

# Novi Woods Montessori Center, Inc.

## Parent Handbook

(Rev. 2/19)

### Table of Contents

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

*Dear Parents,*

*Welcome to the Novi Woods Montessori Center, Inc. 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 child care 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 Center, Inc." means the program operated by Novi Woods Montessori Center, Inc. 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 Center, Inc. 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 Center, Inc. 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 Center, Inc.

### Handbook is the property of program

This handbook is the exclusive property of Novi Woods Montessori Center, Inc. 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 Center, Inc. The Handbook must be returned to Novi Woods Montessori Center, Inc. upon termination of child care services.

## 2. Philosophy of Program and Curriculum

Novi Woods Montessori Center, Inc. was established in 1994. We are a state licensed private school offering Toddler, Preschool and Kindergarten programs. Novi Woods Montessori Center, Inc. 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 Center, Inc. is equipped with a 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.

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 18 months 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 Center, Inc. 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 Center, Inc. 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 Center, Inc.'s policies, payment schedule and guidelines regarding medication and health.
- Child Information Record (Child Information Record (emergency card))
- Health Appraisal
  - 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 Center, Inc.
- 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 Center, Inc. may terminate the child care 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 Center, Inc. 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 Center, Inc. or the staff at

Novi Woods Montessori Center, Inc. Novi Woods Montessori Center, Inc. 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 Center, Inc. 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 Center, Inc. operates Monday-Friday from 7:15 a.m. to 6 p.m. Please see the enrollment packet 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 child care rate will not be adjusted for holiday closures.

#### 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 Record.

Class starts promptly at 8:30am for all classes. It is important your child is here on time in order to see the presentations in their class. 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.

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.

Sign your child in and out every day on the iPads. Only individuals listed on the Child Information Record (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.

If 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.noviwoodsmontessori.com](http://www.noviwoodsmontessori.com). We update it with upcoming events, newsletters and pictures! Communication with the school can be done with the parent portal. 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 Center, Inc. is licensed under the name Oakland Montessori Academy.

#### 8. Tuition & Enrollment Contract: Fee Policy

### Tuition & Fees

Together with the Registration fee, the Tuition & Enrollment Contract officially enrolls your child or holds their place. This contract states all fees and fee-related policies. Please review it fully before signing. Please see the Fee Schedule for current tuition prices & fees. 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.

Enrollment Fees: An Academic Year enrollment fee of \$125.00 is due for all children at the time of enrollment. A summer enrollment fee of \$50 is due for new children **only** and those not enrolled in the current Academic Year. It is due with the Tuition and Enrollment Contract to hold your child's place. It is NOT REFUNDABLE.

Early Withdrawal Policy: Early withdrawal during the Academic Year constitutes a breach of this Tuition and Enrollment Contract. A two-week written notice of withdrawal must be given. Tuition is still owed for those two weeks and will be pro-rated based on your tuition rate. In addition, a penalty of \$500.00 will be charged. This applies to all students.

Extended Absence: Tuition is not subject to adjustment because of illness, vacation/travel or extended absence, unless over two weeks. If the absence is over two weeks, the first two weeks' tuition is still due. Beginning on the third week and each week following, you will be charged half the tuition for that period. This guarantees the child's place upon return.

Late Pickup Charges: There is an hourly rate of \$12/hour if your child stays beyond their scheduled time (prior to closing time). This should be scheduled ahead of time for staffing purposes. **Additionally, a \$ 3.00 per minute fee will be assessed when a child is picked up after 6:00pm, payable directly to the teacher caring for your child. Please notify the school immediately if you know you will be arriving after 6:00pm.** Regular late arrivals can result in cancellation of your child's enrollment from the program.

Past Due Charges and Fees: A late fee of \$35.00 will be added to your account for past due payments. Payments more than 5 days late can result in cancellation of your child's enrollment from the program. There will be a \$ 35.00 fee for any checks that are returned to us as NSF from your bank. 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 costs associated with efforts made by Novi Woods Montessori to collect.

Discounts: A 10% discount is given for a second child and all subsequent children enrolled in one family. Discounts are given on the less expensive programs.

### Other Enrollment Items

When you register, you will set a consistent schedule that is reserved for your child for the academic school year. If you need to adjust your child's schedule (add a day, change a day), please see the office. Changing your child's schedule may incur a fee. We may not always have the space to accommodate a schedule change.

### Subsidized Payments

Novi Woods Montessori Center, Inc. accepts child care 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 child care subsidies.

### Types of Payment Accepted

Parents may pay tuition with a check or through the Parent Portal. Please drop off your tuition check when tuition is due and place it in the tuition box to the left of the fish tank. 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 Center, Inc. cannot be held responsible for missing cash payments without a receipt. If you need a receipt or statement, email us at novimontessori@gmail.com and we will email you a receipt/statement within 24 hours.

Collections and Attorney's Fees: If Novi Woods Montessori Center, Inc. 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 Center, Inc. for any and all attorney's fees, filing fees, and/or cost associated with efforts made by Novi Woods Montessori Center, Inc. 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. 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.

## 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. All children are encouraged to eat what has been prepared for them, however, we cannot require children to eat a specific quantity of food or to sit to eat for a lengthy time period. We will always send home food not eaten and if there's any concern, please see the office.

### Snacks

Novi Woods Montessori Center, Inc. will serve a mid-morning 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. We will plan a menu with you in advance so that we may post the snack menu prior to that week.

DUE 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 8:15 a.m. for all students. If you arrive after breakfast time, you are welcome to stay and help your child, as the teachers must set up their classrooms. Parents will provide all breakfast and supplies.

### Lunch

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 and parents will be charged for a hot lunch. Ice packs are required in children's lunchboxes every day if there are items that need to be kept cold. We are not allowed to serve food that has not been properly stored and we will have to discard it. If this happens, your child will be given an alternate lunch and parents will be charged for a hot 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 first. Please provide necessary silverware and a napkin (cloth preferred).

Novi Woods Montessori Center, Inc. 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. Supplies

All supplies will be provided by parents unless otherwise noted and include but are not limited to: food, drinks, linens for nap time, extra clothes, diapers/pull-ups, wipes, diaper cream, sunscreen, bug repellent, proper outerwear.

## 12. Nap Policy

### Nap availability

A quiet time is available for children who need to rest. 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. All bedding 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, 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 will be washed, rinsed and sanitized daily if soiled or contaminated, or used by different children and weekly for normal use by one child.

### 13. 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 Center, Inc. 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 Center, Inc. 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 Center, Inc. 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 Center, Inc. the morning of the release. Parents are not allowed to change any release instructions orally. Novi Woods Montessori Center, Inc. will require the individual to show a positive identification in the form of a state-issued driver's license.

Novi Woods Montessori Center, Inc. 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 Center, Inc. will release the child to a known identifiable Parent. An alternative care program should be sought if Novi Woods Montessori Center, Inc.'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 Center, Inc. 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 Center, Inc. administration, both parents shall be afforded equal access to their child as stipulated by law. Novi Woods Montessori Center, Inc. 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 Center, Inc. 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 Center, Inc. is obligated to follow the order for the entire period it is in effect. Employees of Novi Woods Montessori Center, Inc. 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 Center, Inc. will report any violations of these orders to the court.

### 14. Daily Activities and Example Schedule (subject to changes)

#### Preschool

7:15a.m.	Free play, Breakfast etc.
8:15 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 child care
3:40 p.m.	Child 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

7:15am	Drop off/Child care/Breakfast
8:30 am	Montessori class time and snack
11:00 am	Recess
11:30am	Lunch
12:00pm	Prepare for nap
12:30pm	Nap time
3:00pm	Snack time
3:30pm	Child care
6:00pm	School closes

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

### Uniforms

Kindergarten and Preschool children are required to wear uniforms Monday-Thursday during the Academic Year only. Uniforms consist of Navy Blue Pants/shorts/skirts/jumpers or skirts; light blue shirts/tops/polo shirts. 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. Everything must be labeled with the child's first and last name. Place these items in a plastic bag in their backpacks. Parents must recognize that children's clothing may occasionally become soiled or damaged, although Novi Woods Montessori Center, Inc. takes all appropriate steps to prevent this from occurring. Novi Woods Montessori Center, Inc. assumes no responsibility for damage to a child's clothing. The program strives to bring the children outdoors to 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 Center, Inc. reserves the right to call parents and ask that the appropriate clothing be brought. 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 Center, Inc. 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 backpacks. Parents are responsible for enforcing this policy with their child. When a child brings personal items from home, including jewelry, Novi Woods Montessori Center, Inc. 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 Center, Inc. will be closed for weather-related emergencies. (We do not do makeup days when closed) Novi Woods Montessori Center, Inc. may also be closed due to loss of electricity, water loss, fire damage, communicable disease outbreaks etc. Parents will be notified by email & text message and/or Remind app. Parents agree to arrange alternate emergency child care 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 child care 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 child care 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 Center, Inc. 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 Center, Inc. will maintain a record as to the time and the amount of any medication given or applied. Novi Woods Montessori Center, Inc. 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 repellent

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 repellent are treated as a medication and therefore require a Medication Permission Form provided by the state. In addition, sunscreen and bug repellent must be labeled with your child's name and given to a staff member. No aerosol cans of bug repellent or sunscreen are allowed.

### Illness at School and Exclusion from Program

Novi Woods Montessori Center, Inc. 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 a 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. Children must be symptom free without the use of medication for 24 full hours. To protect all children at Novi Woods Montessori Center, Inc., 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 24hrs 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 10 days
- Listless, refuses to eat – often a sign of a flu

#### Parent Notification plan for Illness

Novi Woods Montessori Center, Inc. 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 Center, Inc. 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 the 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. Common diseases include:

- |                              |                             |
|------------------------------|-----------------------------|
| ● Rash Illnesses             | ● Pink Eye (Conjunctivitis) |
| ● Pertussis (Whooping Cough) | ● Impetigo                  |
| ● Flu-like illness           | ● Head Lice                 |
| ● Stomach virus              | ● Ringworm                  |
| ● Hand, Foot & Mouth Disease |                             |

Novi Woods Montessori Center, Inc. will notify parents by email when the child is exposed to communicable disease so that parents may monitor the 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 Center, Inc. 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 Center, Inc. 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 Center, Inc. will take reasonable precautions to contain the spread of contagious illness or disease. However, Novi Woods Montessori Center, Inc. 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 of children with severe allergies 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 Center, Inc. from liability for administering treatment to children with severe allergies and taking other necessary actions provided Novi Woods Montessori Center, Inc. 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 Center, Inc. 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 Center, Inc. will stay with the child and comfort him/her. A staff member will administer first aid (band-aids) or ice packs as 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. Parents 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 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 Center, Inc. will make accommodations for special needs children. The center will work with parents to develop a specific, personalized plan. Novi Woods Montessori Center, Inc. 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 Center, Inc. recognizes that biting is a developmentally appropriate behavior for children in Toddler 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, harshly discipline or dis-enroll 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 or the medical history of any child involved in a biting incident.

## 25. No Transportation or Private Duty by Employees

### Transporting by Employees

Novi Woods Montessori Center, Inc. does not provide any transportation services. Novi Woods Montessori Center, Inc. asks that parents refrain from asking employees to transport children either before or after the child's 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 Center, Inc. reserves the right to terminate the enrollment contract in the event that parents arrange transportation of children by a staff member either before or after the child's attendance at the program.

### Private Duty (Babysitting)

Employees of Novi Woods Montessori Center, Inc. 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 Center, Inc. without notification and permission from the administrator. Employees who violate this rule are subject to disciplinary action and/or termination. Novi Woods Montessori Center, Inc. ask that the parent refrain from asking any employee of Novi Woods Montessori Center, Inc., or their family members, to engage in private child care duties, while their children are enrolled at Novi Woods Montessori Center, Inc. without first consulting the administration. Novi Woods Montessori Center, Inc. reserves the right to terminate the enrollment contract if any parents violate this policy.

## 26. Parent Code of Conduct

### Parent Code of Conduct

Novi Woods Montessori Center, Inc. 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 a professional and rational behavior. Novi Woods Montessori Center, Inc. reserves the right to immediately terminate the child care 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 behaviors.

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

## 27. Confidentiality Policy

Novi Woods Montessori Center, Inc. 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 Center, Inc. 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 Center, Inc.

## 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 Center, Inc. will not discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor will they attempt 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 Center, Inc. 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 Center, Inc. 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 Center, Inc. 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. Birthdays

We will make your child feel special on their birthday! Teachers will contact you prior to your child's birthday regarding plans for that day. No food items will be accepted due to food restrictions and allergies. We welcome parents to donate a book to their child's class!

If you will be celebrating outside of school with a party, we ask that you do not bring invitations to classmates unless you are inviting your child's entire class. Thank you for understanding.