

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, 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.

Parent Communication

Procare Parent App – Download before your child’s first day of school

We know how important it is to stay up to date on your child’s learning journey, which is why we’re excited to offer you access to this app. **This will be our only means of communication moving forward so you will need to download the app and get connected.**

How do I get the app?

An email will be sent to you with all the instructions including a unique **4-digit pin** and information to download the mobile app. For additional security, you will be notified via email when your child is signed in and out of the center.

Once you download the Procare app on your smartphone, we can send important messages; update you on your child’s daily activities, milestones and more. We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

Building Access

For the health and safety of our Montessori family, only children who are enrolled and staff will have access to the building. (Please see drop off and pick up procedure)

What you need on or before the first day of school

We provide a school bag to bring their items to school.

Items for Preschool Room

Please label all items:

- ✓ Change of clothes in a gallon size baggie.
- ✓ Lunch box w/cold pack (for full day students only)
- ✓ 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 shoes are recommended.
- ✓ Urban infant **tot cot** sleep mat use code SLEEPER0517. Order at <https://www.urbaninfant.com/> (for full day students only)

Items for Toddler Room

Please label all items:

- ✓ Diapers and wipes
- ✓ Change of clothes in a gallon size baggie
- ✓ Lunch box w/cold pack (for full day students only)
- ✓ 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 shoes are recommended.
- ✓ Urban infant **tot cot** sleep mat use code SLEEPER0517. Order at <https://www.urbaninfant.com/> (for full day students only)

Drop Off Procedure

In order to accommodate a safe and efficient drop off, *you will receive a message through the Procare Parent App with a 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 over 50 cars in the drop off line between the hours of 8:00 and 9:00. We cannot accept arrivals in the car line after 9:00 a.m. If you arrive after 9:00 a.m. park in a designated parking space (not in front of the building) and walk your child in. If the desk is unattended, please ring the bell.

Your child's car seat must be on the passenger's side of the vehicle. Pull up to the drop off sign at the front of the building. (You will be facing south)

1. Make sure your vehicle is in park.
2. Your child must exit on the right.
3. Continue straight heading south to exit the drop off lane. Never pull through empty parking spots or pass other cars.
4. Please keep your goodbyes short and sweet so we can keep the line moving.
5. Have all necessary items for your child's day in the bag that was provided by the school and hand it to the staff member who is taking your child out of the car. Please do not send any other bags, backpacks or toys to school.

Designated Pick Up

You will receive a message through the Procare Parent App with directions for your designated pick up spot.

Should a person unknown to the staff 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, fax or the Parent Procare App.**
- 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.

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 p.m. a fee of \$1.00 per minute will be charged. Excessive late pick-ups may result in the disenrollment of your child.

Keep in mind that our parking lot is shared and is off a main road; the traffic patterns are unpredictable and cause many hazards.

Please adhere to the following rules to keep all children safe

- DO NOT park in front of the building. This area is a fire lane and needs to be clear to allow unobstructed access to the front door.
- 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.

When to Keep a Child Home

Fever: When a child has a temperature, they must be fever free for 24 hours without fever reducing medication.

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

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 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 need 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 communicated via Procure Parent Engagement App.

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. You will be notified of the exclusion period through a message in the Procure Parent App.

Procedure for sick children in our care:

- The lead teacher will call or text the primary caregiver(s) immediately.
- If the 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.

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 us through the messaging system on the Procure Parent App. 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 emergency school closings.

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, or ethnic origin. We are a non-denominational center. We have no affiliation to any church or religion.

Online registration can be accessed on our website. When your registration is imported into our system you will be required to visit myprocare.com to complete the enrollment process. You will be required to make the yearly tuition payment in full or make payment one of the 10 month payment plan. We do not charge a registration fee.

Before the first day of attendance a Child Information Record, Policy and 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.

Medication

In order to administer medication (including topical nonprescription) 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.

https://www.michigan.gov/documents/lara/BCAL-1243_8_15_fillable_2_498629_7.pdf

Emergency Medical Treatment

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

1. 911 will be called
2. The parent will be notified via phone or Procare Parent App
3. If parent cannot be reached the emergency contact will be notified
4. A report will be made to DHS licensing

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.

Emergency School Closings

The following situations may cause an emergency school closing

- Power outage
- Water outage
- No heat in winter
- No air in summer
- Hazardous material spill
- Train derailment

If any of these should happen before the start of the school day, you will be notified of the school closing via the Procure Parent App. If the occurrence is during the school day, we will send an emergency text on the Procure Parent App for you to pick your child up.

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. You will also be notified through the Procure Parent App.

Breakfast

Breakfast is provided and served from 7:00 a.m. to 8:15 a.m.

Snacks

Snack is provided for the morning class, the afternoon class, and after nap. Snack is offered on demand from 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.

Nap and Rest Time

A cot will be provided for all children in attendance for five or more hours. You are required to provide a **tot cot nap** mat. Order at <https://www.urbaninfant.com/> and use code SLEEPER0517. The 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 the most appropriate. Open-toed shoes and flip-flops are discouraged for safety reasons. Sneaker type shoes are preferred. As the weather turns cold children will need to wear boots, mittens, and warm outer clothing as we take children outdoors to play. 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 up your child.

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, within the view of a staff member in order to regain their composure.
- Non-severe restraint may be used to keep the child from harming themselves or someone else.

Prohibited methods of discipline are:

Excluding a child from...

- outdoor play or other gross motor activity
- daily learning experiences
- snack or lunch
- Severe restraint

Pesticide Policy

If we should find it necessary to apply pesticides for pest management we will provide a notification via the Procure Parent App.

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

Tuition Express

If you do not pay your tuition in full, you will be required to enroll in the Tuition Express payment program.

All payments are processed electronically on the scheduled due dates.

Tuition Payments

Payment schedule

Payment 1 – due at registration

Payment 2 – September 1st

Payment 3 – October 1st

Payment 4 – November 1st

Payment 5 – December 1st

Payment 6 – January 1st

Payment 7 – February 1st

Payment 8 – March 1st

Payment 9 – April 1st

Payment 10 – May 1st

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.

Please complete and return this page to the office.

I have received the Montessori Center of Downriver Parent Handbook

Student Name

Parent Signature

Date

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

