

# Novi Woods Montessori

## Parent Handbook

(Rev. 02/17)

### Table of Contents

1. Parent Handbook
2. Philosophy of Program and Curriculum
3. Admission & Withdrawal Requirements
4. Schedule of Operation and Yearly Calendar
5. Arrival and Departure Procedures
6. Communication
7. Licensing Notebook
8. Fee Policy
9. Discipline Policy
10. Food Service Policy
11. Nap Policy
12. Child Release Policy
13. Daily Schedule & Activities
14. Birthdays
15. Uniforms, Clothing & Personal Items from Home
16. Missing Materials from the classroom
17. Field Trips
18. Observation and Conferences
19. School Closings
20. Health, Illness & Medical Care
21. Incidents, Accidents, Injuries
22. Opportunities for Parents
23. Accommodations for Children with Special Needs
24. Biting
25. No Transportation or Private Duty by Employees
26. Parent Code of Conduct
27. Confidentiality Policy
28. Suspected Child Abuse & Neglect
29. Pest Management
30. Infant and Toddler Guidelines

*Dear Parents,*

*Welcome to the Novi Woods Montessori. We are honored to be your partners in developing a cooperative and rewarding relationship with you and your child.*

## 1. Parent Handbook

This Parent Handbook is meant to serve as a reference guide. It is not meant to cover every aspect of the childcare program or every situation which may arise. For the purposes of this handbook, "Parents" means the parent(s) or guardian(s) of the child in care. "Novi Woods Montessori" means the program operated by Novi Woods Montessori Center, Inc. Parents should feel free to contact the Director with questions concerning the contents of this handbook. The purpose of this handbook is to communicate what you can expect of the Novi Woods Montessori team. It also provides information regarding our expectations of your family. This requires a commitment from all parties to have strong, consistent communication.

### Changes to Handbook

Novi Woods Montessori reserves the unilateral rights to add, delete, or amend the policies and procedures provided for in this handbook upon thirty (30) days' written notice to parents. Changes to policies and/or procedures contained in the handbook are effective only if set forth in a writing signed by Novi Woods Montessori.

### Handbook is the property of program

This handbook is the exclusive property of Novi Woods Montessori and is intended for the exclusive use of the parents/guardians of enrolled children. This Handbook may not be copied or distributed to any third party without the express written permission of Novi Woods Montessori. The Handbook must be returned to Novi Woods Montessori upon termination of childcare services.

## 2. Philosophy of Program and Curriculum

Novi Woods Montessori was established in 1994. We are a state licensed private school offering Infant, Toddler, Preschool and Kindergarten programs. Novi Woods Montessori follows the Montessori Method, named for Dr. Maria Montessori (1870 – 1952). Our system of education is both a philosophy of child growth and a rationale for guiding such growth. The Montessori Method believes education involves the whole child – emotionally, socially, intellectually and physically. We believe in the uniqueness, worth and dignity of each individual. We believe positive self-esteem is basic to all learning.

The Montessori setting is a prepared environment in which children learn through an individualized approach. It is a careful balance of academic, social, and physical skills as the child works at an individual pace as well as a group setting. The preschool children are grouped into three-year age spans, providing a setting in which they can work with and learn from each other. The children enjoy freedom of choice and can utilize attractive child-size materials, which help him gain coordination, independence, concentration and order. The child's needs and interests form the basic starting point and the teacher gives the child the means to discover new worlds and guide them through sensitive periods, when learning a particular skill is effortless and exciting. The children learn to motivate themselves as they work together and individually to become self-directed as they work at their own pace. No child is stifled from learning more when ready and no child is pushed to move on before he or she is ready. This helps develop a life-long love for learning. Under the guidance and direction of certified Montessori teachers, the children are given the freedom to move about the classroom and choose their own activities, as well as participate in directed activities. Novi Woods Montessori is equipped with full range of Montessori materials that encourage manipulation, questions, discovery and knowledge about the world. Our Montessori teachers are Montessori certified and affiliated with the Michigan Montessori Society. All staff are trained in First Aid and CPR.

The Preschool and Toddler classrooms are composed of the following areas:

Practical life: This area helps children care for themselves, their environment, learn social graces, develop concentration, coordination, independence, and order skills, all of which are building blocks to reading and writing.

Sensorial: The children will educate all 5 senses through Montessori-developed material. They will work with visual discrimination, height, depth, geometric figures, sound, and other tactile materials. These build a great foundation for language and math.

Math: Hands-on learning materials will show children what is taking place in a given mathematical process. The educational materials allow students to learn abstract concepts with concrete materials.

Language: Beginning with reading skills, children are introduced to phonics, and later blending of sounds to build words. Later, they are exposed to vocabulary enrichment, writing, reading, grammar, and decoding skills.

The Montessori classroom also includes a comprehensive geography, art, science, second languages and cultural studies curriculums.

The use of media will not be used with children under 2 years of age. The use of media is not regularly used in the Preschool and Kindergarten classrooms, however when used, will not exceed 2 hours per week per child when it is deemed non-interactive and does not support learning. When media is available, other activities are also available for children.

For children with special needs, care is provided according to the child's needs as identified by parents, medical personnel, and/or other relevant professionals.

### 3. Admission & Withdrawal Requirements

The program is open to all children from age 6 weeks through kindergarten (age 6) during the school year based on availability. Summer camp is offered to children up to the age of 9. The program accepts children attending full time and part time.

#### Non-Discrimination Policy

Novi Woods Montessori will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child care services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion, national origin, sex, or handicap.

#### Admission Requirements

The forms listed below must be completed, turned in and approved by the director before the child can be enrolled in the program. Parents are solely responsible for ensuring the accuracy of the information contained within those forms and for keeping all such information current. Novi Woods Montessori assumes no responsibility for keeping forms updated. Parents will be required to review the forms annually or as needed to ensure accuracy throughout the year.

- Application for Enrollment: Provides child and family information, who to contact in case of an emergency
- Tuition and Enrollment Contract: Officially enrolls your child in the program, and states that parents agree with Novi Woods Montessori's policies, payment schedule and guidelines regarding medication and health.
- Child Information Record (Emergency Card)
- Health Appraisal

- For Infants: a physical performed within the previous 3 months signed by a licensed health care provider. Restrictions shall be noted.
- For Toddlers: a physical performed within the previous 6 months signed by a licensed health care provider. Restrictions shall be noted.
- For Preschoolers: A physical evaluation performed within the preceding year signed by a licensed health care provider. Restrictions shall be noted. Physical evaluation shall be updated every 2 years.
- Kindergarten: A signed statement that the child is in good health with restrictions noted, and immunizations are up to date.
- If you have chosen not to have your child examined by a licensed health care provider, you must sign a statement annually that your child is in good health and that you assume responsibility for the child's state of health while at Novi Woods Montessori.
- Immunization Record
  - Your physician will provide you an updated immunization record
  - If you have chosen not to have your child immunized, please contact the health department for information and directions. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

#### Termination or Withdrawal

Either parents or Novi Woods Montessori may terminate the childcare agreement upon two weeks written notice to the other party. Where parents do not provide two weeks written notice, the parent is still required to pay for the final two weeks of tuition following the notice of termination plus an early termination fee as described in the Tuition and Enrollment Contract. Novi Woods Montessori reserves the right to expel any child immediately without advanced notice to the parent, if the child's continued participation creates an immediate threat to the child, other children, Novi Woods Montessori or the staff at Novi Woods Montessori. Novi Woods Montessori also reserves the right to terminate the Tuition and Enrollment Contract for unlawful or unacceptable behavior on the part of a parent, guardian or other caretaker of a child enrolled in Novi Woods Montessori while on school property or attending a school function as described in section 25 of this Parent Handbook.

## 4. Schedule of Operation and Yearly Calendar

Novi Woods Montessori operates Monday-Friday from 7 a.m. to 6 p.m. Please see the Tuition and Enrollment Contract for sessions offered.

Please refer to the school calendar provided in your enrollment packet. All dates are subject to change. Where a holiday falls on a Saturday or Sunday, the program reserves the right to close to observe the holiday either the preceding Friday or the following Monday. The program will provide thirty days advance written notice of a Friday or Monday closure due to a weekend holiday. The fixed childcare rate will not be adjusted for holiday closures.

Unless you have prearranged for extended care, do not bring your child to school early. If you arrive after school has begun, please escort your child quietly into the office. Please do not interrupt the class in session. If you are late in picking up your child, please inform the school as soon as you are able.

## 5. Arrival and Departure Procedures

Please make sure you sign your child in and out. Once a parent signs their child out, the parent is then solely responsible for supervising their child, while on center premises. The parent may not allow the child to wander through the hallways, bathroom, other classrooms, parking lot and/or playground. Parents are requested to handle all business issues before signing out their child. Parents must have a backup care plan if parents are not able to drop off or pick up your child at the agreed upon time. These persons must be listed on the Child Information Card.

Class starts promptly at 8:30am for Preschoolers and Kindergarteners and 9:00 for Toddlers. It is important your child is here on time in order to see the presentations in their class. To help facilitate this, teachers will greet Preschoolers and Kindergarteners between 8:15-8:30 at your vehicle and help your child into the building. Please pick your child up at your scheduled time to avoid extra charges. If your child has an adjustment to their schedule on a given day, please jot it down in the notebook next to the sign-in sheets.

Sign your child in and out every day. Only individuals listed on the emergency card are authorized to pick up your child. If a staff member does not recognize the individual picking up your child, they will ask for a state-issued driver's license and match that to our

records of who is authorized to pick up your child. Please inform any grandparents, babysitters, etc. to bring their state-issued driver's license as well as the PIN so they are prepared. Safety is our first priority.

Some children just starting their preschool experience exhibit separation anxiety when it is time for their parent to leave. Novi Woods Montessori believes it is best for parents and child to develop a consistent routine for parental departure. (An example would be telling the child upon arrival that after being signed in, the parent will kiss, hug and say goodbye to the child. This will prepare the child through the anxious time. It is best to stick with the agreed upon plan even when the child is exhibiting signs of distress. If you pick up your child earlier than the dismissal time, please inform us. Do not disrupt the class by walking in if class is in session.

In there is an accident or incident, parent or persons designated to act "In loco parentis" are required to sign any incident/ accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you. However, should you feel it necessary to have an in-depth discussion, please schedule a meeting for a later time, as the teacher is responsible for supervising the remaining children in the classroom. The parent may also discuss the issue with the director.

## 6. Communication

Please check our website regularly at [www.noviwoods.com](http://www.noviwoods.com). We update it with upcoming events, newsletters and pictures! On the website, there are two very important things for which to sign up. The first is our newsletter email. Click Subscribe on the right side of the page under Newsletters. The second is our Text Alert System. You may follow the directions on the right side of our website under 'Sign up for text alerts' or you can text @noviwoodsm to the number 81010. We will use this for school-wide important messages. You can always email us at [novimontessori@gmail.com](mailto:novimontessori@gmail.com) for any questions.

## 7. Licensing Notebook

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). Novi Woods Montessori is licensed under the name Oakland Montessori Academy.

## 8. Fee Policy

### Tuition & Fees

Tuition & Fees are listed in the Tuition and Enrollment Contract. Please refer to that agreement for current pricing. There is separate pricing for the academic year and summer camp, as well as separate program fees for Infants, Toddlers and Preschool/Kindergarten. Tuition is not subject to adjustment for any reason, including but not limited to illnesses, legal holidays, professional days, personal vacations, school calendar vacations, or school closing emergencies or any other reason. Tuition and other fees not paid may result in cancellation of a child's program. If you are enrolling mid-year, your first month will be pro-rated, and then you will begin paying the installment rate the following month.

### Subsidized Payments

Novi Woods Montessori accepts childcare subsidies from the State of Michigan. Parents are responsible for all payments until an authorization letter has been received. After the authorization has been made regarding the amount that will be covered by the State, the parent will be responsible for the remaining portion of tuition. Parents are responsible for completing all required paperwork on time. Once an authorization expires, parents will be responsible for full payment of tuition under the guidelines of the enrollment agreement until a new authorization is received. Parents receiving a child care subsidy are also required to sign an agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

### Types of Payment Accepted

Parents may pay tuition with a check or money order. Please drop off your tuition check when tuition is due and place it in the tuition box near the sign in sheets. CLEARLY label your check with your child's name and for what you are paying. Remember most

banks offer online banking and you can set up automatic payments mailed directly to us. Cash MUST be given to an administrator and a receipt must be requested. Novi Woods Montessori cannot be held responsible for missing cash payments without a receipt. If you need a receipt or statement, email us at [novimontessori@gmail.com](mailto:novimontessori@gmail.com) and we will email you a receipt/statement within 24 hours.

Collections and Attorney's Fees: If Novi Woods Montessori is forced to take action to collect any amount of unpaid tuition, then, the parent will be responsible and hereby agrees to reimburse Novi Woods Montessori for any and all attorney's fees, filing fees, and/or cost associated with efforts made by Novi Woods Montessori to collect.

## 9. Discipline Policy

The Montessori Philosophy stresses respect for the child, respect for others and respect for the environment. When a child interferes with the rights of others the teacher will talk to him respectfully in a positive manner. We encourage the children to verbalize their feelings using words and offer acceptable ways of expressing those feelings. Sometimes it is necessary to give the child time to think about his behavior and then he can rejoin his group. We do not practice punishment or reward, as these are of no value in teaching self-discipline. Children are never deprived of meals, snacks, rest or toilet use as a means of discipline.

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming himself or herself or to prevent a child from harming other person or property. Positive developmentally appropriate discipline will be used when necessary to reinforce appropriate behavior. Staff shall never make a child feel a lack of self-esteem or self-worth. There is no form of physical punishment that will be deemed acceptable.

We at Novi Woods Montessori believe that the best form of discipline evolves from having the following components in each classroom:

- Consistent, knowledgeable and professional teachers.
- A clear and positive set of classroom rules developed with participation from the children.
- A consistent and predictable daily routine/schedule.
- A well-organized classroom equipped with an adequate amount of developmentally appropriate materials
- Developmentally appropriate expectations for children.
- Positive redirection
- Logical and appropriate consequences
- Staff who model appropriate behavior
- Staff who teach children problem solving techniques
- Staff who treat children as individuals and respect their needs, desires and feelings.
- Staff who acknowledge when children are making good choices.
- Teamwork and communication with parents.

## 10. Food service policy

Children need to eat nutritious foods four to six times per day. We ask that you consider nutritional facts when preparing your snacks and lunches and refrain from bringing food high in sugar and artificial ingredients.

### Bottles

Bottles are warmed using a bottle warmer, are mixed to distribute heat and are temperature tested prior to serving.

### Snacks

Novi Woods Montessori will serve a mid-morning snack and an afternoon snack. Parents of Toddlers and Preschool & Kindergarten will be assigned to bring snacks for their child's class one or two weeks a year. This is a nice opportunity for you and your child to prepare and bring a snack for his/her classmates. Snacks can be also being tied to our cultural study units throughout the year. We will plan a menu with you in advance so that we may post the snack menu prior to that week.

**DO TO ALLERGIES, DO NOT BRING IN ANY ITEMS CONTAINING NUTS OR ITEMS PROCESSED IN A FACILITY THAT HANDLES NUTS. DO NOT BRING IN HOMEMADE SNACKS- WE WILL NOT SERVE THEM. WE CAN ONLY VERIFY ITEMS ARE NUT FREE BY THE MANUFACTURER'S INGREDIENTS LIST AND ALLERGEN INFORMATION.**

### Breakfast

If your child will need to eat breakfast at school, the teacher will assist him. Breakfast time ends at 8 a.m. for preschoolers and 8:30 a.m. for toddlers. If you arrive after breakfast time, you are welcome to help your child, as the teachers must set up their classrooms. Parents will provide all breakfast and supplies.

### Lunch

WE PROVIDE A SERVICE OF WARMING UP HOME COOKED FOOD IN A MICROWAVE. Parents will provide healthy lunches that are NUT FREE. If a staff member sees a lunch that is not nut-free that child will be given an alternate lunch. Children & teachers eat lunch together in their classrooms at tables. This promotes good manners, eating habits and socialization skills. Staff will encourage children to eat their main meals. Please provide necessary silverware and a napkin (cloth preferred).

Novi Woods Montessori offers a lunch at a reasonable price each day. The menus will be posted each week. Each lunch includes a main meal, a fruit or vegetable, and milk or water. Purchasing lunch is optional. Please sign up daily before 10:00am to order lunch.

## 11. Nap Policy

### Nap availability

A quiet time is available for children who need to rest. Infants are able to sleep on demand. Toddlers have a scheduled nap time. Refer to the Toddler Daily Schedule. Any full day preschooler or Kindergartener is eligible to take a nap. The center leaves this decision up to the discretion of the parents and teacher. If a child asks to take a nap, they are welcome to do so. Toddlers, Preschoolers and Kindergarteners taking a nap on a regular basis need to bring a small blanket and a full size crib sheet labeled with your child's name. Your child's name must be on all of the items to be left in school. Parents of Infants must provide two portable crib-sized sheets. All beddings will be sent home for laundering each Friday or last day of the child's weekly schedule and is to be returned on Monday or first day of the child's weekly schedule. Toddler and Preschool children generally sleep one to two hours. Please keep us informed if you feel your child needs more or less of a naptime.

### Nap Supplies and Sanitization

Besides mats and cribs/mattresses, all nap time supplies will be provided by parents. Bedding will be stored so that it does not come into contact with other bedding. Mats, cribs and mattresses will be washed, rinsed and sanitized daily if soiled or contaminated, or used by different children and weekly for normal use by one child.

## 12. Child Release Policy

### Authorization to pick up a student

Only individuals listed on the Child Information Card are authorized to pick up your child. If a staff member does not recognize the individual picking up your child, they will ask for a state-issued driver's license and match that to our records of who is authorized to pick up your child. Please inform any grandparents, babysitters, etc. to bring their identification in the form of a valid state-issued driver's license. Other forms of identification such as work identification is not acceptable. Safety is our first priority. As a condition of providing child care services, parents must supply the names of at least two individuals to whom Novi Woods Montessori may release the child in the event of an emergency. Should the staff contact the parent and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list.

All changes and/or additions to the emergency form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to the forms.

Parents must be aware that Novi Woods Montessori and staff are not properly trained to make assessments relating to intoxication or other impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child. However, where questionable child release situations occur, then Novi Woods Montessori has a duty to maintain its role as the child's advocate.

Should parents wish to have a one-time special exception to allow an individual not listed to pick the child up, parents must leave a sign, dated, written note with Novi Woods Montessori the morning of the release. Parents are not allowed to change any release instructions orally. Novi Woods Montessori will require the individual show a positive identification in the form of a state-issued driver's license.

Novi Woods Montessori assumes no responsibility for any injury or harm to the child who has been released to a person on the emergency list or identified in the written exception request process.

With respect to child custody disputes, until custody has been established by a court order, neither Parent may limit the other Parent from picking up the child, nor Novi Woods Montessori will release the child to a known identifiable Parent. An alternative care program should be sought if Novi Woods Montessori's child release protocol places a child at risk.

#### Court Orders Affecting Enrolled Children

In cases where an enrolled child is the subject of a court order (e.g.... Custody Order, Restraining Order, or Protection from Abuse Order) Novi Woods Montessori must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) request a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with Novi Woods Montessori administration, both parents shall be afforded equal access to their child as stipulated by law. Novi Woods Montessori cannot, without a court order, limit access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Novi Woods Montessori suggests that the parent keep the child with them until a court order is issued. If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a protection from Abuse Order or a Restraining Order, Novi Woods Montessori is obligated to follow the order for the entire period it is in effect. Employees of Novi Woods Montessori cannot, at the request of anyone, except the issuing judge, allow a protection from Abuse Order and/or a Restraining Order to be violated. Novi Woods Montessori will report any violations of these orders to the court.

### 13. Daily Activities and Schedule

#### Preschool

7:00a.m.	Free play, Breakfast etc.
8:00 a.m.	Clean up, group activity.
8:30 a.m.	Montessori Sessions begins (circle time, presentation)
9:00 a.m.	Montessori individual work time
11:00 a.m.	Clean up time, circle time
11:30 a.m.	Dismissal for half day students, lunch for full time students
12:00 p.m.	Recess (outdoors/indoors)
12.30 p.m.	Rest time, greeting for PM Montessori, circle time, work time
3:15 p.m.	Clean up, Circle time / snacks
3:30 p.m.	Dismissal; Prepare for Montessori Daycare
3:40 p.m.	Day care outdoors plays group activities
4:45 p.m.	Clean up, bathrooms, hand washing
5:00 p.m.	Group activity / Supervised free play
6:00 p.m.	School closes

#### Toddlers

7:00am	Drop off/Daycare/Breakfast
9:00am	Circle Time
9:25am	Montessori work time and snack
10:15am	Clean up; diapers/bathroom
10:30am	Arts & Crafts; free play
11:15am	Lunch & Recess (outdoor play)
12:15pm	Diapers/bathroom; set up for nap
12:45pm	Nap time
3:00pm	Snack time
3:30pm	Diapers/bathroom; Daycare
6:00pm	School closes

#### Infants

There is no typical daily schedule for Infants. Staff members are trained to meet an infant's needs on an as needed basis. Developmental changes take place far more rapidly in infancy than during any other period of development. The development of trust and security is very important and therefore we recognize that as our first priority. The following activities are incorporated into our Infants' day:

- Rest time
- Meal time
- Rocking/holding by caregiver
- Reading books and playing music
- Exploration on the carpet
- Exploration with various toys and music
- Outdoor time in strollers (when appropriate)
- Communication and interaction with caregivers
- Appropriate basic needs such as diapering & feeding

## 14. Birthdays

We will make your child feel special on his/her birthday! Ahead of time, we will ask for your help in preparing photos of your child at each year of his/her life. You will also give us details of what milestones/special events that happened during that specific year. On the day of celebration, we have a special class time tradition where the birthday child holds a model of the earth and chooses a friend to represent the sun. The birthday child will walk around the sun once, then stopping so a teacher can explain what happened during that year of their life. He will walk around the sun again and stop so everyone can see and hear what happened that year. This continues until the child reaches his current age and the teacher will ask the child what milestones/special events happened recently. We ask that parents refrain from bringing a sugary treat on birthdays, which have a negative effect on work times and concentration. In lieu of treats, parents are welcome to donate a book to the class which the teacher will read on the child's celebration day.

## 15. Uniforms and Clothing and Personal Items from home

### Uniforms

Kindergarten and Preschool children are required to wear uniforms Monday-Thursday. Uniforms consist of Navy Blue Pants/shorts/skirts/jumpers or skirts; light blue shirts/tops/polo shirts. Infants and Toddlers do not wear uniforms.

### Clothing

Parents are responsible for bringing a complete extra set of clothing, including socks, underwear, weather appropriate tops and bottoms. Place these items in a clear plastic box (shoebox size). Label everything, including the box. Parents must recognize that children's clothing may occasionally become soiled or damaged, although Novi Woods Montessori takes all appropriate steps to prevent this from occurring. Novi Woods Montessori assumes no responsibility for damage to a child's clothing. The program strives to bring the children outdoors for play daily when weather permits. Exceptions are rain and excessive heat or cold. As such, parents must be certain that the child is dressed appropriately per weather conditions. This may include, but is not limited to: raingear, jacket, sweater, long pants, hat, mittens, boots, snow pants etc. If a child arrives at the program and does not have the appropriate outdoors wear, Novi Woods Montessori reserves the right to call parents and ask that the appropriate clothing be brought. The school does not always have a staff member available to solely to stay indoors with a child while the others are outdoors. All children are required to wear tennis shoes or soft-soled shoes for safety when using the playground area.

### Personal Items from home

Novi Woods Montessori discourages parents from allowing children to bring personal items from home to the program, except for a small naptime blanket. This includes items in children's backpack. Parents are responsible for enforcing this policy with their child. When a child brings personal items from home, including jewelry, Novi Woods Montessori is not responsible for any damage or loss.

## 16. Missing Materials from the classroom

Occasionally small, seemingly unimportant objects "disappear" from the classroom. Montessori materials are attractive and can easily fit in a child's pocket! However, the completeness of each exercise is very important. Please check your child's backpack daily for small objects. There is no shame in returning an object accidentally taken home or "borrowed".

## 17. Field Trips

Parents will be notified in advance of all Field Trips and will be required to complete a field trip permission slip before every field trip. All field trips are conducted in accordance with the licensing rules set forth for the State of Michigan.

## 18. Observations and Conferences



We have an open-door policy and encourage you to observe your child in the classroom. Please let us know in advance whenever possible, so we can set aside time to answer any questions. We encourage you to observe in the weeks preceding conferences. Conferences are held twice each year. If you have concerns about your child's progress or curriculum, please call the director to schedule a time, when we can discuss the matter. A newsletter will be e-mailed weekly with current activities and curriculum happenings.

## 19. School Closings

Novi Woods Montessori will be closed when Novi and Walled Lake Public Schools close for weather-related emergencies. Novi Woods Montessori may also be closed due to loss of electricity, water loss, fire damage, communicable disease outbreaks etc. Parents will be notified by phone, email or text. Parents agree to arrange alternate emergency childcare for these situations. In the event the child care programs are closed for more than two weeks, the parents are relieved of any financial obligation to pay for those days after two weeks of closure. Parents further agree to resume use of the childcare program as soon as it resumes operation. Nothing in this provision alters the contractual provision relating to the required length of notice for termination of the childcare contract.

## 20. Health, Illness & Medical Care

### General Well Being

Changes in the home environment or disruptions to family life can affect your child's behavior at school. Events such as divorce, death, serious illness or absence of a family member should be shared with the director, so that the teacher may give special attention during these times. All information is confidential.

### Medication Policy

When parents request that the center administer medications, the following provision shall apply:

Medication including prescription drugs, over-the-counter drugs, or individual special medical procedures, will be given or applied only with prior written permission from parents using the Medication Permission Form provided by the State. Prescription medication shall be in the original container and have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions. Novi Woods Montessori will not honor any instruction from a parent which contradicts the instruction of the physician (for prescription drugs) or the instructions on the label (for over-the-counter drugs). If a non-prescription medication indicates that a physician should be consulted for the dosage, written instructions must be obtained from the physician before administering the medication.

Novi Woods Montessori will maintain a record as to the time and the amount of any medication given or applied. Novi Woods Montessori will keep the medication out of reach of children, and will return the medication to parents. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced before the expiration date.

### Sunscreen and Bug spray

If your child needs sunscreen or bug spray, we ask that you apply it first before you drop your child off and a staff member will re-apply in the afternoon. Both sunscreen and bug spray are treated as a medication and therefore require a Medication Permission Form provided by the state. In addition, sunscreen and bug spray must be labeled with your child's name and given to a staff member.

### Illness at School and Exclusion from Program

Novi Woods Montessori requires that parents keep the child home when he or she is ill home for a number of reasons. A sick child may rest more comfortably in his or her own home, more importantly, however, keeping sick child home helps to prevent the spread of contagious illnesses to other children in the program. If your child exhibits any of the following symptoms, please keep the child home and call to inform the school of the absence. To protect all children at Novi Woods Montessori, your child will not be accepted at the center if he/she has any of the following symptoms:

- Thick, colored discharge from nose or eyes
- Persistent and productive cough
- Red or runny eyes with persistent sneezing
- Fever (children must be fever-free without the use of fever reducers for 24 hours before returning to school) Fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm
- Sore throat

- Diarrhea and persistent abdominal pain. (Loose bowels three or more times in a 24-hour period)
- Nausea and vomiting (children must be vomit-free for 24 hrs before returning to school)
- Headache and pain/stiffness of the neck
- Swelling and tenderness of glands, especially around the face and neck.
- Sore and crusts on the scalp, face, or body (particularly if red, swollen and /or draining)
- Any skin eruptions, rash, or yellowing of the eyes or skin
- Pink eye – redness of the eye and/or a thick yellow drainage.
- Lice or Nits – Children must be nit free for 2 days
- Listless, refuses to eat – often a sign of a flu

#### Parent Notification plan for illness

Novi Woods Montessori will report to the parent any suspected illnesses, or other changes observed in the health of a child. If a child becomes ill while at school, Novi Woods Montessori will comfortably isolate the child in an area where the child can be supervised and will immediately contact parents who will be required to pick up the child within one hour of notification. It is the parent's responsibility to arrange for alternate pickup with someone listed on child's emergency contact form if the parent cannot pick up the child. If a parent cannot be reached the staff will call the people listed on the emergency form, until arrangements can be made for the child to be picked up. Bedding, toys, utensils, toilet and lavatory used by ill individual will be appropriately cleaned before being used by another child.

#### Reporting of Illness to School

If your child has been diagnosed with a communicable disease, you must inform the school as we are mandated to report it to the Oakland County Health Department. These include:

- |  |                              |
|--|------------------------------|
| • Hepatitis A  | • Flu-like illness           |
| • Rash Illnesses   | • Stomach virus              |
| • Meningococcal Disease (bacterial meningitis or meningococemia) | • Hand, Foot & Mouth Disease |
| • Rubella (German measles)                                       | • Pink Eye (Conjunctivitis)  |
| • Measles (Rubella)  | • Impetigo                   |
| • Pertussis (Whooping Cough)                                     | • Mononucleosis              |
| • Mumps - Tuberculosis   | • Head Lice                  |
| • Chickenpox (Varicella)   | • Ringworm                   |
|  | • Scabies                    |

Novi Woods Montessori will notify parents when the child is exposed to communicable disease so that parents may monitor child for symptoms. Items and facilities used by an ill child or adult shall not be used by any other person until washed, rinsed, and sanitized. If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then the center shall notify parents of both of the following: (a) the name of the communicable disease. (b) the symptoms of the disease. Novi Woods Montessori will take all measures necessary to protect your child's confidentiality. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics and/or the Oakland County Health Department. Children can be required to present a doctor's note, stating that they are no longer contagious and can return to the program. Novi Woods Montessori reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Please also note that if your child is well enough to come to school, we assume that they are well enough to go outside. Please do not ask a staff member to keep your child inside as it may put us out of child to staff ratios.

#### Disclaimer

Novi Woods Montessori will take reasonable precautions to contain the spread of contagious illness or disease. However, Novi Woods Montessori cannot guarantee that contagious illness or disease will be completely contained, nor can we prevent the spread of contagions to other children. The parent must recognize that, while in school, your child may be exposed to a contagious illness or disease.

#### Allergies

For the safety of your child, parents are requested to provide a signed copy of the "Authorization for emergency care for children with severe allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or

when the allergy is discovered. This form must be filled out by the child's physician and parents and must be updated every six months, or more frequently as needed. Parents must also sign a "Release and Waiver of Liability for Administering Emergency Treatment to Children with severe Allergies" Form. This form releases Novi Woods Montessori from liability for administering treatment to children with severe allergies and taking other necessary actions provided Novi Woods Montessori exercises reasonable care in taking such actions. Any medications required to treat an allergic reaction must be provided in accordance with the medication policy detailed herein.

#### Emergency Medical Care

Parents give permission to Novi Woods Montessori to call 911 in the event of a serious emergency. Any cost of charges incurred for 911 emergencies are the sole responsibility of the parent. All possible attempts will be made to call the Parent in case of emergency or accident.

## 21. Parent Notification Plan for Accidents, Incidents and Injuries

### Parent Notification Plan for Accidents, Incidents and Injuries

While we take your child's safety extremely seriously, accidents and minor injuries sometimes occur. If this happens, Novi Woods Montessori will stay with the child and comfort him/her. A staff member will administer first aid (band-aids) or ice packs are needed. The staff member will assess what happened, determine if a parent should be called (an injury to the head- even if minor- will always require a call to the parent) and complete an accident report. The child will be monitored throughout the day. If parents were not called, they will receive a copy of the accident report at pickup. If a child needs medical care, a report of the incident will also be given to the Department of Licensing and Regulatory Affairs.

Incidents such as change in behavior, a situation involving other children in care, or any other unusual incident will be reported to parents either verbally or by written report.

### Relocation Site

If we have to evacuate the building, our relocation site is Fire Station 2 adjacent to the school. The path is safe and it is an easy route. The address is: 1919 Paramount, Novi, MI 48377. Parents will be notified by phone or text if the facility must move to the relocation site. A posting will be on the door of the school with the relocation site address. Police will be informed of the relocation site.

## 22. Opportunities for parents

We work in partnership with you, the parents in the education and well-being of the whole child. We would like to partner with you and utilize your ideas in our program and planning enrichment activities to our curriculum. At conference time please share your ideas regarding your child's education with your child's teacher.

## 23. Accommodations for Children with Special Needs

Children with special needs are, first of all, children. They have the same basic needs as other children. They are curious about their world. They love picture books, toys, and fun games and activities. They want to learn. Children with special needs should be given activities be given activities which they are able to do. They need to experience success and learn how to deal with failures. These children may require special care based on their unique needs, but should not be treated as if they are different. In most cases, there will be more things these children can do than things they cannot do. Novi Woods Montessori will make accommodations for special needs children. The center will work with parents to develop a specific, personalized plan. Novi Woods Montessori will also make specific emergency procedures for each child who has special needs. These procedures will be documented in the child's file and staff will be notified and trained.

## 24. Biting

Novi Woods Montessori recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 year 9 mos. old classrooms. While every effort will be made to prevent biting, parents with children in these classrooms should anticipate that their children may be bit, or will bite another child. The staff understand that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations that provoke or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children for biting behavior; they will encourage the child who has bitten to help care for the child who has been bit, they will redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Parents will be notified by incident/accident report that a biting incident occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed. The staff of Novi Woods Montessori cannot discuss the medical history of any child involved in a biting seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## 25. No Transportation or Private Duty by Employees

### Transporting by Employees

Novi Woods Montessori does not provide any transportation services. Novi Woods Montessori asks that parents refrain from asking employees to transport children either before or after the child attendance at the program, as employees are prohibited from doing so and may be subject to discipline up to and including termination. Novi Woods Montessori reserves the right to terminate the child care contract in the event that parents arrange transportation of child by a staff member either before or after the child's attendance at the program.

### Private Duty (Babysitting)

Employees of Novi Woods Montessori or members of their families are prohibited from accepting offers for private duty (ex: babysitting, tutoring etc.) for any children enrolled at Novi Woods Montessori without notification and permission from the administrator. Employees who violate this rule are subject to disciplinary action and/or termination. Novi Woods Montessori asks that the parent refrain from asking any employee of Novi Woods Montessori, or their family members, to engage in private child care duties, while their children are enrolled at Novi Woods Montessori without first consulting the administration. Novi Woods Montessori reserves the right to terminate the childcare contract if any parents violate this policy.

## 26. Parent Code of Conduct

### Parent Code of Conduct

Novi Woods Montessori requires the parents of enrolled children behave in a manner consistent with decency, courtesy, and respect. Achieving the ideal environment is the responsibility of the employee and parents or adults who enter the center. It is critical that parents conduct themselves in professional and rational behavior. Novi Woods Montessori reserves the right to immediately terminate the childcare contract if parents behave inappropriately. The following actions are grounds for immediate dismissal. Please note, however, that this is not an exhaustive list of inappropriate behavior.

- Acts of violence, including assault and battery.
- Threatening and harassment of employees, children, other parents or adults associated with Novi Woods Montessori.
- Physical/Verbal punishment of your child or other children at Novi Woods Montessori
- Profanity
- Possession of illegal substances or firearms
- Indecent exposure

## 27. Confidentiality Policy

Novi Woods Montessori takes the responsibility of maintaining the confidentiality of all persons associated with the agency very seriously. Parents must understand the implications of this responsibility. Parents need to recognize that the confidentiality policy not only applies to their child or family, but all children, families and employees associated with Novi Woods Montessori. Any parent who shares any information considered confidential, pressures employees or other parents for information that is not necessary for them to know, will be in violation of the confidentiality policy and may be asked to withdraw from Novi Woods Montessori.

## 28. Suspected Child Abuse & Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Novi Woods Montessori are not required to discuss their suspicions with parent before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or conditions before making a report. Under the act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Novi Woods Montessori take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and the best interest of all children.

As mandated reporters, the staff of Novi Woods Montessori cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith”. The following could be considered suspicions which would likely result in a report:

- Unusual bruising, marks, cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

## 29. Pest Management

Novi Woods Montessori occasionally uses pest management applications to protect children on the playground from mosquitoes, or other pests. Parents will receive advance notice of any pesticide application at least 48 hours in advance. When possible, we try to have these applications done on a Friday evening or weekend.

Parents will be notified about the pesticide, including the target purpose, approximate location, date of application, and contact information for the pest control company.

A school-wide email will remind you of this policy in September of each year. Notification of an upcoming treatment will come in two forms- a posting near the entrance door and an email. If you have any questions, please contact the office.

## 30. Infant and Toddler Guidelines

Food Service Guidelines: Parents must provide all food, milk and formula. Children enrolled in the Infant & Toddler Parents must have all food, formula/breast milk bottles prepared and labeled each day the child is in attendance with their name, contents and date. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won’t run out. Prepared bottles must be stored in the designated refrigerator or lunchbox with a re-freezable icepack and will be warmed using a bottle warmer. All bottles must be taken home by the parents each night to be washed. Staff will not use previously opened baby food. Staff will mix baby cereal just before feeding. All unused food remaining after a feeding will not be reused and will be sent home.

Infants and Toddlers are fed on demand. Staff will not serve infants and toddlers foods that may easily cause choking. Cereal is not added to bottles and staff will not do so without written parental permission. Staff will complete a daily chart for each child detailing for the parent what the child ate, when and how much. Breast-feeding mothers are welcome and encouraged to come to the center during the day to feed their child. Parents of Infants are required to complete a feeding schedule for their child as the child’s feeding requirements change.

Supplies: Parents must provide all other supplies including but not limited to: diapers, wipes, diaper cream, extra clothes including socks, sheets, blankets (for toddlers), sleep sacks (for infants), pacifiers, burp cloths, bibs, etc. In the event that a parent of an infant forgets or does not provide a portable crib-sized sheet on any given day, Novi Woods Montessori will open a new sheet from our inventory and the parent will be charged \$10.

### Infant Safe Sleep

All caregivers that work in the Infant and Toddler rooms have been trained in Infant Safe Sleep and Shaken Baby Syndrome. Novi Woods Montessori adheres to the State of Michigan’s Licensing and Regulatory Affairs (LARA) safe sleep regulations which are listed below. Please do not ask a caregiver to change the rules for your child as they are prohibited from doing so.

- All bedding and sleeping equipment shall be appropriate for the child; be clean, comfortable, and safe; and be in good repair.
- A crib or porta-crib shall be provided for all infants in care.

- Car seats, infant seats, swings, bassinets, and playpens are not approved sleeping equipment.
- Cribs and porta-cribs shall comply with the federal product safety standards issued by the consumer product safety commission.
- A crib or porta-crib shall have a firm, tight-fitting waterproof mattress.
- A tightly fitted bottom sheet shall cover the crib or porta-crib mattress with no additional padding placed between the sheet and mattress.
- Soft objects, bumper pads, stuffed toys, blankets, quilts, comforters, and other objects that could smother a child shall not be placed in a crib or porta-crib with a resting or sleeping infant.
- Blankets shall not be draped over cribs or porta-cribs when in use.
- Cots and mats shall be constructed of a fabric or plastic which is easily cleanable.
- All sleeping equipment and bedding shall be washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.
- When sleeping equipment and bedding are stored, both of the following apply:
  - Sleeping surfaces shall not come in contact with other sleeping surfaces.
  - Bedding shall not come in contact with other bedding.
- All occupied cribs, porta-cribs, cots, and mats shall be placed in such a manner that there is a free and direct means of egress and shall be spaced, as follows:
  - Cribs and porta-cribs at least 2 feet apart. Cribs or porta-cribs with solid-panel ends may be placed end-to-end.
  - Cots and mats at least 18 inches apart.
  - The center shall permit children under 18 months of age to sleep on demand.
  - Infants shall rest or sleep alone in cribs or porta-cribs.
  - Infants shall be placed on their backs for resting and sleeping.
  - Infants unable to roll from their stomachs to their backs and from their backs to their stomachs shall be placed on their backs when found face down.
  - When infants can easily turn over from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever position they prefer for sleep.
  - For an infant who cannot rest or sleep on her or his back due to disability or illness, written instructions, signed by the infant's licensed health care provider, detailing an alternative safe sleep position and/or other special sleeping arrangements for the infant shall be followed and on file at the center.
  - A sleeping infant's breathing, sleep position, and bedding shall be monitored frequently for possible signs of distress.
  - An infant's head shall remain uncovered during sleep.
  - Toddlers shall rest or sleep alone in cribs, porta-cribs, or on mats or cots.
  - Infants and toddlers who fall asleep in a space that is not approved for sleeping shall be moved to approved sleep equipment appropriate for their age and size.
  - Naptime or quiet time shall be provided when children under school-age are in attendance 5 or more continuous hours per day.
  - Resting or sleeping areas shall have adequate soft lighting to allow the caregiver to assess children.

#### Guidelines for Toddlers Phasing – in Period

9:00am – 10:00am

Please enter with your child and sit in an adult specified chair. Allow your child to freely explore the environment, stay near you to return to you as frequently and as naturally as needed. Remember to remain more passive while you still acknowledge your child's presence. This enables your child to build trust with the teachers and the new environment. We also ask that you not speak to each other during class, as your voices will attract your child's attention, and that you hold all questions until after class.

After the required phase-in period and when your child appears comfortable, please let the teacher and your child know you will be leaving. Never sneak out. It will be helpful to start setting up a departure routine from the beginning. If your child may tire early during the first few weeks, you may leave earlier than dismissal time. We would like this experience to be as positive and happy for you and your child as possible.