

2022/2023

MONTESSORI CENTER OF DOWNRIVER

FOR YOUR CHILD'S MOST IMPORTANT YEARS



Parent Handbook

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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, 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 to 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.

Communication

Procure 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 a unique 4-digit pin and instructions for downloading 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 Procure app on your smartphone, we can send important messages and 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.

Parent-Teacher Conferences

Parent-teacher conferences will be held once annually to discuss the child's progress and any questions or concerns parents may have.

Records Request

Your child's academic and health records may be requested in writing. The Montessori Center of Downriver reserves the right to deny the request for those individuals having a balance on their account at the time of the request.

Enrollment Policies

Enrollment

Enrollment opens twice a year—once for the summer sessions and then again for the full school year. Registered families will have first priority when it comes to registration, and then the remaining spots will be offered to our wait list families.

Online registration can be [accessed on our website](#). After your registration is imported into our system, you will be required to visit myprocure.com to complete the enrollment process. You will be required to make the yearly tuition payment in full or make installment one of the 10-month installment plan. We do not charge a registration fee.

Admittance

We are a non-discriminatory center. We do not screen children before admission to our program with 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.

Required Documents

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. These can be [downloaded from our website](#), and our policy form is attached at the end of this handbook.

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

Pictures and Social Media Policy

Our staff members have the ability to take and send pictures of your children through the Procure app in order to share your child's day with you. These photos will not be seen by other parents. We will not post any pictures of your children on social media without your express permission ([see this form](#)).

Tuition

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.

Late Fee

For any ACH or credit card that is declined, a notification will be sent via email the following day. You will be required to log into your myprocure.com portal to make the payment by 3:00 pm that day. If the payment is not made, a \$25 late fee will be added to your account.

Tuition Installment Schedule

Tuition installments are due as follows:

Payment 1	Due at registration
Payment 2	September 1 st
Payment 3	October 1 st
Payment 4	November 1 st
Payment 5	December 1 st

Payment 6	January 1 st
Payment 7	February 1 st
Payment 8	March 1 st
Payment 9	April 1 st
Payment 10	May 1 st

Preparing for the First Day

What You Need On or Before the First Day of School

We will provide you with a school bag to bring their items to and from 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. Order at <https://www.urbaninfant.com> and use code SLEEPER0517 (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. Order at <https://www.urbaninfant.com> and use code SLEEPER0517 (for full-day students only).

Drop-off and Pick-up

Building Access

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

Sign-in/Sign-out Procedure

Your child's teacher will sign your child in/out on the Procure Parent App. You will receive a notification when this happens.

Drop-off Procedure

In order to accommodate a safe and efficient drop off, before the start of the school year, you will receive a message through the Procure Parent App with a designated timeframe 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 a.m. and 9:00 a.m.

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. Please have your child's car seat on the passenger side of the car for the safety of students and staff. If you have more than one child, please have the older child's seat on the driver's side so that you can unbuckle them, and they can climb out the passenger side.
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 helping your child out of the car. Please do not send any other bags, backpacks, or toys to school.

Note: If you are not comfortable with having your child's car seat on the passenger side, you will be given a time after the car line is finished to park and walk your child in. For the safety of everyone involved, do not walk your child in while drop-off is still happening.

Late Arrivals

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.

Pick-up Procedure

At the beginning of the school year, you will receive a message through the Procure 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:

1. 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 Procure App.

2. 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.
3. We will not release children to an adult who is under the influence of drugs or alcohol.

Late Policy

Any late pick up will incur a \$10 late fee and \$1.00 for every minute thereafter.

Parking Lot Rules

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:

1. Always yield to parents/teachers walking with children.
2. 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.
3. Always hold your child's hand in the parking lot. Do not allow your child to get ahead of you.
4. Do not allow children to play in the parking lot.
5. Do not use cellphones in the car line.

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 a child's illness or absence. There will be no refunds due to holidays, vacations, inclement weather, or emergency school closings.

Daily Care

Typical Daily Routine

Toddler

8:00 to 8:15	Meet and greet/drive up/drop off
8:15 to 10:00	Independent work within the Montessori curriculum/independent snack time

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10:00 to 10:10	Group time
10:10 to 11:00	Outside play/large motor
11:00 to 11:15	Group time
11:15 to 12:00	Lunch/clean up
12:00 to 2:30	Nap
2:30 to 3:15	Independent snack
3:15 to 4:00	Independent work within the Montessori curriculum/Outside/Large motor
4:00 to 5:00	Daycare
5:00	Pick up

Preschool

7:00-8:45	Daycare children arrive
7:30-8:30	Breakfast
8:45-9:00	Arrival time for half and full day children
9:00-9:15	Attendance, group time, snack
9:15-11:30	Independent work time, small group lessons within the Montessori curriculum
11:30	Dismissal for half day children
11:30-12	Lunch for full day and daycare children
12:10	Nap or rest time
12:10-12:45	Outdoor play for full day and daycare children

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1:00-3:15	Children who rest go back to classroom. Independent work time, small group lessons within the Montessori curriculum. Specialized Kindergarten lessons
2:15	Children who nap wake up and wash hands to prepare for snack
2:15-2:30	Snack and story time for children who nap
3:30-4:30	Daycare children meet on playground
4:30-5:45	Indoor play which includes games, music and free play. Pick up

Meals

Breakfast

In the Toddler program, breakfast is provided and served from 7:00 a.m. to 8:00 a.m. The Preschool/Kindergarten provides breakfast from 7:00am until 8:30 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. Fruit is available on demand all day.

At the beginning of the school year, parents will receive an invitation for a Google Calendar for their child's class. The calendar is where the snack menu is posted. Parents can sign up on the calendar to bring a snack to share and can add their child's birthday as well.

Lunch

Parents must provide lunch daily for children in the Toddler program and all full day children in the Preschool/Kindergarten program. We do not have the facilities to heat children's lunches, but you may send hot food in a thermos. Please include an ice pack for cold lunches.

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 the mat at [Urban Infant](#) 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.

Acceptable Methods of Discipline

Examples of acceptable methods of handling discipline problems that would result in the child gaining self-control and self-discipline are as follows:

1. Making positive statements to the child, such as "Remember your quiet voice."
2. Taking a child aside to remind them of the ground rules in the classroom and discuss alternatives to their behavior.
3. A child may be seated away from other children, within the view of a staff member, in order to regain their composure.
4. Non-severe restraint may be used to keep the child from harming themselves or someone else.

Prohibited Methods of Discipline

Examples of prohibited methods of discipline are as follows:

1. Severe restraint
2. Excluding a child from:
 - a) Outdoor play or other gross motor activity
 - b) Daily learning experiences
 - c) Snack or lunch

Health Policies

Required Immunizations

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

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

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 out of the 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. This form is available on our website or can be downloaded [directly here](#).

Sunscreen/Bug Repellent Policy

Sunscreen and insect repellent requires written parental authorization annually. This can be found on [our policy agreement and permission form](#).

Illnesses

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 must stay home if they have 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: Children should stay home 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.

Constipation treatment: If you need to administer any constipation treatment to your child, they must be kept home until they have had a full bowel movement.

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 the Procure Parent Engagement App.

Children Who Become Sick While in Our Care

If your child becomes sick while in our care, you will need to pick them up immediately. You will be notified of the exclusion period through a message in the Procure Parent App. When children become ill in our care, they cannot return the next day.

Procedure for Sick Children in Our Care:

1. The lead teacher will call or text the primary caregiver(s) immediately.
2. 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.

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 Procure Parent App.
3. If a 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.

Bee/Wasp Sting Policy

When a child is stung by a bee or wasp while in our care:

1. We will check to see if the stinger is still present. If the stinger is visible in the wound, we will remove it immediately using a hard, blunt object, such as a butter knife or credit card, to swipe over the area to remove the stinger. After a sting, the honey bee venom sack remains in the skin and can take 2 to 3 minutes to release all of its venom, so prompt removal of the stinger can reduce the sting's severity.
2. We will apply ice or a cold pack to the area to reduce the body's inflammatory response.
3. The Lead Teacher or Daycare Staff in charge will call the parent to inform them of the sting. We will monitor the child for signs of a systemic allergic reaction, which may consist of hives, redness, or swelling at sites on the body distant from the site of the sting. Other symptoms may include vomiting, nausea, diarrhea, and dizziness.

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:

1. The target pest
2. The approximate location
3. The date and time of the pesticide applications

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

School Closures

Emergency 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 up your child.

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 Procare Parent App.

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.

WRITTEN INFORMATION PACKET DOCUMENTATION

Michigan Department of Licensing and Regulatory Affairs
Child Care Licensing Bureau

Child(ren)'s Name(s) (Last, First)	Facility's Name and License Number

A written information packet has been provided at the time of enrollment. The packet included all the following information (*R 400.8146 (1-2)*):

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
- Fee policy.
- Discipline policy.
- Food service program.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, and illnesses.
- Transportation policy, if applicable.
- Medication policy.
- Exclusion policy for child illnesses.
- Notice of the availability of the center's licensing notebook.
 - The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.
 - The licensing notebook is available to parents during regular business hours.
 - Licensing inspection and special investigation reports, and corrective action plans from at least the past 3 years are available on the department's website at www.michigan.gov/michildcare.
- Other _____

I certify that I received all of the above items.

Parent/Guardian Signature

Date

Note: A single CCL-4340 form may be used for all children in the same family.

LARA is an equal opportunity employer/program.

Montessori Center of Downriver

Policy Agreement and Permission Form - 2022

Please initial each box indicating that you agree to the stated policy

☐ **Admittance Policy:** We are a non-discriminatory center. We do not screen children in regard to individual academic abilities, religion, or ethnic origin.

☐ We will need the following forms completed and returned to our office *at least one week before the first day of attendance:*

Child Information Record

https://www.michigan.gov/documents/lara/lara_BCAL_3731_Child_Information_Record_062315_492679_7.pdf

Health Appraisal Form

https://www.michigan.gov/documents/dhs/BCAL-3305_09_10_336837_7.pdf

Your child must have received the following immunizations: DPT, Polio, HIB, Hepatitis B, MMR, Varicella, and Pneumococcal. A record of your child's immunizations should be attached to the Health Appraisal Form. If you choose to waive any of the above immunizations, a Michigan Immunization Waiver form must be obtained from the local health department after the parent/legal guardian attends an immunization education class (as required by the state).

☐ I will pay the yearly tuition in full.
OR

☐ I understand that I am enrolling my child for the school year term. I authorize nine additional payments to be withdrawn from the account on my Tuition Express Authorization Form. Payments are due on the first day of each month from September through May. <https://s3.amazonaws.com/cdn.procaresoftware.com/pdfs/Tuition-Express/Tuition-Express-Parent-Authorization.pdf>

☐ I understand all payments are non-refundable and non-transferable.

☐ I understand that I am entering into a school-year-long contract and am agreeing to pay the nine remaining installments and that these payments will be withdrawn from the account listed on my Tuition Express Authorization Form. If during the year, your family must move or encounters other such extenuating circumstances, please contact the office about being released from your contract.

☐ I understand that policy changes are required from time to time. Minor changes will be emailed and/or sent via the Procure app.

☐ **Absences:** There will be no refunds or credits given for days missed due to illness, holidays, vacations, inclement weather, or emergency school closings.

☐ **Record Requests:** Your child's academic and health records may be requested in writing. The Montessori Center of Downriver reserves the right to deny the request for those individuals having a balance on their account at the time of the request.

☐ **Lunch Policy:** Parents provide lunch daily for the Full Day and Daycare Children. We do not have the facilities to heat children's lunches. Please include an ice pack for cold lunches. You may send hot food in a thermos.

☐ **Late Policy:** I understand that any late pick up will incur a \$10 late fee and \$1.00 for every minute thereafter.

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Policy Agreement and Permission Form - 2022

☐ I understand that the Montessori Center of Downriver does not have the right to withhold my child from any parent having custody or joint custody. If there is a current court order stating that one parent may not have access to a child, the school must have a copy on file. MCOD cannot deny any parent access to their child without such an order.

Please initial each box that you agree to give permission for:

☐ My child/ren to use all indoor and outdoor play equipment

☐ Staff to photograph my child/ren at the Montessori Center of Downriver. These photos (without names) to be used in the parent newsletter

☐ Staff to apply sunscreen/insect repellent that I will provide

Child's Name _____

Parent or Legal Guardian's Signature _____ Date _____

You can access all other policies in our parent handbook, which is available at

<https://www.montessoridownriver.com>