Traci Greinke (Jody Bosmans' sister): Cell phone 1-229-834-5000; Home phone 1-229-293-9409). The school will notify the out of state contact of any emergency situation. Parents will be able to contact the out of state contact for updates and news of their children if the school line is down.

Fire Alarm/Emergency

Stepping Stones Montessori will do all that it can to prevent a fire from starting. Fire extinguishers are mounted in every classroom.

In the case a fire does start, a staff member will pull the fire alarm provided the alarm does not activate. Fire alarms will notify the fire department. We will evacuate all children, visitors and staff from the building following posted evacuation routes. If smoke is present, we will drop and crawl to avoid smoke and close doors behind us. Children will leave their work where it is and get in a line quickly.

The following items will be taken with us:

- Student emergency kits
- Class attendance sheets
- Children's emergency and medical information and supplies
- Cell phone

We will meet at the far (east) end of the parking lot against the fence. The Director will check building for any children, visitors or staff, if it is safe to do so. The Director will extinguish fire if it is safe to do so.

Each lead teacher will do a head count and match to attendance sheet.

When the building is deemed safe to re-enter by the fire department, all staff and children will do so. If it is determined that the building is unsafe children will be taken to Calvary Community Church at 15116 Gary St E, Sumner. The Director will notify parents of evacuation and alternate site location by phone/email.

The Director will report incident to licenser and complete a written incident report at the earliest opportunity. All parents will be notified of the incident.

Lockdown and Modified Lockdown

From time to time, local law enforcement agencies alert the schools in our area to potential risks that require them to implement a precautionary safety protocol known as a lockdown. In a **lockdown**, exterior and interior doors are locked. Students are told to stay away from windows and keep low. Curtains or blinds are closed. Lights are off. Only quiet talking is allowed. Students who are outside at recess come back into the building. Signs are posted on doors instructing anyone who tries to get inside the building to leave the school premises immediately. Staff has been trained to take the situation very seriously, with an assumption that an intruder could actually be in the building.

The **modified lockdown** takes similar precautions but allows more movement within the building. Students may continue to work with lights on. They may go to the restroom. No one, however, may enter or leave the building—staff, students or parents.

Parents will be notified when a lockdown or modified lockdown has occurred.

Earthquake

If an earthquake should occur all staff and children are directed to “Drop, Cover and Hold”. Drop to the ground; take cover under table and hold on to it. Everyone should remain that way until the earthquake subsides. Stay away from, windows, bookcases, and filing cabinets.

If outside, “Drop, Cover and Hold” keeping away from glass, bricks and power lines.

After earthquake stops:

- Staff check themselves and children for injuries
- Check evacuation routes for damage
- Evacuate building, if needed taking
 1. Disaster supplies located in tote by classroom door
 2. Class attendance sheets
 3. Children’s emergency and medical information and supplies
 4. Cell phone
- Give first aid to anyone who needs it
- Lead teacher will take attendance
- Assess building to see if it is safe to re-enter
- Call parents with status of children and building
- Take children to alternate site if it is safe to do so.
- If parents cannot be reached, call the child’s out of state contact

Lahar Plan

In the event of a Lahar (mudslide) warning, we would evacuate the staff, children and visitors to higher ground as quickly as possible. We line up at the classroom doors and the lead teachers will take a head count. The Director will be notified if any children are missing. The children will be loaded into all available vehicles without the limitations of car seats or seat belts. The Administrator will make a final sweep of the building to make sure it is empty. The children will be transported to:

**Emerald Hills Elementary School at
19515 S. Tapps Drive E.
Bonney Lake, WA 98391
(253) 891-4750**



This location is in conjunction with Maple Lawn Elementary Lahar Plan. If possible, we will meet up with the siblings of our children so they can be together. Parents will be notified to pick up their child/ren at this location.

When we leave the building staff will bring:

- Student emergency kits
- Class attendance sheets
- Children's emergency and medical information and supplies
- Cell phone (253)677-5370 Jody Bosmans

See Appendix H for Maple Lawns Lahar Emergency Plan

Guidance and Behavior Management Policy

Maria Montessori developed the concept of "normalization" to describe the process by which each child acquires certain personality characteristics that lead to success in the classroom and throughout life. A "normalized" child will love learning, be kind to others, develop concentration and good work habits, and become independent.

Our goal at Stepping Stones Montessori is to create and maintain an environment in which each child can successfully reach this level of normalization. Normalization of the classroom begins with the modeling of the appropriate behavior by the teachers combined with the high level of respect for each student. Corporal punishment is NEVER used at our school under any circumstances. (which includes biting, jerking, shaking, spanking, hitting or kicking). Many discipline problems can be avoided by the following proactive strategies.

The teacher will:

1. Provide a structured Montessori environment in which a child feels secure and confident to choose his/her work;
2. Set behavioral expectations through classroom instruction, role modeling, and class meetings;
3. Post and discuss classroom rules and standards of behavior;
4. Redirect a child and use conflict resolution techniques;
5. Work one-on-one with children who need additional guidance;

6. Work with parents to discuss ways to help him/her succeed in the classroom.

The behavioral expectations we have for the children to learn are:

1. Respect yourself, others and our environment.
2. Demonstrate responsibility, respect, and self-restraint.
3. Treat all classroom materials with great respect and care.
4. Return all things to their proper place.
5. Keep our environment clean and orderly.
6. Keep bathrooms neat and clean.
7. Work quietly, using inside voices, in the classroom.
8. Use walking feet at all times except when on the playground.

Behavior Management involves inner training of one's actions. It involves redirection and positive guidance. It is based on the individual child's age or stage of development. It is never harsh or humiliating to the child. All children are treated with respect. Appropriate behavior is modeled for them and discussed in ways that encourage them to think. Logical and natural consequences will result when children choose not to follow the expectations of the program of basic safety and respect.

The following are examples of unacceptable behaviors:

1. Talking back and arguing;
2. Intentionally disrupting the learning environment;
3. Intentional misuse of materials or playground equipment;
4. Intentionally not following directions in the classroom, or on the playground;
5. Encouraging others to use unacceptable behavior;
6. Disrupting or impeding the work of others;
7. Showing rudeness or disrespect to others;
8. Bringing physical harm to students, teachers, and/or self; and
9. Littering

When a child experiences difficulty in our program, a note will be sent home for the parent or guardian to read and discuss with their child. If the behavior continues, a conference will be scheduled to discuss the difficulties and to develop an action plan. If the behavior is severe, the child will be sent to the office and the Director will discuss the behavior issue with the child and may opt to call the parent/guardian to discuss the issue, or to immediately remove the child from school for a specific length of time.

It is important that the child abide by the policies of the school. This sometimes takes time and patience as “school” rules may differ from “home” rules. It is important for all members of the family to be acquainted with the “school” rules and to be supportive, and possibly even implement some of the strategies used in the program into their own homes.

School Discipline Strategies

- Using the affirmative: “We use walking feet indoors”, rather than “Don’t run in the classroom”
“Use your words to tell us you’re angry”, rather than “Don’t hit”
- We get the child’s attention by getting down to their level, making eye contact, and speaking quietly.
- We do our best to be fair. We examine our expectations to make sure they are age appropriate.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the situation. “You can choose a quiet place to (insert activity).”

Parent/Guardian’s Role in Supporting Positive Behavior

- Modeling – Parents are the most important teachers in a child’s life. Parents who are respectful and kind to others, especially their own children, are likely to see that same behavior develop in their children. Demonstrating a variety of healthy responses to the issues of daily life, as well as modeling effective problem solving techniques and non-judgmental communication are especially valuable to young children who are just learning to establish their own self control.
- Discussions – Discussing ways to show respect, build trust, show empathy, manage anger, and practice forgiveness can help a child build successful relationships.
- Reinforcement – Montessori philosophy does not advocate external rewards for desired behavior, however, acknowledging and praising positive behavior is always important and will help shape a child’s behavior far better than criticism.
- Teaching Values – Stepping Stones Montessori seeks to build a sense of COMMUNITY amongst all its members. Children, families, and staff. A Community shares common values and strives to give as much as possible for the good of the whole. At Stepping Stones Montessori, we value:
 1. Respect for ourselves, others and the environment
 2. Honesty
 3. Courtesy and manners
 4. Empathy and respect for differences among people and cultures
 5. Accepting responsibility for personal decisions and actions
 6. Working cooperatively with others
 7. Pride in our school
- Communications with School – Please notify the office and your child’s teacher if any significant changes occur in your child’s life, such as:
 1. Extended vacations or trips by a family member;
 2. Child staying somewhere other than home (relative/friend’s house) for more than a day or two;

3. Loss of a family member, including pets;
4. Moving; and
5. Change in family environment* (separation, divorce, new baby, etc.)

**This information is kept strictly confidential*

- Parent Education – Parenting is a lifelong journey of acquiring the knowledge, skills, and patience needed in order to raise healthy, happy, well-adjusted children. We have a small library of helpful books and videos that can be checked out by parents, as well as educational opportunities throughout the year. Understanding and supporting expectations established by Stepping Stones Montessori is vital to each child's behavior and success.

APPENDIX A

BLOOD/BODY FLUID CONTACT OR EXPOSURE

Even healthy people can spread infection through direct contact with body fluids. Body fluids include blood, urine, stool (feces), drool (saliva), vomit, drainage from sores/rashes (pus), etc. All body fluids may be infected with contagious disease. **Non-porous gloves are always used when blood or wound drainage is present.** To limit risk associated with potentially infectious blood/body fluids, the following precautions are always taken:

1. Any open cuts or sores on children or staff are kept covered.
2. Whenever a child or staff comes into contact with any body fluids, the exposed area is washed immediately with soap and warm water, rinsed, and dried with paper towels.
3. All surfaces in contact with body fluids are cleaned immediately with soap and water, rinsed, and disinfected with an agent such as bleach in the concentration used for disinfecting body fluids (1/4 cup bleach per gallon of water or 1 tablespoon/quart).
4. Gloves and paper towels or other material used to wipe up body fluids are put in a plastic bag, tied closed, and placed in a covered waste container. Any brushes, brooms, dustpans, mops, etc. used to clean-up body fluids are washed in soap and water or detergent, rinsed, and soaked in a disinfecting solution for at least 2 minutes and air dried. Machine washable items, such as mop heads, are washed with hot water and soap in the washing machine. All items are hung off the floor or ground to dry. Equipment used for cleaning is stored safely out of children's reach in an area ventilated to the outside.
5. A child's clothes soiled with body fluids are put into a closed plastic bag and sent home with the child's parent/guardian. A change of clothing is available for children in care, as well as for staff.
6. Hands are always washed after handling soiled laundry or equipment, and after removing gloves.

Blood Contact or Exposure

When a staff person or child comes into contact with blood (e.g. staff provides first aid for a child who is bleeding) or is exposed to blood (e.g. blood from one person enters the cut or mucous membrane of another person), the staff person informs Office Staff immediately.

When staff report blood contact or exposure, we follow current guidelines set by Washington Industrial Safety and Health Act (WISHA), as outlined in our Bloodborne Pathogen Exposure Control Plan (*separate document*). We review the BBP Exposure Control Plan annually with our staff at the beginning of each school year, and document this review.

APPENDIX B

COMMUNICABLE DISEASE REPORTING

Communicable diseases can spread quickly in childcare settings. Because some of these diseases can be very serious in children, licensed childcare providers in Washington are required to notify Public Health when they learn that a child has been diagnosed with one of the communicable diseases listed below (WAC 246-101-415¹). **In addition, providers should also notify Public Health when an unusual number of children and/or staff are ill (for example, >10% of children in a center, or most of the children in the toddler room), even if the disease is not on this list or has not yet been identified.**

To report any of the following conditions, call Public Health at (206) 296-4774.

Acquired immunodeficiency syndrome (AIDS)	Malaria
Animal Bites	Measles
Arboviral Disease (ex. West Nile virus)	Meningococcal disease
Botulism	Mumps
Brucellosis	Paralytic shellfish poisoning
Campylobacteriosis	Pertussis
Cholera	Plague
Cryptosporidiosis	Poliomyelitis
Diphtheria	Psittacosis
Diseases of suspected bioterrorism origin	Q fever
Diseases of suspected foodborne origin	Rabies and Rabies Exposures
Diseases of suspected waterborne origin	Rare diseases of public health significance
Enterohemorrhagic <i>E. coli</i> , (including <i>E. coli</i> O157:H7 infection)	Relapsing fever
Giardiasis	Rubella
<i>Haemophilus influenzae</i> invasive disease	Salmonellosis
Hantavirus pulmonary syndrome	Sexually Transmitted Diseases (chancroid, gonorrhea, syphilis, genital herpes simplex, granuloma inguinale, lymphogranuloma venerium, <i>Chlamydia trachomatis</i>)
Hemolytic uremic syndrome	Shigellosis
Hepatitis A, acute	Tetanus
Hepatitis B, acute	Trichinosis
Hepatitis B, chronic	Tuberculosis
Hepatitis C, acute, or chronic	Tularemia
Hepatitis, unspecified	Typhus
HIV infection	Unexplained critical illness or death
Immunization reactions, severe	Vibriosis
Legionellosis	Yellow fever
Leptospirosis	Yersiniosis
Listeriosis	
Lyme disease	

¹ **WAC 246-101-415 Responsibilities of child day care facilities.** Child day care facilities shall: (1) Notify the local health department of cases or suspected cases, or outbreaks and suspected outbreaks of notifiable conditions that may be associated with the child day care facility. (2) Consult with a health care provider or the local health department for information about the control and prevention of infectious or communicable disease, as necessary. (3) Cooperate with public health authorities in the investigation of cases and suspected cases, or outbreaks and suspected outbreaks of disease that may be associated with the child day care facility. (4) Child day care facilities shall establish and implement policies and procedures to maintain confidentiality related to medical information in their possession.

APPENDIX C

MEDICATION MANAGEMENT

- Medication is accepted only in its **original container**, labeled with **child's name**.
- Medication is **not** accepted if it is **expired**.
- Medication is given **only** with prior **written** consent of a child's parent/legal guardian. This consent on the medication authorization form includes **all of the following** (completed by parent/guardian):
 - child's name
 - name of the medication
 - reason for the medication
 - dosage
 - method of administration
 - frequency (**cannot** be given "as needed"; consent must specify *time* at which and/or *symptoms* for which medication should be given)
 - duration (start and stop dates)
 - special storage requirements
 - any possible side effects (use package insert or pharmacist's written information)
 - any special instructions.

Parent /Guardian Consent

1. A parent/legal guardian may provide the sole consent for a medication, (without the consent of a health care provider), **if and only if** the medication meets all of the following criteria:
 - The medication is over-the-counter and is one of the following:
 - Antihistamine
 - Non-aspirin fever reducer/pain reliever
 - Non-narcotic cough suppressant
 - Decongestant
 - Ointment or lotion intended specifically to relieve itching or dry skin
 - Diaper ointment or non-talc powder intended for use in diaper area
 - Sunscreen; **and**
 - The medication has instructions and dosage recommendations for the child's age and weight; **and**
 - The medication duration, dosage, amount, and frequency specified on consent do not exceed label recommendations.
2. Written consent for medications covers only the course of illness or specific episode (of teething, etc.).
3. Written consent for sunscreen is valid up to 6 months.

APPENDIX D

INJURY PREVENTION

1. Proper supervision is maintained at all times, both indoors and outdoors. Staff position themselves to observe the entire play area.
2. The site is inspected daily (general inspection), weekly (more detailed inspection), and monthly (thorough, detailed inspection) for safety hazards by the Director. Staff review their rooms daily and remove any broken or damaged equipment.

Hazards include, but are not limited to:

- *Security issues (unsecured doors, inadequate supervision, etc.)*
- *General safety hazards (broken toys & equipment, standing water, chokable & sharp objects, etc.)*
- *Strangulation hazards*
- *Trip/fall hazards (rugs, cords, etc.)*
- *Poisoning hazards (plants, chemicals, etc.)*
- *Burn hazards (hot coffee in child-accessible areas, unanchored or too-hot crock pots, etc.)*

3. The playground is inspected daily for broken equipment, environmental hazards, garbage, animal contamination, and required depth of cushion material under and around equipment by the Director. It is free from entrapments, entanglements, and protrusions.
4. Materials/toys are age appropriate, safe, and in good repair. Broken items are repaired or discarded.
5. Rooms with children under 3 years old are free of push pins, thumbtacks, and staples.
6. Cords from window blinds/treatments are inaccessible to children. Hazards are reported immediately to Office Personnel. The assigned person will insure that they are removed, made inaccessible or repaired immediately to prevent injury.
7. The Injury Log is monitored by the Director weekly, to identify accident trends and implement a plan of correction.

We routinely get updates on recalled items and other safety hazards on the Consumer Products Safety Commission Website: www.cpsc.gov

APPENDIX E

CHILDREN WITH SPECIAL NEEDS

Our center is committed to meeting the needs of all children. This includes children with special health care needs such as asthma and allergies, as well as children with emotional or behavior issues or chronic illness and disability. Inclusion of children with special needs enriches the child care experience and all staff, families, and children benefit.

1. Confidentiality is assured with all families and staff in our program.
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
4. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, we may consult with our public health nurse consultant and other agencies/organizations as needed.
5. An individual plan of care is developed for each child with a special health care need. The plan of care includes information and instructions for
 - daily care
 - potential emergency situations
 - care during and after a disaster

Completed plans are requested from health care provider every 6 months to 1 year, or more often as needed for changes. Plans are reviewed, initialed, and dated monthly by parent/guardian. Office staff is responsible for ensuring care plans are kept updated. Children with special needs are not present without plan on site.

6. All staff receives general training on working with children with special needs and updated training on specific special needs that are encountered in their classrooms.
7. Teachers, cooks, and other staff will be oriented to any special needs or diet restrictions by the Director.

APPENDIX F

FOOD SERVICE

- We serve breakfast and snacks at our center.
- 1. **Food handler permits.** An “in charge” person with a food handler permit is onsite during all hours of operation, to assure that all food safety steps are followed.
- 2. **Orientation and training** in safe food handling is given to all staff. Documentation is posted in staff files.
- 3. **Ill staff or children** do not prepare or handle food. Food workers may not work with food if they have:
 - diarrhea, vomiting or jaundice
 - diagnosed infections that can be spread through food such as Salmonella, Shigella, E. coli or hepatitis A
 - infected, uncovered wounds
 - continual sneezing, coughing or runny nose
- 4. **Staff wash hands** with soap and warm running water prior to food preparation and service in a designated hand-washing sink – never in a food preparation sink.
- 5. **Gloves are worn or utensils are used** for direct contact with food. *(No bare hand contact with ready-to-eat food is allowed.)*
- 6. **Refrigerators and freezers** have thermometers placed in the warmest section (usually the door). Thermometers stay at or below 41° F in the refrigerator and 10°F in the freezer.
- 7. **Microwave oven,** for staff use only.
- 8. **Chemicals** and cleaning supplies are stored away from food and food preparation areas.
- 9. **Cleaning and sanitizing** of the kitchen is done according to the *Cleaning, Disinfecting and Laundering* section of this policy.
- 10. **Dishwashing** complies with safety practices:
 - Hand dishwashing is done with three sinks or basins (wash, rinse, sanitize).
 - Dishwashers have a high temperature sanitizing rinse (140° F residential or 160°F commercial) or chemical disinfectant.

11. **Cutting boards** are washed, rinsed, and sanitized between each use. No wooden cutting boards are used.
12. **Kitchen counters, sinks, and faucets** are washed, rinsed, and sanitized before food production.
13. **Tabletops** where children eat are washed, rinsed, and sanitized before and after every meal and snack.
14. **Water Machines** are washed, rinsed, and sanitized daily and as needed.
15. **Thawing frozen food:** frozen food is thawed in the refrigerator 1-2 days before the food is on the menu, or under cold running water.
16. We do not use catered foods at our center.
17. **Food substitutions**, due to allergies or special diets and authorized by a licensed health care provider, are provided within reason by the center.
18. When children are involved in cooking projects our center assures safety by:
 - closely supervising children,
 - ensuring all children and staff involved wash hands thoroughly,
 - planning developmentally-appropriate cooking activities (*e.g., no sharp knives*),
 - following all food safety guidelines.
19. Parents are asked to place lunch items needing to be refrigerated in their child's gallon Ziploc bag, and place the bag in the classroom refrigeration basket.

NUTRITION

Menus are posted monthly and dated accordingly. Food is offered at intervals not less than 2 hours and not more than 3 ½ hours apart. Our site is open over 12 hours; we serve three snacks and two meals.

The following meals and snacks are served by the center:

Time	Meal/Snack
6:15 am – 8:15 am	Breakfast (Provided by SSM)
9:30 am – 11:00 am	Mid-Morning Snack (Provided daily by designated student)
12:00 pm	Lunch (Provided daily by parent/guardian for student)
3:00 pm – 4:30 pm	Snack (Provided by SSM)

1. Each snack or meal includes a liquid to drink. This drink is water or one of the required components such as milk or 100% fruit juice.

2. Menus include hot and cold food and vary in colors, flavors and textures.
3. Ethnic and cultural foods are incorporated into the menu.
4. Menus include a variety of fruits, vegetables, and entrée items.
5. Foods served are generally moderate in fat, sugar, and salt content.
6. Children have free access to drinking water (individual disposable cups or single use glasses only).
7. Menu modifications are planned and written for children needing special diets.
8. Menus are followed. Necessary substitutions are noted on the permanent menu copy.
9. Permanent menu copies are kept on file for at least six months. *(USDA requires food menus to be kept for 3 years plus the current year.)*
10. Children with food allergies and medically-required special diets have diet prescriptions signed by a health care provider on file. Names of children and their specific food allergies are posted in the kitchen, the child's classroom, and the area where food is eaten by the child.
11. Children with severe and/or life threatening food allergies have a completed individual care plan signed by the parent and health care provider.
12. Diet modifications for food allergies, religious and/or cultural beliefs are accommodated and posted in the kitchen and classroom and eating area. All food substitutions are of equal nutrient value and are recorded on the menu or on an attached sheet of paper.
13. Mealtime and snack environments are developmentally appropriate and support children's development of positive eating and nutritional habits. We encourage staff to sit, eat and have casual conversations with children during mealtimes.
14. Families are notified in writing of the food requirements for sack lunches.

APPENDIX G

HANDWASHING

Soap (we use Gojo Green Certified Foam Hand Cleanser), warm water (between 85° and 120° F), and individual towels are available for staff and children at all sinks, at all times.

All **staff** wash hands with soap and water:

- (a) Upon arrival at the site and when leaving at the end of the day
- (b) Before and after handling foods, cooking activities, eating or serving food
- (c) After toileting self or children
- (d) After handling or coming in contact with body fluids such as mucus, blood, saliva, or urine
- (e) Before and after giving medication
- (f) After attending to an ill child
- (g) After smoking
- (h) After being outdoors
- (i) After feeding, cleaning, or touching pets/animals
- (j) After giving first aid

Children are assisted or supervised in handwashing:

- (a) Upon arrival at the site and when leaving at the end of the day
- (b) Before and after meals and snacks or cooking activities (in handwashing, not in food prep sink)
- (c) After toileting
- (d) After handling or coming in contact with body fluids such as mucus, blood, saliva or urine
- (e) After outdoor play
- (f) After touching animals
- (g) Before and after water table play

APPENDIX H

Maple Lawn Elementary Emergency preparedness

Lahar Plan

Living near Mt. Rainier has potential hazards that include eruption, lava or ash fall and mudflows known as lahars. Pierce County Emergency Management, the U.S. Geologic Survey team and the Federal Emergency Management Agency have joined together to create a plan for responding to any Mt. Rainier emergency that may occur. The Sumner School District has been an active partner in planning and preparing for the evacuation of all schools located in the valley as might someday be required.

What is the District response plan for a volcanic eruption or lahar?

In conjunction with Pierce County Emergency Management Services, the District will receive immediate notification of volcanic activity at Mt. Rainier through special pagers issued to district administrators and building principals. Each school will be contacted so that emergency support and response by students and staff can be initiated. In Sumner, emergency sirens will sound throughout the community to alert all residents to the hazard. All valley schools will immediately evacuate. It is anticipated that the county will receive advance indications of increased volcanic activity at the mountain and that the valley schools may already be operating in alternative modes prior to any eruption or lahar flow.

What is the lahar evacuation plan?

The current plan includes a provision for evacuating students from valley schools via pedestrian routes. Students and staff will walk east towards Bonney Lake and ascend to the ridge where District Transportation services will shuttle students to shelter at hilltop schools. The plan was developed in coordination with law enforcement agencies as a part of the larger county emergency response. The county plan includes diverting vehicle traffic and restricting traffic flow to northbound routes and either east or westbound traffic. These traffic restrictions will prevent the public from driving into the mudflow as well as limiting the District's ability to provide bus transportation to students in the valley.

How much time is there to evacuate?

Experts predict that the valley floor in Sumner will fill to a depth of thirty feet with mud and debris. It is estimated that there is approximately (after the lahar alert) 60-90 minutes for safe evacuation from the valley.

Where will students and staff shelter?

Each valley school is assigned to a hilltop school for sheltering and managing student-parent relocation. Families should report as soon as practicable to the student-parent reunion center located in the gymnasium of their assigned schools. It is important that families make plans to

reunite with their children at the relocation schools, not at their attendance school, so that the schools can evacuate quickly and safely. Driving directions to all schools are located on the district homepage.

Here's a list of "sister schools":

* Daffodil Valley Elementary -- Crestwood Elementary

* **Maple Lawn Elementary -- Emerald Hills Elementary**

Emerald Hills Elementary School at

19515 S. Tapps Drive E.

Bonney Lake, WA 98391

(253) 891-4750

* McAlder Elementary -- Liberty Ridge Elementary

* Sumner Middle School -- Mountain View Middle School

* Sumner High School -- Lakeridge Middle School

Directions to Emerald Hills Elementary

Eastbound Hwy 410

Take the Exit (166th Avenue E/Sumner Tapps Hwy)

Turn Left at the end of the Exit ramp onto Sumner Tapps Hwy

Go to the crest of the hill, at the first light, turn Right on South Tapps Drive E

Proceed on South Tapps Drive E for approximately 2.5 miles

Emerald Hills Elementary School will be on your Left

I'd like to learn more about the district crisis plan.

Please contact your building principal to learn more about how your school is preparing for emergencies related to natural disasters or severe weather conditions. District level response plans can be reviewed with Linda Yotsko in Business Services at Central Office.

How can I find out more about Mt. Rainier lahars?

The News Tribune has published a series of articles detailing the countywide emergency response plan, as well as explaining the geologic history of the mountain. The articles can be read at www.tribnet.com/projects/lahar/ on the Internet. These articles give detailed information about the monitoring system that has been installed on the mountain and the emergency notification system for police and fire departments.

[Pierce County Emergency Management](#)

[Sumner School District Emergency Preparedness](#)



Dear Parents,

Our Parent Handbook is available on our website at www.steppingstonesmontessori.org . By enrolling with Stepping Stones Montessori, you agree to adhere to the terms and agreements listed in this handbook. These terms and agreements are subject to change and if altered, you will be notified promptly.

Please sign below indicating that you have received your Parent Handbook. We look forward to a great year(s) with you and your family!

Parent Signature _____

Parent Name (printed) _____

Student's Name _____

Date: _____

Thank you!