



**Klahanie School Handbook**

Montessori Peace Empathy Development School  
Early Education, Kindergarten & Mentorship Programming  
American Montessori Society Certified  
**Nonprofit EIN 84-4234462**

**Contact**

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**Mission**

Young children hold a unique and inspiring level of empathy and love. We want to nurture that precious gift to the fullest degree with the introduction and later practice of holding space with people outside of the family experience. We believe no child is too young for the wonderment of connection with humans and the flora/fauna of the earth and honoring our native surroundings.

With the practice of presence, acceptance and nurturing while a child experiences new levels of human emotion, a safe environment in our school's early education program is created so children may freely express emotions. Social-Emotional intelligence education and benchmarks are the core component to the school's peace development curriculum. We are focused on expanding the child's love of self, others, earth and learning. Children are encouraged in a nurturing method to actively explore the world at his/her own pace. Klahanie is the Native American meaning, "enjoyment of the outside world" and that is exactly what we encourage for human enrichment; the appreciation, love and respect of the world we are offered in order to further the growth of self and greater world care. Our intention is to instill a love of life and the confidence necessary to explore our ever-changing world.

The Montessori philosophy foundation is "Follow the child". Using the interests and needs of the children as a guide, a learning environment is created. The environment is

prepared to be developmentally appropriate and interesting while nurturing the creative and problem solving methods. The prepared environment encourages children to move about at will, making choices and building skills toward independence.

Our Peace-Building curriculum is founded on the Compassionate Listening, Anti-Bias and Emotional Intelligence for our multi-age classroom models, and practiced daily throughout the day. Our additional education is offered through movement (dance, yoga, safe climbing exploration), music, language (English, Hawaiian, French and Spanish vocabulary introduction), exploration of the earth (introduction to plants and the care of them) and exposure to compassionate listening/ communicating. Peace work through Mindfulness and Social Emotional supports introduction, support and practice is focused on a daily basis.

With a world full of disconnect and extended family many times living far away, we feel committed to offering an environment where children and guardians can experience sincere levels of support. Teachers at Klahanie School maintain high levels of training in varying social-emotional support oriented fields. Our work to support youth is incredibly important. Children are facing larger societal obstacles daily during growth transitions from early informative years to early adulthood. Family education and support is essential and offered through our Montessori Peace-Empathy programming in ways of parent education nights in Social Emotional benchmarks/ Brain Development, Mindfulness and Compassionate Listening introduction and practice while using our “Follow the Child” foundation to build from. The intention is to offer consistent and sustainable support and learning for the entire family.

Over the years Klahanie School’s growth in the community showed repeated residual benefits for the health within families and youth being supported in growth transitions. Children who graduate and participate in Vashon Klahanie School programming find empowerment opportunities in continued community and mentorship outreach opportunities. The practice of prevention in future possible sexual harassment, sexual assaults, and sexual abuse, lack of self-esteem later in life is a focal point for Klahanie School team to offer youth healthy skills sets to use when life becomes more complicated and impacting. A thriving society supports all individuals in achieving their full potential and in being fully valued. We have witnessed the power of our Klahanie School Montessori Peace-Empathy programming centered on Circle work, one of the central components of our work with our island youth. These Circles are a safe place for youth varying in ages of Early Education, Elementary, Middle School and high-school to share, to be supported, and to learn incredibly valuable social-emotional skills. In these Circles connections are built and fostered between varying ages from all

social and popularity groups, all ethnic and racial backgrounds, and all socio-economic classes. Everyone is welcome and accepted. In addition, the young people and families receive ongoing mentorship and support from trained and skilled Teachers.

Klahanie School admits students of any race. Klahanie School does not discriminate against applicants or students on the basis of race, color, religion, ethnic origin or financial abilities.

## About Us

### **Emily (Emmy) Graham: AMS Lead Teacher/Executive Director/ Founder**

Emily moved to Vashon Island with her husband Alex (a returning Vashon raised) and sons Finley and Kai in 2008. With the birth and passing of their daughter Nora in 2007, Emily found continued healing through nature, writing and celebration of family. Nora plays an active role in her family's life and a catalyst for intentional living and practice, as well as an ever-present appreciation for dear Fin, Kai and all children in her care and teaching experiences. Because of these important personal growths, Emily is even more committed to the enrichment of children's empathy, as well as family and community on-going mentorship connections. Emily is a University of Washington Graduate with an emphasis in Conflict Resolution curriculum development through Comparative History of Ideas and Montessori certified through Montessori Education Institute of Pacific Northwest (MEIPN/AMS certified). Over the past 17 years she has worked with youth ranging from birth-to-teen and found many happy years working with 3-6 year olds at Montessori Country School (Bainbridge Island, WA.) as Lead Teacher, as well as facilitator/trainer in Teen Talking Circle Project (Bainbridge Island, WA.). Emily has recently co-founded Vashon Sisterhood offering circles in schools, rites of passage, as well as Mentorship programming for CES, McM & VHS & Harbor School who identify as female.

### **Austin Merrill: Co-Teacher, Reading Specialist**

Outside of Klahanie, I work as a Library Technical Assistant for the King County Library System here on Vashon. I also volunteer my time in our community with the Journeymen organization in the role of mentor and facilitator. I participate in their weekly CIRCLE groups for young men in the public school system (5th - 12th Grade) as well as their many programs, retreats and fundraisers. In addition to my time at KCLS, I have spent the last 4 years working at Chautauqua Elementary School in a Reading Support program for students from K-5, and have also assisted teaching english to children in Peru. I have volunteered helping the elderly at the Vashon Community Care Center and in High School I was a counselor at Camp Waskowitz, a youth camp which I

also attended in 5th grade. I have been an elevator operator at the Space Needle, made an espresso for David Grohl and have directed a short film for the Seattle International Film Festival. My wife, Jackie and I were both born and raised on Vashon where we live with our 19 year old daughter, Jasper and our 16 year old son, Colby. They are 7th generation islanders. Besides spending time with my family; I love animals, kids, watching movies, drawing, listening to music, podcasts, photography, reading, and walking in the forest with our dog. I also practice daily gratitude, meditation and have a great love and respect for nature. I feel so fortunate to be able to work with and care for your children during this precious time in their lives!

**Deborah Wallace: Montessori Assistant for 2-3yr & 3-6yr Classes  
Monday-Thursday**

**Toby Liebowitz: Wednesday 2-3yr Specialist Teacher**

**Laura Camner: Monthly Specialist Spanish & Rites of Passage- Nature exploration**

Laura is excited to be joining the wonderful team and community of Klahanie. Having recently moved to the island, she looks forward to connecting with both the children and families involved with Klahanie School. "I have found deep joy for being with children since I was a teen myself -- as the oldest cousin of 22 others and taking on babysitting jobs starting at age 12. Later in life I became a full-time nanny and am continually learning about early child-hood education with social-emotional intelligence components, compassionate mindful awareness, and relational peace-making. I love to engage kids with wonder in the garden and in nature, as well as have a great passion for singing and movement as a way to connect with and grow our children of today for a holistic future of tomorrow."

**Jordan Beck-Vroom: Monthly Specialist- Spanish, Textile Arts Specialist, Parent Support**

Jordan has always been passionate about language, arts and environment. She graduated from Western Washington University with a degree in Spanish and Environmental Studies and has spent time in Mexico and Ecuador studying both. Jordan has picked up many of the textile arts and craft forms over the years as hobbies. She enjoys tying these into lessons with Klahanie students.

### **School Year Team**

Emily Graham, Director/Lead Teacher

Austin Merrill, Co-Teacher Mondays and Tuesdays

Deborah Wallace, Co-Teacher Mon-Thursdays

Toby Leibowitz Co-Teacher Wednesdays

Seasonal Specialists:

Laura Camner, Monthly Specialist: Spanish, Nature Exploration

Jordan Beck-Vroom, Monthly Specialist: Language and Textiles Specialist

MoMo Brule, grandma & Montessorian substitute/ PNW Animal Specialist

## Klahanie School Enrollment and Tuition

Any adult with a child who is of appropriate age by August 31, is eligible for enrollment in our multi-aged classes by August 31. Our Multi-age Early Education Montessori class is for ages 3-6yrs. Our Toddler class is for 2-3yrs ages.

Enrollment in Klahanie School program is intended for two or more years of commitment and annual re-enrollment process requested each New Year. Klahanie School offers Kindergarten and parents are encouraged to enroll in the early years with the intention of moving children through the three year Montessori foundations and graduate out of the program as an Elder. Elders are students that move through the Klahanie program (or transfer from another school as a 5 or 6 year old) and graduate their cycle as a Kinder master; offering time and help to younger students and exercising confidence to *show what they know* and fuller sense of completion as well as new levels of expressing the love of learning.

The child must have reached the age of their respective class by August 31. A child may be advanced or set back provided all of the following criteria are met:

- There is room in the desired class
- The child has been observed for a minimum of two weeks in the age-appropriate class, space dependent.
- The current and proposed class teachers and parent educators have approved the advancement or adjustments.
- The age exception spans one school year only (i.e. next year the child would be enrolled in the age-appropriate class and request an age exception into the desired class).

Klahanie School will be in session September-August, Year Round, **observing the holidays and weather days followed by the Vashon Public School District as well as Year Round breaks throughout the year.**

Please follow the yearly calendar for appropriate class holidays and breaks.

Classes will be held at the Klahanie School property and will follow the below schedule for our equal age ratio multi-age Montessori Antibias classes:

## **School Logistics & Tuition**

### **September-June: Monday-Thursday Montessori Early Education Sessions**

- **2-3 yrs Class**
  - **Monday-Wednesdays 12:30-2:30pm**
    - **\$540.00 monthly Sept-August (partial payment due in August)**
- **3-6yr Class**
  - **Monday-Thursday 8:30-12**
    - **\$635.00 monthly Sept-August (partial payment due in August)**
- **Lunch Mentor Program**
  - **Monday-Tuesday 8:30-2pm (Wed & Thursday 8:30-12)**
    - **\$795.00 monthly Sept-August (partial payment due in August)**

**Families must contact Klahanie School Executive Director via email with four months notice of premature withdrawal of enrollment, family illness/emergency or moves exempt.**

**Opting for immediate withdrawal without medical-move emergency, will require remaining four month tuition payments made to Klahanie School.**

Four month notice is required for the start of the school year withdrawals of enrollment, or payment of the first four months is required. Please note: if employment or family emergency (loss of employment, moves, death-illness) impact this required date of notice, immediate communication to ED is necessary for review and financial penalization to not occur.

If families experience a family emergency, Klahanie School requests immediate notification for planning and will never turn a child away from learning. Solution will be created when families seek to be at Klahanie School.

1. First month tuition fee is due with registration.
2. Parents are required to complete and provide by the first day of class all documents necessary for enrollment. These records, which must be kept on site, include with nonrefundable Art-Material fee \$230:

- Child's registration form

- Registration agreement
- Immunization form
- Permission to photograph Child release form
- Emergency card

**In the event that tuition is not received before the 5<sup>th</sup> day of the month, a late fee of \$25.00 is imposed. Delinquent tuition will not be accepted unless this charge is included.**

**A total monthly tuition reduction of \$15.00 will be allowed for families with two children enrolled, provided more than 30 children are enrolled in Klahanie School.**

3. Children, employees, participants, parents and approved regular substitutes in Klahanie School must meet all local and state health department immunization requirements, or file an exemption.

4. Tuition is paid in 10 equal installments beginning in September, ending in July. It is due and payable the last week of each month, for the next month's tuition. Partial, reduced tuition is due August of each school year.

5. Guardians are invited to assist in a monthly class session each week under the direction of the Lead teacher, and as assigned by the Parent Coordinator.

6. Guardians are Encouraged to help Substitute during Sick-days

- An ill child or adult shall not attend preschool.
- If a member is unable to attend on her/his scheduled workday, he/she must provide a substitute.
- After exhausting resources, a member not able to find a substitute shall inform the Parent Coordinator of the class in which the member is enrolled. If a substitute cannot be found, that parent's child also may not attend school that day. If two days are missed without providing a substitute, it may be grounds for dismissal. This rule does not apply to one-day classes. A class may vote by majority vote to not enforce these rules on a case-by-case basis.
- Every effort will be made to allow parents of multiples to assist in only one class session each week, dependent upon enrollment.
- Only enrolled children may attend preschool. Babes in arms may accompany a working parent.
- A parental leave of up to 6 weeks, immediately following the arrival of a new sibling (by birth, adoption, or foster care), is allowed to currently enrolled families.

7. Members must attend all annual welcome/Curriculum night, twice year parent conferences, and support of the annual school fundraiser.

**Changes shall be made by majority vote by board to accommodate special events.**

- In case of an emergency, such as inclement weather or power outage, the children’s teachers and Executive Director will decide if school will close, and the telephone committee will notify membership. In most cases, if Vashon Public Schools are closed due to weather, Klahanie School will close. If the schools are opened two hour late, Klahanie School AM will be closed. PM Class may meet. Canceled classes may be made up at the discretion of the board.
- In case of COVID-19 state closing (exposure protocols necessary) or teachers out due to quarantine, Klahanie School board will assess emergency funds and abilities with Klahanie teaching staff and make equitable, appropriate fiscal choices for families as well as extended resources and online schooling supplements with reduced tuition.
  - If Klahanie School must close during COVID-19 as state mandated, remain open unless otherwise directed directly by state. We will continue to follow OSPI/CDC and Safe Starts protocols to maintain health and functioning of school for Essential Working families, for working families while adhering to safety standards of hospitals. If we are forced to close by the state due to Stay At Home mandate, Klahanie School will move to online learning. For families unable or not seeking screen time for children, supplemental packets will be mailed or dropped to families bi-weekly or monthly with the same resources. Following the four weeks, if closure remains steadfast by state, families will pay 80% of tuition costs of the school year tuition at 100%-80%.

COVID-19 Online Learning Tuition

|           |                     |
|-----------|---------------------|
| 3-6 Class | \$635<br>-<br>\$484 |
| 2-3 Class | \$540<br>-<br>\$404 |

Option 1: Give your time. Organize and promote two marketing events for the school (bake sales, movie nights, and open houses, etc) OR actively participate with the school's primary fundraising event of the year (auction, live event, etc).

Option 2: Please choose one of the following:

A. Make a one-time donation of \$500 or more.

B. Find a business sponsor for our events of at least \$500.

C. Pay a little more tuition each month, equal to \$500 over ten monthly payments:

|           |       |
|-----------|-------|
| 3-6 Class | \$655 |
| 2-3 Class | \$580 |
|           |       |

10. Standing Rules may be amended by a majority vote at a board meeting at which a quorum has been established, following a recommendation by the Board. In case of an emergency, Standing Rules may be suspended by the Board members.

Enrollment in Klahanie multi-age program is intended for three to four, or more years commitment, or based on when a child transfers in, with an annual re-enrollment process requested each New Year. Klahanie School offers Kindergarten and parents are encouraged to enroll in the early years with the intention of moving children through the three year Montessori foundations and graduate out of the program as an Elder. Elders are students that move through the Klahanie program (or transfer from another school as a 5 or 6 year old) and graduate their cycle as a Kinder master; offering time and help to younger students and exercising confidence to *show what they know* and fuller sense of completion as well as new levels of expressing the love of learning.

Klahanie School is offered September through June and tuition is paid in full those 10 months (Extended Programs is offered 9.5 months). Klahanie School follows Vashon school district breaks (listed in the school calendar): national holidays and

weather/emergency closures (please refer to Klahanie school calendar for specifics on weather closure and extreme protocol). Weather school closures are assessed for make-ups if extended more than a week and a half. All schedule changes will be alerted to parents through newsletters, email and/or phone.

### **Soft Drop-Off**

Transitioning from home to school can be a delicate time, necessitating patience and empathy with the child being dropped off. Soft Drop-off is an opportunity for guardians/drop off people to help children enter the white tent, greet the teacher and the goal is to allow the teacher to help children walk to the cubby and enter class space independent from the drop off person. The intention is to create a safe space for the children to form connection, pride and ownership of their space and even in deep emotions during transition for the child, that the adults are supporting the teacher helping children build trust with the teachers and space. Parents are welcomed and encouraged to greet one another, form connections, community and carpool opportunities. This can all take place in the white tent with low volumes and courtyard spaces near parking.

### **COVID19 Response Protocols Daily Schedule Revision All Programming**

Responding to the recent pandemic and our Montessori-Peace & Empathy Early Education connection-sensory exploration foundation based school spaces (i.e. insured school property East, West and Garden classrooms), the following protocols are followed by WA state CDC health mandates, adapted to our school setting to ensure best health practices. Please note, we will need to alter our schedule to accommodate the new small group recommendations for COVID19 groups, making our schedule as such and put on hold hosting a four hour session at this time. Thank you for the patience and understanding.

*Post COVID-19, the steps will increase, we will have an RN present to help us transition the first month, and no one on this end is seeking to perform it perfectly or un-humorously. We must edge into this new togetherness with kindness, trusting we are all doing the best we can and loads of humor and observant-learner minds alert. Keep washing your hands. Thank you!*

## Parent Help At Home

- **Parents take daily temperatures of their children and bring them to school at their own known risk (please refer to Waiver of Liability).** Child will remain home if any fever occurs and not return until 24 post fever and contagious symptoms (please refer below for a complete list).
- *Document in an email a child's absence daily, thank you for this help.*
- **STATE REQUIRED: Report to school any COVID-19 cases in home. Adhere to the 14 days quarantine.**
- *Practice introducing and use of masks at home to familiars and help create a normalcy to interacting-connecting in a mask.*
- *Practice with child daily: dressing independent (putting on and zipping up coats, wearing only Bogs/Muck boots to school, changing clothing, wiping independent)*

### **East Classroom New Arrival:**

- a. **Parking, Please Drop-Off in shifts & offer calm space:** pause until your child is waved and greeted by the lead teacher. Thank you for your patience as we acclimate to these new steps as COVID-19 remains active and we work with such a vulnerable group. This gives you permission to truly take a pause and not rush. Children are always present on the roads so driving snail-pace is requested.
- b. **Arriving at school, the Lead teacher greets** the child and family 1-1 time with a mask and gloves on (thank you for respecting 6 foot distance and wearing masks for adults and children is required in school entry and recommended to purell hands/gloves while handling items). Child's temperature is taken by Teacher. Hugs from drop off person and child walks with teacher to East area.
  - i. **Separation Anxiety:** Please contact the school director-lead teacher if you feel nervousness your child(ren) will experience separation anxiety with tantrum tendencies when feeling fear, sadness and anger. More research and support conversation must be made in the upcoming weeks and months before a decision is made regarding if we might need to pause enrollment until a child is completely ready. Again, respecting that each case varies in

household needs for part-time early education schooling and work, and must be held with listening and assessment. Thank you for contacting us to explore in great detail.

- c. **Greeting:** Hands on heart with a Bow and hello with name. Slow and calm to adjust the child to this new method.
- d. Wash hands: Teacher and child wash hands together in the new East classroom outdoor sink.
- e. Lead Teacher walks the child to the Co-Teacher in the East classroom and garden for outside play or to get their art box, journal or stretching.
  - i. Please note: The largest change for this stage will be the individualizing of somethings that were communal before (i.e. Art Cabinet, Work Rugs-Mats).
  - ii. All items and surfaces will be wiped down in between use with disinfectant.
- f. **IMPORTANT TO NOTE:** Children will be asked to wash hands repeated throughout the school session, in between all activities. We have water sources (large sink and sanitize stations installed in the garden) as well as and purell dispensers throughout the property.
- g. Masks and Teachers: Teachers will continue to converse regarding mentoring of masks. Teachers plan to wear masks when in contact with children in Circle and times when help is needed.
- h. The Lead Teacher will be outfitted with bathroom safety precautions and wear, to help children with bathroom needs.

### **School Routine**

- Calm Drop Off to East Classroom and Garden
- Circle in East Classroom or Garden
  - Class is divided into two groups
- Lead in West Classroom with Half of class
  - West Classroom time will be for Lead teacher Montessori lessons and practicums with class materials, snack on deck or building in between lessons.
  - Specialist Lessons: ie. reading with elders, specialist 1-1 small group projects

- Teachers-Specialists will use individual rugs, disinfecting and washing hands before and after lessons with the children. Lead teacher and specialist will get a connected lesson 1-1 time or small group (using physical spacing or masks when closer proximity inside the classroom).
- Co-teacher in East Classroom and Garden with Half of class
  - East Classroom and Garden will be used for large motor, distance play practice, games, art, library time.

Closing Circle, gratitude goodbye to tent or east drive pickup

Pickup

### **Materials Specifications & Additional Needs:**

All shared Montessori tools will be cleaned with hospital grade sanitation practices in between each lesson.

- Additional cleaning and sanitation materials
- Additional work rugs
- Additional work nonpermeable work mats
- Upgraded Cubby systems
- **Parent Supplying:**
  - *DAILY (OR KEPT AT SCHOOL/NAME LABELED): Daily rain-all weather, pull-on off independently gear*
  - *Name Labeled water bottle*
  - *FOR CUBBIES: Name Labeled Plastic Bag with sweatpants, wipes, sanitizer, mask*
- Art Fee: including individualized art/writing tool boxes, per child, used the entire school year:
  - Scissors
  - Pencils so each child has the same selection
  - Glue bottles-brushes
  - Watercolor paint set and brushes
  - Cleanup tools

### **Cleaning Protocol**

**In Between each use:** Items/materials, surfaces, handles are wiped down with disinfectant.

**End of the School day:** Items and surfaces and handles inside and outside are sprayed, soaked and wiped down with hospital grade disinfectant and techniques. Cleaning increase will be an added hour to hour and half per day.

**Thank you for being on time for pickup and drop-off.**

**Please Supply For September & Ask School for Help for Supplies if Need:**

1. Picture of your child's cubby
2. Name Labeled slippers
3. Name Labeled mask
4. Emergency packet: please refer to Vashon school district website for list, packets are sold online, also at our island hardware stores. Please contact the school if you would like to donate a bag for a family.
5. September Tuition
6. Art/ Material fee
7. Confidential Emergency pickup & Immunization forms

**Please Bring Daily and Ask School for Help if needed:**

1. Easy to carry Snack and Lunch and Water-Bottle
3. Shoes your child can slip on and off him/herself—boots are fantastic!
4. Clothing that is easy to change/use toilet in, comfortable, can get stained/messy and layers on cold days
5. Weather Ready gear and layers! Sunblock pre-applied.

**Daily Needs at Klahanie School Snack and Lunch**

Please pack a well-balanced snack and lunch (if staying until 1:30pm) that is EASY to open a sack or lunch box and name-labeled water bottle. Thank you for keeping sugary foods and candy and other high sugar treats at home.

Upon enrollment, please supply Klahanie any known food allergies your child may have.

**Change of Clothes & Toilet Transitioning**

If your child is using pull-ups as he/she transitions to using the toilet, please replenish wipes, pull-ups, gloves daily as well as change of clothes to every class session and bring in a name-labeled Backpack.

Klahanie is the Chinook word for “enjoyment of outside” and in honor of Montessori philosophy, children at Klahanie School are encouraged to explore his/her love of nature, in all the elements! That means clothing will get wet and sometimes dirty/muddy. Please dress your child in clothing that you do not mind getting back mucky. If it is a sunny day please apply sunscreen on your child prior to drop off.

**Slippers & A Photograph** of your child need to be brought with your paperwork on your child’s first day of school. Please label slippers and test if slippers are comfortable and easy to put on for your child.

### **School Parking/Driving and Private Beach**

Please drive 10 mph on 81st, loads of kids in the area. Neighbors thank you for yielding to on-coming cars and not parking or pulling around in neighbor driveways or off 201st Street. Our very kind neighbors that allow us to share Starbreak parking and trails on their property/access to Klahanie beach, across the street/North from our property, ask that **families refrain** from using their private Klahanie beach access outside of school hours as liabilities caution. Please park in the designated parking areas in the attached map.

### **Emergency Closures and Pick-Up Protocol**

All teachers are certified in CPR and First Aid. Klahanie School is acknowledged as a Prepared Vashon Preschool in natural disaster preparation though Vashon Youth & Family Services and Vashon Be Prepared. In case of an emergency, parents will be notified immediately as well as other emergency contacts when needed. Parents will be asked to review & update the emergency contact sheet quarterly if any changes are made.

In case of island wide extended emergency situation during school hours, Klahanie School asks parents to be prepared with a plan with five parents in your child’s Klahanie School class as well as five-seven outside, on island contacts (complete legal names) that can be your child’s emergency pick-up if you are unable to get to Klahanie School campus promptly. Please make an emergency destination meeting place with all emergency pickup supports: seven-ten Klahanie guardians to be emergency backup safe pickup people and list each other on the Emergency Release forms. Whichever parent arrives for pick-up first will have the children released to them. Klahanie staff will alert other parents in the emergency group where the children are and where they will meet the other pick-up parent. To help children with emergency transition and help the

parent picking up (this bag will be stored at Klahanie and given to the parent picking up if being used).

### Emergency Supplies

Please supply a named labeled gallon sized freezer bag with the following:

- *A special toy, emergency blankets, non-perishable snack foods (energy bar, box juice, etc), photo of your child's family & emergency pickup person(s) and favorite book or stuffy. The emergency bags will be given back to families at the end of the school year.*

### Weather Closures

Please check the district **Emergency Weather Information** page at <https://www.vashonsd.org/Page/1167> for information on weather-related schedule changes. Klahanie School will send late start and closure updates to all parent/guardian email addresses on file the morning.

Klahanie School runs with the district for snow/weather closures and If the district is running two-half hours late, we will close. Snow days will be assessed and created from district planning. Notice of make-up days from consecutive school closure due to weather.

### Health Protocol

To stay in a healthy environment, parents will be alerted immediately of any viruses present at Klahanie. **If a child is showing signs of illness, please keep them home;** showing signs of runny nose, vomiting two or more times in 24 hour, has a rash (other than normal diaper/teething rash), diarrhea two or more times in 24 hours, an eye infection, sore throat, runny nose that requires consistent wiping/care, or fever please keep your child home until infectious signs are no longer present for at least 24 hours.

Fee reductions are not available due to illness for students or teachers unless serious and life shifting.

Please provide completed Health Forms for entry of school. Klahanie School students are required to begin stages for immunization for IPV/OPV Polio and MMR. Please alert school immediately if your child experiences any communicable or airborne diseases, funguses or viruses as well as lice and worms. Please return the child to school once starting treatment and notices from doctors when applicable. Please

inquire with school for resources and support. Please fill out the confidential attached immunization form and return to the school with your September packet.

### **COVID19, What you need to know**

- Anyone can have mild to severe symptoms.
- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

### **Watch for symptoms**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

### **Tuition & Late Fees**

Tuition is due the 1st of Every Month. Tuition paid after the 5th incurs a \$25 late fee. Tuition submitted after the 5th will have a 15% tuition increase. Late Pickups will experience a late fee of \$25 to late pickups that occur more than once in a month and

not emergency related. Please call the school Director before September if needing to explore a different day of the month to pay tuition. We are here to support and problem-solve. Three scholarships are available per year. Please contact the Director for the confidential financial aid form. Scholarships are based on income, family size and fundraiser annual earnings.

### **School Information & Autumn/Spring Conferences**

Tuition covers Teacher in-service days, parent conferences and meetings as well as Teacher continued education enrichment workshop and training opportunities. Lead Teachers take observations of each child and offer a Fall and Spring Conference. The 20 minute conferences are intended to offer parents the opportunity to hear how their child is doing Emotionally, Socially, Physically and Cognitively as well as space to process with teachers any challenges at home and/or parenting questions. Lead Teacher also offers family advocacy and problem solving through phone/email communication for parents as well as Curriculum nights. If a teacher is out sick, a volunteer parent will assist in class. If the Lead teacher is sick, the co-teacher will act as Lead for days covered.

Written Four month notice is required for departure of enrollment spots for preschool classes. Four month notice is required for the Extended Programs.

### **Monthly Newsletter Communications & Parent Curriculum Night(s)**

The first week of every month a newsletter will be emailed monthly describing the wonders of what we have observed from the children, pictures from the previous month, the upcoming month's calendar, as well as what the new class theme/topic is for the classroom environment. Communication Klahanie staff is committed to offering an environment where parents can process openly about the challenges and joys of parenting. Teachers are always open to scheduling times with parents to process parenting experiences, answer questions by phone or email Monday thru Friday. The monthly Newsletters are important monthly readers for guardians to know what his/her child has been learning and upcoming themes as well as important reminders and updates.

**\*Klahanie Curriculum Night consists of learning:** Montessori Foundation Orientation, Circle Practice (share a bit about you & parent of), Social & Emotional Empathy/Compassionate Listening/NVC Peace Work, Klahanie School Mission-Guiding Values: Community Connection, Learn how to Get Involved, Q&A.

### **Birthday Celebrations**

If you are able to do something for your child's birthday during school hours, please contact Emmy to schedule a time for a very sweet Montessori celebration. Parents are asked to bring a brief description of what your child was like each year of his/her life (that will be read during circle time) as well as a photograph of your child as a baby.

### **Parent Help In Class**

Please sign up to be a helper in class if a teacher is out sick, help supply monthly playdough, be an Elder Reader, or come in to share your expertise/talents. Parents are welcome to share his/her talents in class anytime, please call to inquire about times.

### **Classroom Confidentiality**

To create a community of safety and full connection, Klahanie School families are asked to not share information about specific children outside in the community. Valuing the process of learning, growing and exploring, all children are held at Klahanie School with care, compassion and deepest empathy and holding safe space to grow. "Follow the child" is our foundation and judgments are not made in learning processes or family experiences shared outside of the space.

### **Extended Mentorship Empowerment Programs**

1. Late Start Mentors: Klahanie elementary and middle school graduates come to mentor and offer support and extended self exploration in bi-monthly Thursday morning class. Mentors are walked to Late Start bus by co-teachers.
2. In Class Mentorship/Internship for Middle School, High School & Recently graduated
3. Talking Circle opportunity: Providing a trusting space where youth can, in an age appropriate setting with trained facilitators:
  - Share what is really seen, heard, felt, and known, in order to stay connected with self and in relationships. Learn how to support self and others. Finding strength to speak from the heart.
  - Learn and Practice Compassionate Listening and other daily Empathy development practices.

### **Yearly Fundraiser for Klahanie Scholarships-How We Keep Tuition Reasonable & Accessible to All Who Seek to Enroll**

August we hold an annual First Saturday of August Pie Auction Scholarship adult-only fundraiser. All funds made from the fundraisers pay for the upcoming school year scholarship aid. Klahanie School enrolled parents are asked to attend and help support the event. Additional funds made are encouraged as donations to the school and all proceeds and donations help go towards upgrading Montessori and science materials, COVID19 response, facilities maintenance. The more we make the more we can give back, thank you for the support! Please inquire about donations as well as our class material wish list.

### **Parent Testimonials**

#### **Sue Day, Vashon WA/Portland OR**

*Emily Graham and the Klahanie Nursery School have been an integral part in Zea's development. Zea started at Klahanie at 10 months and has really enjoyed every day she's spent there since (she's currently 18 months). Zea has grown tremendously with Emily and her son Fin. With Emily's guidance and through positive interactions she has learned a tremendous amount about independence and self-assuredness, being gentle, having patience, using her manners, and treating others with respect. I think the thing that stands out the most in Emily's teaching philosophy is the incredible respect she affords the children. Her patience seems to be boundless and her speech gentle. I would recommend Emily and Klahanie School to the highest degree.*

#### **Nicky Wilks, Journeymen Institute/ Vashon WA**

*When we relocated back to my home of Vashon two and a half years ago, my partner Katelyn initiated the conversation around our oldest son, Maverick, beginning school. With him being just 2 years old, I felt resistant to the idea. I could see how much he was still relying on mom for physical, emotional and social nurturing, and his play with others seemed to be progressing at a healthy pace. That said, we made the decision to explore Klahanie after learning about my niece's experience with Emmy and Klahanie during her own toddler years.*

*Upon meeting Emmy, I immediately felt the warm, maternal energy that Maverick would need to begin growing his social bubble. Learning about her philosophy to "follow the child", incorporate significant outdoor time despite the weather, and consistently use sharing circles to foster compassionate listening and authentic sharing had quickly reversed my initial feelings.*

*Now, as a budding elder in the group, Maverick is still supported with the same warmth and openness that first greeted him. And, most importantly, he is stretched to find his own flavor of leadership. He comes home from school and leads us in song, generates his own activities, and is able to apply the learning in meaningful ways.*

*The trust I have in Emmy, Jordan and the Klahanie community is deep and growing. I cannot imagine a better place to begin our journey in early childhood education, and I hope that any who value the qualities we observe in Emmy and her team consider joining this beautiful family, too.*

### **Additional Resources Supporting our Foundations**

Gender Inclusive Schools: Toolkit for Schools

<http://www.genderspectrum.org>

Antibias Education for Early Education

<https://www.antibiasleadersece.com/the-film-reflecting-on-anti-bias-education-in-action/>

### **Montessori Foundations**

Dr. Maria Montessori believed in the development of the child, spiritually and intellectually. Follow the child was and is the foundation of the Montessori method, began and noted in 1906 at Casa dei Bambini (Children's House) in San Lorenzo, Italy where she began her quest to assist in the success of children through practice of observation, presence, respect and care of the individual. After great research, passion and time Dr. Montessori established clear goals for education, which has become the defining Montessori path. These include; to help the child reach his/her highest potential, help facilitate normal development of the whole child and assist in the development of the child's intellect emotionally, socially, cognitively and physically. Dr. Montessori believed that living the goals listed through the practice of concrete curricula and awareness of developmental stages (Practical Life, Sensorial, Language, Math, Absorbent Mind, Sensitive Periods, Concentration, Coordination, and Order) would enable that child to grow to his/her full potential.

*Her profound insight into the soul of the child; her long and varied experience; her scientific outlook combined with a maternal tenderness and sympathy; the lucidity of her discourses and their originality...the passion of her devotion to her mission-all these*

*combined to make her a perfect advocate of her cause, which was the cause of the child (Her Life and Work, E.M. Standing, 65-66).*

### **Understanding Developmental Stages of the Child through *Absorbent Mind***

From the moment we humans open our senses to the world we are engrossed with the wonder of exploration, experimentation, examination and dissection in order to begin to understand what is presented from the world. A child is born an explorer. “The child is a philosopher before he can talk, an explorer before he can walk” (Standing, 102). Dr. Montessori broke the stages of life into three categories (First Stage Birth-6yrs, Second stage 6-12 years and Third stage 12-18) to help understand the developmental transitions one goes through. The first Epoch of Development (Birth-6 years) is termed *The Absorbent Mind*. From Birth-3 years the child is in a state of *Unconscious Mind*, constantly absorbing impressions from the environment and yet does so without knowing that he/she is doing so. “In the first year of its life, then, a child takes in the whole of his environment unconsciously. In this way he accumulates the materials from which he will later build up to his conscious life”. We adults cannot teach this directly. This mysterious process of humans passing from unconscious to conscious is independent of us caregivers; we can only assist in providing conditions that will nurture the child during this transitional period.

The second sub-division of *Absorbent Mind*, 3-6 years, is a move from the child’s absorption of the world through his unconscious intelligence by merely moving about in it, to the second stage where the child takes in the environment consciously by using his/her hands to educate. “The hand has now become the instrument of the brain; and it is through the activity of his hands that he enriches his experience, and develops himself at the same time”. During this time the child passes through a defining period in which they reveal intense and extraordinary interest and attention on certain aspects of his/her environment to the exclusion of others to develop order and distinction to their understanding which is called *Sensitive Period*. During the 3-6 years there are different *Sensitive Periods* emphasized for Order, Language, Interest in Small Objects, Learning Grace and Courtesy in the world and Refinement of Senses.



## COVID-19 WAIVER OF LIABILITY AND INDEMNIFICATION

1. I agree that I am personally responsible for my safety and actions while using the Klahanie School property-facilities and agree that Klahanie School programming protocols and employees are administering Washington State CDC guidelines and health protocols while in education contact with my child using Klahanie School facilities and tools. I agree to comply with all Klahanie School policies and rules, including but not limited to all Klahanie School policies, guidelines, signage, and instructions outlined by WA state CDC. Because Klahanie School is open for use by other individuals, I recognize that I, and child, are at higher risk of contracting COVID-19. With full awareness and appreciation of the risks involved, I, for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, hereby forever release, waive, discharge, and covenant not to sue Klahanie School, its board members, officers, agents, servants, independent contractors, affiliates, employees, successors, and assigns (collectively the "Released Parties") from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, that may be sustained by my child or me related to COVID-19 whether caused by the negligence of the Released Parties, any third-party using Klahanie School spaces, or otherwise, while participating in any activity while in, on, or around Klahanie School premise and/or while using any Klahanie School facilities, tools, equipment, or materials.
2. I agree to indemnify, defend, and hold harmless the Released Parties from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses, and/or liabilities (including attorney fees) arising either directly or indirectly from or related to any and all claims made by or against any of the Released Parties due to bodily injury, death, loss of use, monetary loss, or any other injury from or related to my use of the

Klahanie School facilities, tools, equipment, or materials, whether caused by the negligence of the Released Parties or otherwise specifically related to COVID-19.

3. By signing below I acknowledge and represent that I have read the foregoing Waiver of Liability, understand it and sign it voluntarily as my own free act and deed, including without limitation the Release of Liability and Indemnification requirements contained in this document; I am sufficiently informed about the risks involved in using Klahanie School to decide whether to sign this document; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this document for full, adequate, and complete consideration fully intending to be bound by the same. I agree that this Waiver of Liability shall be governed by and construed in accordance with Washington state law, and that if any of the provisions hereof are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Waiver of Liability as a whole. This waiver remains in effect until the State of Washington lists updated all COVID-19 related mandates.

Printed Name

Signature

Date