

PARENT HANDBOOK



CRESTVIEW MONTESSORI LLC

TABLE OF CONTENTS

INTRODUCTION

- Mission Statement
- Non-Discrimination Policy

THE CLASSROOM

- The Primary Classroom Composition
- Curriculum
- Outdoor Environment
- Kindergarten Program
 - Kindergarten Criteria
- Afternoon Program at Crestview
- Screen Time Policy
- Discipline
- Rest Period
- Parent Involvement and Conferences
- Reports
- Giving Back to the Community

SCHOOL OPERATIONS

- Arrival and Dismissal
- Early Dismissal/Change in Routine
- Attendance and Tardiness
- Late Fees
- Health and Safety
 - Emergency Preparedness
 - State Medical Forms and Vaccinations
 - Illness
 - Weather
 - Snow/School Closing
- Snack
- Lunches
- Nut-Free Environment
- Birthday Celebrations
- Dress Code
- Toilet Independence

THE OFFICE

- Communication
- Tuition Invoices
- Website
- Newsletters & Bloomz
- Letters of Recommendation
- Accreditation
- Calendar

INTRODUCTION

Crestview Montessori LLC (hereafter Crestview) opened its doors in 2009 and serves children aged 2½ through kindergarten. Our community school reflects its strong belief in Maria Montessori's unique vision of education. Each child is viewed individually while becoming an integrated member of the classroom community. It is our responsibility to observe each child and present the primary curriculum lessons authorized by the Montessori training centers.

Mission Statement

- To prepare a beautiful environment for the young child and to assist each child in connecting to that environment physically, mentally, and emotionally.
- To assist each child in recognizing and developing his or her potential from the materials that Maria Montessori developed which form an integral part of the classroom.
- To recognize that the classroom is a dynamic working environment that changes and adapts to meet the needs of the child.
- To offer a strong academic Montessori curriculum that encourages a lifelong love of learning.

Non-Discrimination Policy

We welcome all prospective students and their families and do not discriminate on the basis of race, color, national, or ethnic origin in our admission and educational policies.

Admissions decisions are based on factors that include gender and age, as well as the child's comfort level within a Montessori environment. Preference is given to siblings of current students.

THE CLASSROOM

The Primary Classroom Composition

Classroom staff is comprised of a Montessori trained Directress and an Assistant, and our maximum class size is limited to 25 students. Maria Montessori chose the word “director” or “directress” instead of “teacher” as the name of the person leading the classroom. She believed this person guided and directed the children, and held the responsibility of linking each child to this specially prepared environment. The children in the classroom range in ages from 2½ through 6. Approximately one-third of the classroom is comprised of the oldest children – the kindergarten children who have been with the directress for the past two or three years. This group of children is considered to be the leaders of the classroom. The second group of children includes those children who are in their second or third year. The newest children to the class are the youngest. A child entering our classroom at 2½ or 3 years of age comes into a classroom known as a “primary” class.

Curriculum

Maria Montessori wrote and talked of sensitive periods in a child's life, and the materials in the classroom were developed for the child to be in that classroom from the age of 2½ through the age of 6. The curriculum for each child in the Montessori classroom is the same, with room to allow for individuality and creativity. Each succeeding year builds on the past year.

A child typically enters our school at 2½ or 3 years of age and works in these specific areas:

Practical Life - The child engages in activities that include care of self and care of the environment. The child's work with these materials helps strengthen small motor skills and helps build concentration needed in the academic areas.

Sensorial - These materials help the child refine his/her sensory impressions and powers of observation.

Language - Writing and reading are explored using a phonetic program of individual sounds in language. Materials, such as sandpaper letters and moveable alphabet, help connect the child with writing and reading.

Mathematics - Activities include number rods, golden beads, and number chains.

Geography and Culture - The child is introduced to various continents, countries,

Outdoor Environment

We believe that our outdoor environment is just as important as the work that is being done in our indoor classroom. Children learn through doing, and we have set up the outdoor space to allow for that learning. Children are able to choose from a variety of activities: from sliding to soccer to garden work. Children are adding leftover snack food to the composter, removing water from our rain barrels to water our garden plants and flowers, and cutting flowers in the garden to bring inside and place in vases on tables. Every opportunity for outdoor work is explored no matter the weather.

Kindergarten Program

The kindergarten year in a Montessori program is a dynamic one for the child and the Directress. The two have built a solid relationship of trust and understanding. The Directress has watched and observed the child begin as a dependent child and transform into a capable leader in the classroom. As it is at the heart of the Montessori program, all children accepted into Crestview are expected to continue through their kindergarten year.

Kindergarten Criteria

Our Kindergarten Program (8:45 am - 3:00 pm) is open to children turning five by September 1st. For those families who request it, Crestview will consider early admission to the kindergarten program for children who turn five (5) between September 2nd and October 15th. If requested, the Directress will contact the family directly to decide the best course of action for the individual child. The final decision rests with the Head of School. There is no appeals process. Children entering kindergarten under early

admission are not guaranteed 1st grade admission into a public or private school the following year. Parents will need to contact the future school directly to make such a request.

A child transferring from another Montessori school may be accepted into Crestview's kindergarten program at the discretion of the Directress.

Full Day Primary Program

When the children return to the classroom from having been outdoors for a bit of time, they prepare for lunch. A "setting" has already been reserved for each child, but the children wash their hands, remove foods from their lunch boxes, settle in, and begin to eat lunches. Classroom teachers eat alongside the children. When a child finishes eating his lunch, he packs away uneaten food, tidies up his area, and is free to do an activity.

When lunch is over, there are collective chores to be done in the classroom, such as floor sweeping, sharpening pencils, refilling paper supplies, and loading the classroom dishwasher and washing machine. All older afternoon children help with these chores for a few minutes before we begin our afternoon classroom period. Once the afternoon program is underway, children have a combination of working with the Assistant, as well as the Directress in the classroom. Kindergarten children primarily work with the Directress in the afternoon.

Screen Time Policy

Our children are surrounded by technology. Computers, tablets, and smart phones are in most of our homes. The American Academy of Pediatrics has recommendations about the amount of screen time for young children, and that recommendation has changed over the last several years. Crestview Montessori believes in limiting the amount of screen time of the young child. We have a very "hands on" approach and want the child to be actively engaged with the Montessori materials that are available to each child in our classroom. These materials engage the different senses and help to build their brains and bodies.

As a result of our strong belief, Crestview Montessori does not have computers in the classroom. If a child researches a topic, that research is done through a variety of books in our carefully cultivated school library and rotated public library books.

On a rare occasion, a computer or tablet might be accessed for information not readily available. Sometimes, a parent will share their holiday customs by showing a short movie on a computer to the classroom children. On our "pajama day" we curl up in pajamas and a suitable children's movie.

Discipline

The Montessori program nurtures self-discipline. This develops over a period of several years. Self-discipline is built on a basis of respect: respect for oneself, for others, and for our school environment, both inside and outside. The adults and children set limits for behavior based on the group's needs for a safe and mutually respectful community.

If a child has difficulty following the rules of the community, the response will be age-appropriate. Personal attention, distraction, substitution and/or removal from the situation are typical approaches. Many instances resolve themselves as the student, within the bounds of

safety and common sense, experiences the logical consequences of his/her actions (i.e., wiping up after throwing a paint can on the floor).

If the child disregards the rules of the classroom community, the Directress seeks the underlying causes in order to help the child understand the inappropriateness of his/her actions and to find a constructive alternative. If such behavior occurs repeatedly, the Directress may request the Head of School to observe before the parents are contacted for their support and cooperation.

Occasionally, a child may go through a phase in his/her development that manifests in a form of physical hurting of others. This might include, although is not limited to, biting, kicking, scratching, and pinching. Crestview staff responds promptly to such situations, striving to provide a safe and nurturing environment for all children in our care. In each instance of such behavior, Crestview staff will remove the child causing harm from the situation and verbally reinforce that such behavior is neither kind nor acceptable. Staff will at the same time focus on calming and reassuring the child who got hurt. An incident report is written as soon as the situation is settled and the child causing physical harm will be sent home for the day.

If necessary, the Directress and/or Head of School will schedule a meeting with parents.

The following are some general guidelines of Montessori discipline that parents should seek to apply at home as well as at School (Montessori books are available for loan in the office):

- “Hold the child to standard”: s/he will rise to expectations
- Behavior: Think Satisfaction & Motivation vs. Gratification & Manipulation
- Separate the “Denial”/”Hurt”/and “Suffering” of growing up from real deprivation
- Making Reward Internal, not External
- To maintain strong, effective discipline, seek consistency and clarity
- Catch children “doing something right”
- Engage, interest the child
- Involve, stimulate the child
- Redirect the child from destructive, negative behavior
- Be respectful. Maintain unconditional love. Love is not a “bargaining chip”!
- Use humor to support and defuse, not to deflate. Sarcasm bites and hurts.
- Let natural consequences flow from inappropriate behavior

Rest Period

Children that take naps at Crestview will take the rest shortly after lunch, as close to 1:15pm as possible. It is the policy of Crestview that once a child wakes up, the child joins the classroom for the remainder of the afternoon.

Parent Involvement and Conferences*

Parent involvement is crucial to the success of your child’s experience at Crestview. A traditional Montessori school, such as ours, is rooted in a philosophy of learning that is quite different from other preschool environments. You are invited to share time with your child in the classroom throughout the year. Especially for those new to Montessori, the classroom functions quite differently from a typical school setting, and knowing how your child is learning throughout the day is quite beneficial for both child and family. We invite parents to help with art projects in the classroom, share their favorite recipe, tell us about their hobby, or share their

cultural holiday with the class. If possible, please call the office to schedule a time to visit in the classroom between October and April.

In the spring we have Special Persons Morning, and in January we have an Observation evening. The dates and times for both of these events are indicated on the school calendar included in the summer mailing, and are available on the Crestview website.

Parents should plan to attend the Back-to-School Night in September as well as all Parent Curriculum Nights scheduled during the school year. During those events we plan to discuss Practical Life, Sensorial, Language, and Math materials.

Additionally, there are two scheduled conferences with parents during the school year: one in the Fall, and a second in the Spring. We hope both parents can attend these conferences. Conferences will be held at the school this year, if possible, and a message will be sent to all parents two weeks before the conference date with the details. Please refer to the school calendar in the summer mailing as well as on our website for specific conference dates. Additional conferences by phone or in person may be scheduled at the request of parents or the Directress.

Reports

At the end of each academic year, a written report outlining the academic strides your child has made will be sent to you by mail. This report will highlight Montessori curriculum growth and change made by your child throughout the year, as well as a brief written summary. Look for this report in late June or early July.

Giving Back to the Community

It has been a tradition at Crestview to aid in the understanding children may have about their world by being given an opportunity to give back to those less fortunate. We have chosen to give to S.O.M.E (So Others Might Eat), a non-profit organization in Washington, DC that assists homeless men, women, and children get back on their feet. We ask all families to contribute in the form of a “shoebox” during the winter holiday, consisting of personal necessities such as a winter scarf, gloves, toothbrush, soap, etc.

SCHOOL OPERATIONS

Arrival and Dismissal**

Parents are required to sign their child in and out, every day, at arrival and dismissal.

Arrival begins at 8:45 am and ends at 9:00 am, and it is important that all children arrive during this window. While we are receiving children who are walking and children arriving by cars, we ask parents to be patient as we make sure all children get inside the back door safely. At 9:00 am, we lock the back door for security purposes. Children arriving after this time will be marked “tardy”; parents are asked to call the office and a staff member will meet you and your child at our back door.

Arrival (By Car) – Arrivals by car begin at the school’s sidewalk along Berkley Street. Pull all the way up to the back gate to allow for multiple cars to stop along Berkley. A staff member will come to your car to take your child’s hand and walk inside the back gate. Once inside the gate, your child will be walked to the door – until your child is able to walk unaccompanied to the door and enter the school building through our back door. **Never leave your child outside your car unattended.**

Arrival (Walking) – Please stand with your child at the back gate at the entrance to the children’s garden. Wait for a staff member to take your child’s hand. Do not leave your child until a staff member has his/her hand. Priority arrival will be given to caregivers who are walking to Crestview to drop off a child.

Dismissal occurs in the children’s garden. Dismissal for the Morning Primary Program ends at 12:05 pm. Dismissal for the Pre-Kindergarten and Kindergarten Program begins at 2:55 pm and ends at 3:05 pm.

Dismissal (By Car) – Please pull your car up to the rear gate on Berkley Street and wait for a Crestview staff member to escort your child to the car. In inclement weather, the children will stay inside and be escorted one-by-one to the cars at the rear gate on Berkley Street.

Dismissal (Walking) – Please stand to the side of the gate and wait for a staff member to bring your child to you. Priority dismissal will be given to caregivers who are walking to Crestview to pick up a child.

Please note that Berkley Street is quite narrow and sloped in some areas and the space for arrival and dismissal is limited. In order to ensure safety and efficiency, we kindly ask that you remain in your car and please refrain from having lengthy conversations with other parents at this location.

Early Dismissal/Change in Routine

If you are planning an earlier-than-expected pick-up for your child, please let the school office know as soon as possible, either by email, phone, text, or a note in the morning. Verbal messages to staff members during arrival must be avoided to ensure the safety of the students.

Further, children will only be dismissed to adults noted on their “Caregiver Pick-up Authorization Form” as an approved person. Even grandparents do not get a “special pass” so please avoid potentially embarrassing situations by either calling or emailing the school with any changes.

Attendance and Tardiness

Children are expected to attend school every day, unless home with an illness or out of town. Records of attendance are kept for each child. Family vacations are not considered excused absences and should as much as possible be planned to coincide with school closings.

The morning time in a Montessori classroom consists of greetings and beginning lessons. The Directress and Assistant take time to connect with each individual child and get them engaged in the classroom. A child who arrives late may find the Directress unable to make that connection and, therefore, the child loses precious time joining the classroom. Please respect the short time

that your child is with us and make the effort to get your child to school on time. Arriving after 9:00 am is considered “tardy” and will be noted on your child’s attendance record.

Late Fees

Students at Crestview attend class for a specific time every day. Parents and caregivers must take care to respect the time of the child, as well as the time of the teachers and staff at Crestview, by agreeing to drop off and pick up their child on time each and every day. **Chronic lateness is not acceptable at Crestview, and will be addressed with the individual family promptly.**

- Morning arrival for all children is between 8:45am – 9:00am
- Dismissal for our morning program is between 11:55am – 12:05pm
- Dismissal for our afternoon program is between 2:55pm – 3:05pm

Children stop play and line up at the beginning of our dismissal window. Any remaining children will be brought inside after the 10 minute window passes, and will remain inside until their parent/caregiver comes inside to retrieve the child. Families will be charged a late fee if late pickups exceed two (2) in a calendar year. **An initial \$10 late fee will be assessed if the parent/caregiver arrives after the dismissal window, and a \$5 flat fee for each 5 minutes of lateness thereafter.** A bill will be sent via email within five (5) days, and will need to be paid within fifteen (15) days from the date on the bill. End of the year reports will be held until all unpaid fees are paid in full.

Health and Safety

For the safety and security of the children and staff, doors in the front and back are locked after arrival.

Emergency Preparedness

Crestview follows the Emergency Preparedness policy of Montgomery County Public Schools. In the event of a catastrophic event, “Emergency Preparedness Boxes” have been prepared and are updated every August with emergency supplies, food, and water, and sufficient blankets for every child. Crestview staff members have taken the training to become better prepared to handle a variety of emergency situations. **It is critical that your Emergency Card be kept current throughout the school year.** Job, address, phone numbers, and caregiver changes are just some of the critical information items that need to be provided to the Crestview office as soon as possible.

Crestview practices monthly fire drills and two evacuation drills per year. For fire drills, we leave our building and go next door to the Gandhi Library grounds. For evacuation, we retreat to the basement. All drills are done very matter-of-factly with students on the two designated occasions. We do not want to cause any anxiety; we merely want to prepare your children.

For some emergencies, our instructions have been to shelter-in-place and our classroom has been equipped for such circumstances. **In the event of a true emergency and provided electricity is still available, Crestview staff will send out emails immediately to all parents, as well as try to post emergency information on our website.**

Should there be an emergency in the classroom, in addition to the front and back door, there are two emergency doors accessible from inside the school. In this case, children will be escorted out of the building and onto the Gandhi Library grounds adjacent to Crestview.

State Medical Forms and Vaccinations

All children are required by laws in the State of Maryland to have complete medical forms necessary for admission into school by the first day of school. The required vaccinations based on your child's age are available from your child's pediatrician. All children at Crestview are required to be fully vaccinated or to submit medical or religious waivers. These forms can be downloaded from our website.

Illness

Young children are susceptible to illness, especially when they spend time in close contact with other young children, and children in a Montessori environment share all the materials of the classroom. We encourage frequent hand washing as it is the best way to prevent the spreading of germs. Additionally, children are encouraged to sneeze into their elbow, and wash their hands after using tissues in the classroom.

We continue to take every precaution to keep illness out of our classroom and ask that you as parents take extra care in the decision-making process when sending your child to school. Also, we try to go outside in all kinds of weather, unless it is pouring rain/snow or a wind/weather advisory has been issued. If your child is too sick to participate in outdoor recess, he/she should remain at home.

Your child should remain at home if they have:

- Tested positive for COVID-19
- Loss of taste or smell
- A fever, vomiting, or diarrhea within the past 24 hours
- A sore throat with coughing
- Visible signs of a cold (in a child too young to practice consistent nose-wiping)
- Untreated head lice
- Been on an antibiotic less than 24 hours
- A condition that is contagious to others
- A headache that lasts or returns
- An earache or discharge from the ear
- Redness, swelling, or drainage of the eye (possible pink eye)

A child must stay home for 24 hours after starting antibiotics and/or ending a fever. If a child returns to school too soon, that choice can potentially expose the ill child (when most vulnerable) to further complications or another illness. If parents faithfully follow these guidelines for the benefit of all the children, there will be fewer sick children and staff.

Also, we ask that you notify us right away when your child has been diagnosed with a communicable illness, such as strep throat, chicken pox, flu, or head lice so that we can

inform other families. Information on the specific illness and how to deal with it will be emailed to all parents as soon as we are made aware, without any mention of the child.

Other than daily allergy medication, a child should not be using fever-reducing medication while at school. Please be sure your child is fever free without medication for 24 hours before sending him/her back to school.

If your child becomes unwell at school, or we notice upon arrival that they are not well, we will contact you by phone with the details of their symptoms and, if we believe it's in the best interest of your child to leave school, he/she will need to be picked up within the hour.

Weather

We plan to go outside as frequently as possible – unless it is pouring rain/snow or a wind/weather advisory has been issued. Children will stay very busy in the garden and play area, so please be sure that they are dressed appropriately. In damp weather, your child should have rain boots. In wintry weather, your child must have snow boots, a hat, and mittens. There is no such thing as “bad weather” when it comes to children having an opportunity to be in our outdoor environment – only inappropriate clothing.

Snow/School Closing***

With the possibility of weather related closings in the Washington, DC area, this year we will be following Montgomery County with regards to decisions to delay opening or close school all together due to weather. We recommend downloading their app to your phone <http://www.montgomeryschoolsmd.org/emergency/>. We have four (4) emergency days built into our calendar in order to avoid needing to extend the school year. If the school year should be disrupted by weather and/or emergencies for more than three days, the school year will be extended for each extra day closed. If those days are not used, school will close earlier in June. On days school opens on a delay, dismissal remains the same.

Snack*

All children will be encouraged to enjoy their snack during the morning session. Snack is chosen by the child, and typically consists of a protein, whole grain crackers, and a fruit or vegetable. Occasionally, a child may become too “busy” in the morning to stop work and have snack, and although this doesn't happen often, we do not interrupt the child's work to ask them to sit for snack. Snack is always optional; therefore, we will not force a child to eat.

Throughout the year, we will periodically ask by email that each family provide snack and flowers for one week. We are very specific as to the type of food we will accept to accommodate for our students with allergies, but there is plenty of room for variety with daily fruits and vegetables that we do hope the children will be able to sample. Each child's family will be responsible for snack a few times a year.

Lunches

Children in the afternoon programs will bring their “waste-free” lunch and eat at tables in the classroom. Lunch is a wonderful opportunity for grace and courtesy, and it is a nice break from the rigorous morning at work. Children store their lunches in the classroom refrigerator. All children will use a school placemat and glass for drinking filtered water. Ideally, lunch will be a balanced meal that will allow your child to have the energy and concentration in the afternoon work session. State regulations say that no microwaves are allowed for heating up food for students, so please plan accordingly. **Candy, “go-gurts,” and juice boxes are not allowed in lunches and will be returned if sent by accident.** Packing a waste-free lunch should include utensils and reusable containers that your child can open and close easily without the help of an adult. Please consider packaging that can be reused or recycled. In an effort to encourage less waste. We will send home packaging to be reused or recycled.

Nut-Free Environment

Crestview strives to be a nut-free school. We do not serve peanuts or tree nuts in our school and ask parents to keep all nut products out of your child’s lunch. Anaphylaxis due to nut allergies involves restriction of the airway, and is an issue with students in our classroom. Although Crestview staff is trained in the use of EpiPens, we do not want to have any child go through the unnecessary trauma of this potential situation and want to support those children with a safer environment.

Birthday Celebrations

Over the years we have found that children enjoy celebrating their birthday in the classroom. The birthday is marked by a special “birthday crown” made by the child at school and is worn during the festivities.

Additionally, we have a celebratory snack (cookies made by the family) and decaffeinated iced tea (prepared by the children at school) that is shared among all children in the classroom.

The recipe for the cookies excludes dairy products, eggs, and nuts and is available on our website. The recipe will need to be followed exactly to keep the cookies consistently allergen-free. The single candy dot that goes in the center is available from the Crestview office, and is optional. You will need to make enough cookies for each child in the classroom to have one; please refer to the latest student directory for the current number of children in the classroom.

When a child’s birthday occurs in the summer, we will celebrate your child’s “half-birthday” at the appropriate time during the school year.

Dress Code

While there is no formal dress code at Crestview, we expect students to wear appropriate attire for a day of learning. Clothing displaying superheroes or other characters is distracting, so we request that they not be worn to school. Shoes that light up, watches, and jewelry can be distracting to not only your child but others as well. Special items are safest at home. Flips-flops and rubber-soled shoes are a tripping hazard on our hardwood floors and, therefore, should not be worn to school (no Crocs.) Shoes that work best are simply a second pair of clean shoes that children can put on and take off themselves, and remain at school. Children new to using the toilet should wear pants that are easily pulled up and down to further encourage independence. Crestview is a working classroom, so occasionally water gets spilled or paint gets on clothing.

Children bring a full change of clothes on their first day at school that will remain here throughout the year. As the weather changes, we will send home the extra change of clothing to be exchanged for a set of clothing more suitable to the current weather.

Toilet Independence

All children are expected to be fully toilet trained before entering Crestview. If your child is not fully toilet trained, please talk to the Directress before school begins. Occasionally, children not fully toilet trained are accepted on a case-by-case basis. Accidents occasionally occur, and extra clothing will be kept at school for all children.

THE OFFICE

Communication

If your child is sick or unable to come to school, please send an email to our school at email address info@crestviewmontessori.com by 9:00 am so the information is communicated to all staff. All emails sent to that address are seen by office staff only and are kept confidential and disclosed only as necessary to other staff.

If there are issues related to your child that would be more appropriate for a conversation, please call the school to schedule a phone appointment with Ms. Winebrenner or the classroom teacher.

Communication that relates to tuition or payments can either be mailed to: 4916 Redford Road, Bethesda, MD 20816, or brought in person to the office.

Our school phone is a “smart phone”; therefore, texting is also available. All emails and texts will be answered. For safety and efficiency, Crestview staff will not be able to talk to you at pick-up or drop-off about issues relating to your child. However, when warranted, Crestview staff will contact you to schedule a time to speak about any appropriate matters.

Website

Our website is www.CrestviewMontessori.com. Under “Families” can be found: Parent Handbook, school forms, and snack and birthday celebration information.

Newsletters and Bloomz

Crestview families will receive classroom news monthly via a newsletter and photos through Bloomz. We have found that we are able to quickly send photos of special events through the Bloomz app, but more detailed events through a newsletter. Our newsletter will include information of special events and we hope it will encourage a greater dialogue between you and your child. Please note: As per our school policy, no children will ever be identified by name. The Bloomz app will need to be downloaded to your smart phone or computer via an email invitation in September.

Letters of Recommendation

Upon leaving Crestview for elementary school, we are often asked to write recommendation letters for various private and public schools in the area. The teacher is pleased to do this for her

departing kindergarten students. For students wishing to leave Crestview Montessori School for another primary program (prior to first grade), there will be a \$100 fee per student.

Accreditation

Crestview teachers are AMI (Association Montessori International) certified.

Crestview is a member of Montessori Schools of Maryland (MSM).

Crestview is a member of the North American Montessori Teachers Association (NAMTA).

Crestview meets all county and state requirements for a private school and is accredited by the Maryland State Department of Education.

Calendar

If updates are made to the calendar throughout the year, to accommodate such things as weather closings, an email notification will be sent to your email address on file letting you know an updated version is available online for download.

In the Children's Garden and Outdoor Play Area

- The children will use the bathroom and wash hands before going outside.
- They will change into their outside shoes and use the back door to leave the classroom and play in the children's garden/outdoor play area.
- Activities will include use of sandboxes, playground slide, sidewalk chalk, watering and caring for the plants, using the play equipment in the outdoor shed, and plain old running around!
- We will thoroughly clean all the equipment after use each day.
- Physical distancing will be monitored and encouraged.

Daily Cleanliness

- Frequent and thorough hand washing throughout the day by staff and children after touching face, using a tissue, the bathroom, or coming in from outside and always before eating!
- Classroom bathrooms will be cleaned and disinfected (toilet seat and faucets) after each use.
- Tables will be cleaned and disinfected before lunchtime use and at the end of the day.
- All classroom areas and materials used by the children will be cleaned and disinfected each day.
- Nap bedding will be labeled with each napping child's name and stored daily in separate plastic bins and washed weekly. Cots will be labeled with child's name and disinfected daily.

What happens if someone becomes sick during the day?

- If a child or Staff member becomes sick during the day, they will be immediately isolated and sent home.

- If a child is sick, their parent or guardian will be contacted for immediate pick-up.
- Any symptoms suspected of being related to COVID-19 must be reported to the Maryland Office of Child Care and the Montgomery County Health Department.
- These agencies will gather information and determine if a school closure will be needed and for how long.
- Please be mindful of the activities you and your family participate in and how it may impact your child and their classmates!
- With your support, we will get through this together!

*Regarding **Parent Involvement and Conferences**, please note until further notice: Due to COVID-19 restrictions, parent visits to classroom are not permitted but parent conferences will be held at the school and in person. Back-to-School Night in September and Curriculum Nights information will be held at the school.

Regarding **Arrival and Dismissal protocol, please note that until further notice: Due to COVID-19 changed temporarily and all parents have received directives via email.

***Regarding **Snow/School Closing** protocol, we follow Montgomery County, Crestview will send out notices to all families via email by 7am should it close for inclement weather days. When Montgomery County Schools are closed for inclement weather we close. When Montgomery County schools are delayed for inclement weather we also will be delayed. We will also send out an email to our families by 7am.

***Regarding **Snack**, please note that until further notice due to COVID-19 restrictions, parents need to pack an individual snack daily for their child to have at school. We will encourage and remind your child to have their snack but it is ultimately your child's choice. Please pack a healthy snack, and keep in mind that is a snack – not a meal.

**We welcome you and your family
to a year of discovery and growth
as part of the
Crestview Montessori School
community.**



Crestview Montessori School

Mailing Address
4916 Redford Road
Bethesda, MD 20816

School Location
4728 Western Avenue
Bethesda, MD 20816
301.910.4728

www.CrestviewMontessori.com
info@crestviewmontessori.com