

Montessori Center of Downriver Parent Handbook



This handbook has been revised with specific COVID-19 policies – Please read thoroughly

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



Like us on Facebook

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, 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:

- Each child carries with them the person that they will someday become.
- Each child is different, and therefore, develops and learns at their own pace.
- The early childhood years are critical for the cognitive, social and emotional development of the child.
- Children deserve the opportunity to build self-esteem and positive attitudes about learning.
- Our philosophy takes the whole child into account with physical, emotional, social 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.

COVID 19 Plan and Procedures

Building Access – Only children and staff may have access to the building.

When to Keep a Child Home

Fever: When a child has a temperature, they must be excluded for 72 hour (COVID 19 Policy)

Cough: When a child is coughing they may be spreading contagions. They should remain at home until the cough is under control. (COVID 19 Policy)

Diarrhea: A child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school.

Vomiting: The child should have no vomiting episodes for 24 hours prior to returning to school.

Rash: Exclude until the rash subsides or until a healthcare provider has determined it is not infectious. A written note from the physician is required to return to school.

Strep Throat: Children must be excluded from school and be on an antibiotic for 24 hours before returning to school.

Malaise: a general feeling of discomfort, illness, or uneasiness whose exact cause is difficult to identify and prevents a child from functioning in a school setting.

Certain communicable diseases: Children diagnosed with certain communicable diseases may have to be excluded for a certain period of time. Please inform the school when your child has a contagious illness. Health bulletins regarding contagious illnesses will be posted on the closed Facebook groups. A paper notice will be either handed to you directly or will be in your child's lunchbox.

Children Who Become Sick While in Our Care

If your child becomes sick while in our care, we need you to pick them up immediately. When you receive the call from the lead teacher, you will need to communicate with them on how long it will take you to pick up your sick child. A form will be sent home with the exclusion period noted.

- The lead teacher will call the primary caregiver(s) immediately. While your child is in our care you will need to be available by phone at all times. If you cannot be available you must provide a phone number for an emergency contact.
- If the primary caregiver(s) cannot be contacted we will call the emergency contact listed on the Child Information Record. It is important that you make sure all phone numbers listed on your Child Information Record are accurate and up to date.

Back- up plan for Child Care

It will be necessary for you to have a backup plan for child care when your child must be excluded due to illness.

Drop Off Car Line

In order to accommodate a safe and efficient drop off, you will receive an email with your designated time frame to enter our car line. We will try to be as flexible as possible but keep in mind that we must accommodate 50 cars in the drop off line between the hours of 8:00 and 9:00

Your child's car seat must be on the passenger's side of the car. Adults in the car must wear a face covering that covers the nose and mouth. **We cannot accept arrivals after 9:00 a.m.**

- Pull up to the drop off sign at the front of the building. (Your car will be facing South)
- Make sure your car is in park.
- Your child must exit the car on the right.
- Continue straight heading south to exit the drop off lane. Never pull through empty parking spots or pass other cars.

Polices for release of your child

- 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 an adult who is under the influence of drugs or alcohol.

Parking Lot Safety

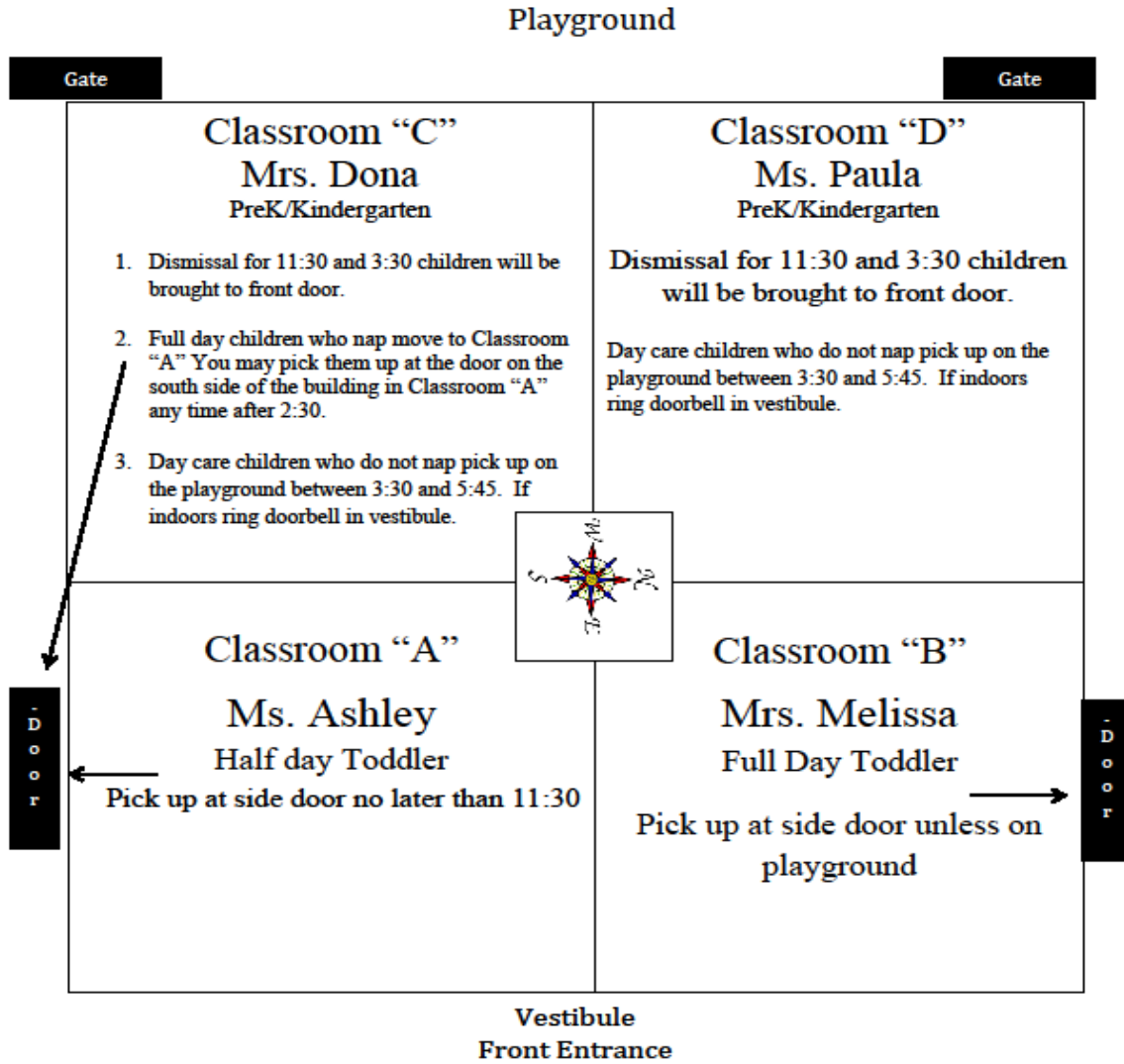
Keep in mind that our parking lot is shared and is off a main road; the traffic patterns are not predictable and cause many hazards.

Please adhere to the following rules to keep all children safe

- DO NOT park in front of the building as it blocks the view of other cars moving in and out of the parking lot.
- Always hold your child's hand in the parking lot. Do not allow your child to get ahead of you.
- Do not allow children to play in the parking lot.

Release of Children

To limit infections, specifically COVID 19, we will not allow adults (other than staff) to enter the building. Please see the chart below to find your designated pick up spot.



Parent Communication

Due to COVID-19 protocol communication will be through the Private Facebook Page, email, notes in lunch boxes and notices handed to parents. When the Facebook page is set up in early September you will receive a link and request to join the group. While your child is in our care you will need to be available by phone at all times. If you cannot be available you must provide a phone number for an emergency contact.

What you need on or before the first day of school

Items for Preschool Room

- Please label all items with your child's name such as; jackets, nap items, etc.
- Change of clothes in a gallon size baggie labeled with your child's name
- If your child naps please order an Urban infant sleep mat use code SLEEPER0517 order at <https://www.urbaninfant.com/>
- Lunch box w/cold pack (all day students)
- Extra pair of shoes to be worn indoors*

Items for Toddler Room

- Please label all items with your child's name such as; jackets, nap items, etc.
- Diapers and wipes
- Change of clothes in a gallon size baggie labeled with your child's name
- Lunch box w/cold pack
- Urban infant sleep mat use code SLEEPER0517 order at <https://www.urbaninfant.com/>
- Extra pair of shoes to be worn indoors*

*Indoor Shoes

Please send a clean pair of shoes for your child to change into upon arrival. They will stay at the school for the remainder of the school year. Slip on sneakers or croc type's shoes are recommended.

Children should not bring items from home to our school building.

Do not send

- back packs
- toys
- tote bags

General policies not related to COVID

Admittance

We are a non-discriminatory center. We do not screen children before admission to our program in regard to individual academic abilities, race, and 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.

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 montessoridownriver@gmail.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, inclement weather, or acts of God.

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.

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

In case of any of the following emergencies

Hazardous material spill, power outage, water outage, no heat in winter, no air in summer and train derailment. While your child is in our care you will need to be available by phone at all times. If you cannot be available you must provide a phone number for an emergency contact.

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

- 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

- We heat lunches for the Toddler class.

Snacks

We will provide a light snack each morning and afternoon.

Nap Time

If your child will be napping you will need to order a nap mat from www.urbaninfant.com using the code SLEEPER0517 for a discount. If your child has a comfort item they sleep with it, please choose one that fits in the pocket of the nap mat. The nap mat 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. During cold weather children will need to wear 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. Send a clean pair of indoor shoes for your child to change into upon arrival. They will stay at the school for the remainder of the school year. Slip on sneakers or croc type's shoes are recommended.

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

Tuition Express

All families are required to enroll in Tuition Express where all payments are processed electronically on the scheduled dates. The Tuition Authorization form can be downloaded through the Parent's Page on the website.

Late pickup fee

Our school closes at 5:45 p.m. 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.

Pesticide Policy

If we should find it necessary to apply pesticides for pest management we will provide a notification on classroom Facebook pages and will also send an email to the address on file.

These notices will contain

- The target pest
- The approximate location
- The date and time of the pesticide applications

The toll free number for the National Pesticide Association is 800-858-734

Licensing Notebook

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 vestibule) 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.



www.montessoridownriver.com

734-282-6465

School Calendar/Closings*

2020

First day of school

September 9th, 2020

Thanksgiving Break

School Closes

Thursday, November 26th & Friday, November 27th

School Resumes

Monday, November 30th

Christmas Break

School Closed

Monday, December 21st thru January 1st

School Resumes

Monday, January 4th, 2021

2021

Martin Luther King Day

Monday, January 18th – School closed for
Parent/Teacher Conferences

Spring Break

School Closed

Monday, March 29th thru April 2nd

School Resumes

Monday, April 5th

Memorial Day

Monday, May 31st

Last Day of School

Friday, June 11th

*This calendar is subject to change based on State governance and infection rate due to Covid 19.

I have received the Montessori Center of
Downriver Parent Handbook.

Student Name

Parent Signature

Date

**DHS licensing regulations requires that this signed document
be kept on file in our office.**