

Montessori Center of Downriver Parent Handbook



FOR YOUR CHILD'S MOST IMPORTANT YEARS
Visit our website at www.montessoridownriver.com
Phone 734.282.6465

Welcome to the Montessori Center of Downriver, Inc.

Our staff is looking forward to having you and your child join our family at the Montessori Center of Downriver. As a student in our school, your child will be introduced to classroom materials that will aid them in developing concentration, coordination, and a sense of order, independence and academic skills.

The Montessori Method is not a system for training children in academic studies: nor is it a label to be put on educational materials. It is a method of observing and supporting the natural development of children. It helps children develop creativity, problem solving, critical thinking and time-management skills, to contribute to society and the environment, and to become fulfilled persons in their particular time and place on Earth.

The basis of Montessori practice in the classroom is respected individual choice of research and work, and uninterrupted concentration rather than group lessons led by an adult.

I am confident that your child will have a happy and fulfilling experience at the Montessori Center of Downriver.

Mrs. Mary Lamos
Director

The Montessori Center of Downriver Philosophy

We believe:

- That each child carries with them the person that they will someday become.
- That each child is different, and therefore, develops and learns at their own rate.
- The preschool years are critical years for the cognitive and social development of the child.
- The children deserve the opportunity to build self-esteem and positive attitudes about learning.

Our philosophy takes the whole child into account with physical, emotional, and cognitive foundations. Our environment fosters creativity through freedom of choice and freedom of movement. By careful observation of the child, the teacher can direct the child to purposeful activities that will fulfill all of their developmental needs.

Admittance

We are a non-discriminatory center. We do not screen children before admission to our program in regard to individual academic abilities, race, religion, color, creed, or national or ethnic origin. We are a non-denominational center. We have no affiliation to any church or religion.

A \$100.00 fee must accompany an application along with the amount due specified on your payment plan agreement; all of which is non-refundable and non-transferable. **On or before the first day of attendance a Child Information Record, Child Placement Contract, and a Health Appraisal Form must be completed, signed and returned to our center.**

We reserve the right to disenroll any child if they cannot function appropriately in our classroom setting.

Required Immunizations

All children entering the Montessori Center of Downriver must be up to date on their immunization records. The following immunizations are required:

| | |
|-------------------------|--------------|
| Diphtheria | Polio |
| Mumps | Tetanus |
| Pertussis | Rubella |
| Measles | Hepatitis B |
| Varicella (chicken pox) | Pneumococcal |

Immunization Waiver Forms are available in the office for parents who do not wish to have their child immunized.

Parent Communication

You will find binders in the lobby that are organized alphabetically according to the children's last names. Please check these daily for important information such as special event notices, health bulletins, and minor injury reports.

Student Release Procedure

Should a person unknown to the staff (parent, friend, relative, neighbor, etc.) pick up a child from school, the following procedure will be followed:

- The person picking the child up from school **must be** listed on the Child Information Record and **must show picture identification. No exceptions will be made. Changes and/or additions to the Child Information Record can only be made in person. We will NOT accept changes or addition by phone or fax.**
- In cases where a parent is awarded sole custody and the child is not to be released to the other parent, a copy of the court order must be on file at the center.
- We will not release children to any person under the influence of drugs or alcohol.

Tornado Procedure

During a tornado warning students will not be released until the all clear signal is given.

Arrival for Preschool/Kindergarten Classes

The morning academic class time will begin **promptly** at 9:00 a.m. and the afternoon academic class time will begin **promptly** at 1:00 p.m. Each morning and afternoon begins with a group lesson. If your child arrives after 9:00 for the a.m. session or 1:00 for the p.m. session they will miss the lesson for the day. Should you be late for class time, we need your cooperation in entering the classroom area quietly during these lesson times. Be sure your child is greeted by one of our staff members at the classroom door before you depart.

Dismissal for Preschool/Kindergarten Classes

Please make sure that at the end of your child's session they are dismissed by one of our staff members before you leave the building. We cannot accept responsibility for your child if they are left outside the school or in the lobby unattended.

Arrival & Dismissal for Toddler Class

- Arrival time begins at 8:00 a.m. A teacher will greet your child at the door, and help them hang up their coat and lunch box. Please make your good-byes short and sweet, as not to disrupt the class in session.
- Please make sure that at the end of your child's session they are dismissed by one of our staff members before you leave the building. We cannot accept responsibility for your child if they are left outside the school or in the lobby unattended.

Toddler Transition

Toddlers are transitioned to the preschool room based on the child's social and emotional development and availability in the preschool classrooms.

Attendance

Regular attendance will help your child make steady progress in school. Should your child be out of school for any reason, including illness, please notify the office at (734) 282-6465, before class begins. Our budget is planned on an annual basis; therefore, no refunds or credits will be given for days missed due to child's illness or absence. There will be no refunds due to holidays, vacations, or inclement weather.

Inclement Weather School Closings

We will announce the closing of our school on Channels 2, 4 and 7. There are many Montessori Schools in Wayne County so be sure to look carefully. Our name will be displayed as Montessori Downriver.

Wayne County Health Guidelines

These guidelines will be strictly enforced for the health and safety of all children enrolled at this school.

Keep children home from school when they are vomiting, have diarrhea, a rash, a fever or any signs of illness.

- **Any child that is vomiting has diarrhea or a temperature of 99.5 degrees or higher will be sent home.**
- **Your child must have a normal temperature and show no signs of diarrhea or vomiting for 24 hours before returning to school.**
- **Children with strep throat must be excluded from school, and be on an antibiotic for 48 hours before returning to school.**

Please inform the school when your child has a contagious illness. Contagious illnesses will be reported via a health bulletin in the Parent Communication Notebooks, and will be posted on the bulletin boards outside your child's classroom.

Medication

In order to administer medicine to your child we must have the medication in the original container. Prescription medication must be labeled with your child's name. The parent or guardian must complete a permission form to administer medication with written instructions on the time and dosage of medication to be given. This form may be obtained in our office.

Emergency Medical Treatment

The following procedure will be followed for a child in need of emergency medical treatment:

- 911 will be called
- The parent will be notified
- If parent cannot be reached the emergency contact will be notified

It is of utmost importance that the Child Information Record is completed and is kept up to date and accurate in case of an emergency.

Breakfast and Lunch

We can serve breakfast only to children who arrive before 8:15 a.m. Breakfast food must be brought from home. If it is food that should be served warm, please bring it in already heated with all of the condiments and utensils necessary. If you bring dry cereal in a container with a lid, we will provide the milk.

If you send a lunch from home, the school provides milk. We will need your cooperation in the following areas:

- Please have your child's name clearly marked on their lunch box and thermos. For safety reasons, please do not pack anything in glass.
- We do not have the facilities to heat children's lunches for them. Please send a cold lunch ONLY.

Hot Lunch Policy

Catered lunches are available from G. Phillip's for a fee of \$5.00 per lunch. Place your order in our office no later than 9:00 a.m.

Snacks

We provide a light snack for the morning and the afternoon classes. If you would like to bring a special snack for your child's birthday or for any other occasion, please sign up on the calendar outside the classroom.

Nap Time

All children that stay at the center for more than five consecutive hours are required by State regulations to have a rest period. If your child will be napping you will need to supply a small pillow and blanket labeled with your child's name. These items will be sent home every Friday to be laundered and should be brought back to the center the following Monday.

School Dress

Washable play clothes are most appropriate for school wear. Open-toed shoes and flip-flops are discouraged for safety reasons. Sneaker type shoes are preferred. During cold weather children will need to wear boots, mittens, and warm outer clothing, as we take children outdoors to play when the wind chill is 35 degrees or above. Please remember names must be marked on all outerwear.

Extra Change of Clothes

In case of spills, illness, or accident we will need a change of clothes, in a gallon size baggie labeled with your child's name. Please replenish the clothing throughout the year as needed. If your child has an accident and does not have a change of clothes, you will be called to pick your child up from school.

Discipline Policy

The policy of this center is to help each child develop self-control. All staff members will use a positive method of discipline, which will include modeling proper behavior and showing respect in their interactions with the child.

Examples of **acceptable** methods of handling discipline problems, which would result in the child gaining self-control and self-discipline, are:

- Making positive statements to the child, such as: Remember your quiet voice.
- Taking a child aside to remind them of the ground rules in the classroom, and discuss alternatives to their behavior.
- A child may be seated away from other children, near a staff member.

Discipline that is not severe or non-severe restraint may be used to keep the child from harming himself or someone else.

Tuition Payments

Due Date

Payments are due on the 1st day of every month. Any payment after the 10th of the month regardless of which day of the week the 10th falls on, will incur a \$25 late fee. Any account that is two weeks in arrears may result in disenrollment of the student.

Payment Methods

We accept payment by check, money order, Visa, Master Card, Visa and Master Card Debit, Discover or American Express at no additional fee. We do **not** accept cash payments. Your payment may be made automatically on the 1st of every month by completing a Charge Authorization Form in the office. There is a \$2.00 per month charge for this service. For credit card payments made over the phone, a \$5.00 charge will be added to your account.

Late Payments

It will be necessary for us to charge a \$25.00 late fee for tuition that is paid after the due date.

Uncollected Accounts

Any account that is left unpaid will automatically be turned over to a collection agency.

Returned check fee

There will be a \$15.00 charge assessed to your account for any check returned to us unpaid. Payment for the returned check plus the \$15.00 fee must be paid by money order or cashier's check.

Late pickup fee

Our school closes at 5:45 p.m., and we allow a 15-minute grace period to pick your child up and exit the building. If you have not exited the building by 6:00, a fee of \$1.00 **per minute** will be charged. Excessive late pick-ups may result in the disenrollment of your child.

School Calendar 2008-2009

| | |
|---|--|
| <i>Parent Orientation</i> | Thursday, August 21st |
| <i>First day of school</i> | Wednesday, September 3rd |
| <i>Thanksgiving Break</i> School Closed School Resumes | Thursday, November 27th Monday, December 1st |
| <i>Christmas Break</i> Last Day of School School Resumes | Friday, December 19th Monday, January 5, 2009 |
| <i>Parent/Teacher Conference</i> School Closed | Monday, January 19th |
| <i>Mid-Winter Recess</i> School Closed School Resumes | Friday, February 13th Tuesday, February 17th |
| <i>Easter Break</i> School Closed School Resumes | Friday, April 10th Monday, April 20th |
| <i>Memorial Day</i> School Closed | Monday, May 25th |
| <i>Last Day of School</i> | Thursday, June 11th |

*It may be necessary to close the school for an additional day for staff CPR and first aid training.

Revised 02/25/2008