

# Montessori Center of Downriver Parent Handbook



FOR YOUR CHILD'S MOST IMPORTANT YEARS

*Visit our website at [www.montessoridownriver.com](http://www.montessoridownriver.com)*

*Phone 734.282.6465*



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# **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 pace.
- The early childhood 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, national or ethnic origin. We are a non-denominational center. We have no affiliation to any church or religion.

The amount due specified on your payment plan agreement must accompany your application; all prepaid fees are non-refundable and non-transferable. **On or before the first day of attendance a Child Information Record, Permission Form 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		

In order to comply with the new State Administrative Rules regarding immunization waivers, Wayne County Health Department is now offering waiver education to parents who opt to waive required vaccines for their child(ren). Once the education session is complete, a waiver will be issued to the parent for the student with instructions to submit it to the school. This waiver will have the Wayne County stamp on it and will be signed by a Wayne County nurse or other licensed employee. Please call the health department at 734-727-7078 to schedule an appointment for a waiver.

## Parent Communication

You will find a set of 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.

The Montessori Center of Downriver maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.

- The notebook is available (in the office) for parents to review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).
- Please like us on Facebook to get the most current happenings at our school.

### Arrival and Dismissal for Preschool/Kindergarten Classes

The morning academic class time will begin **promptly** at 9:00 a.m. Each morning begins with a group lesson. If your child arrives after 9:00 for the a.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.

### Arrival & Dismissal for Toddler Class

Arrival time begins at 7:30 and 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 any child if they are left outside the school or in the lobby unattended.***

### 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 additions by email, 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.

## **Preschool Program Descriptions**

### **Preschool and Kindergarten Full Day w/Daycare**

- You may arrive as early as 7:00 a.m. and depart by 5:45 p.m.

### **Preschool/Kindergarten Full Day**

- You may arrive as early as 8:45 a.m. and must pick up by 3:30.

### **Preschool/Kindergarten Half Day A.M.**

- You may arrive as early as 8:45 a.m. and must pick up by 11:45.

## **Toddler Program Descriptions**

- Arrive at 7:30 pick up at 3:00
- Arrive at 7:30 pick up at 3:30
- Arrive at 8:00 pick up at 3:30
- Arrive at 8:00 pick up at 4:00
- Arrive at 8:00 pick up at 5:00

## **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 or email at [kathycam@montessoridownriver.com](mailto:kathycam@montessoridownriver.com) 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.

## **Tornado Procedure**

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

## 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. Health bulletins regarding contagious illnesses will be distributed via the Parent Communication Notebooks, and will be posted on the boards outside your child's classroom.

### Children Who Become Sick While in Our Care

If your child should become sick while in our care, we will call the primary caregiver. If the primary caregiver is not available, we will call the emergency contact person. Children must be picked up within twenty minutes after we have notified the person who is available to pick the child up. A form will be sent home with the exclusion period noted.

### 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.

Topical nonprescription medication, including sunscreen and insect repellent, requires written parental authorization annually.

### 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**

We provide breakfast for children who arrive before 8:15 a.m.

## **Lunch**

**For the Full Day and Daycare programs, parents provide lunch daily.**

### **Preschool**

- Each day you must write the date on the lunch tag provided by the school.
- We do not have the facilities to heat children's lunches. Please send a cold lunch only. You may send hot food in a thermos.

### **Toddler**

- Each day you must write the date on the lunch tag provided by the school
- We heat lunches for the Toddler class.

## **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**

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 the 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 temperature is 32 degrees or above. Please remember names must be marked on all outerwear.

## **Extra Change of Clothes**

In case of spills, illness, or accidents 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.

Prohibited methods of discipline are:

- Excluding a child from outdoor play or other gross motor activity
- Excluding a child from daily learning experiences

## Tuition Payments

### *Payment Methods*

We accept payment by check, money order, and all major debit/credit cards. We do **not** accept cash payments. Your payment may be made automatically on the due date by completing a Charge Authorization Form in the office.

### *Late Payments*

Any payment made **after** the due will incur a \$25.00 late fee. Any account that is two weeks in arrears may result in disenrollment of the student.

### *Uncollected Accounts*

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

### *Returned check fee*

There will be a \$25.00 charge assessed to your account for any check returned to us unpaid. Payment for the returned check plus the \$25.00 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.

I have received the Montessori Center of  
Downriver Parent Handbook.

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Student Name

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Parent Signature

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Date

The State requires that this signed document be kept on file  
in the office.