



# Children's Place Montessori Farmington Hills

## Policy Statement 2024-25

We attempt here to define clearly A Children's Place Montessori's policies in some of the most common areas of concern to both parents and staff members. Open communication between parents and members of our staff is essential to meeting your child's needs. Please read this Policy Statement and discuss with us any concerns you may have.

### **ENROLLMENT**

#### **Documents Required**

The parent is required to complete an Enrollment Application, Parent Contract, Payment Agreement, Over the Counter Medication Permission, Annual Field Trip Permission Slip, a Health Appraisal Form (signed by the doctor), and a Child Information Record which authorizes us to seek emergency medical care (signed by the parent). Parents of children under 36 months must initial a request on the parent contract to allow the child to attend our multi age program. The Child Information Record must be signed before the child may attend school.

#### **Enrollment Requirements**

Children's Place Montessori enrolls children ages 2 ¾ through 6 years of age. If your child is under 36 months of age, you must initial a request on the parent contract that you wish your child to be placed in our multiage classrooms with the understanding that the appropriate student to adult ratio for your child's age will be maintained while your child is in attendance and that developmentally appropriate materials will be available for your child during the time s/he is in attendance at Children's Place Montessori. With very young children, a copy of a birth certificate may be required. Children must be potty trained, or very close to being able to take care their toileting needs before they can be enrolled. An interview with the child and parent is required prior to enrollment. This meeting gives the children an opportunity to become familiar with the school and teachers and allows them to become more comfortable with the new environment. It also gives the teacher an opportunity to interact with the child to determine if our program provides a proper educational setting that meets the child's needs. Former students and siblings of current students through age 8 are welcome to attend during summer or vacation breaks, if room is available. Generally speaking, Children's Place is not equipped to handle children who are physically, developmentally, or emotionally impaired. Acceptance will be at the discretion of the teacher and director. After the above requirements are met, and based on available space, a child shall be enrolled without regard to race, creed, or national origin.

### **ATTENDANCE / SCHEDULES**

#### **Academic Year Schedule – September – Mid-June**

Children's Place will be open from 8:00 AM to 5:30 PM each day, Monday through Friday with vacation breaks in December, February and March/April, following the Farmington Hills School calendar. A calendar with specific dates will be provided. The academic school year will begin the day after Labor Day, but will otherwise follow the Farmington Hills school calendar. We do provide vacation care for an additional fee during the school breaks if five (5) or more children need care, but the school will be closed (no care available) on New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Cleaning Weeks at the end of August, Labor Day, Thanksgiving Day (and the previous Wednesday and following Friday), Christmas Eve, the days between Christmas Day and New Year's Day and one Staff Development day to be determined. Our academic year tuition is an annual fee divided into monthly or quarterly payments. There is no additional charge for longer months and accordingly, there is no reduction for shorter months or those with scheduled vacation weeks.

#### **Summer Schedule Mid- June – August.**

Our summer program is optional for students attending Children's Place and those that will be attending in the fall. We usually have three 3-week sessions in the summer. During the summer, tuition is based on attendance. You do

not pay for days your child is not scheduled to attend. However, if you anticipate not using your scheduled days, a 2-week notice is necessary so that we can make arrangements for another child to attend that day. If the 2-week notice is not given, you will be charged for the day you reserved. Please remember to sign your child in and out each day s/he attends school. In addition to tuition, there is a registration fee of \$50/session. The school is open the same hours, but the daily schedule includes more outdoor activities than the academic year. We are closed for cleaning the third and fourth weeks in August before the start of the academic school session. Care will be available the week before the academic year begins.

#### Vacation Care – Mid- Winter Break (February) Spring Break (Mar/April)

If 5 or more students need care, we provide vacation care during the holiday breaks. Charges for vacation care depend on number of days attending. Extended half day and full day attendance only. There is no reduction in tuition for months with vacation breaks.

#### Absences

We would appreciate your informing us anytime your child is going to be absent and when s/he is expected to return.

#### Inclement Weather Closings

In addition to scheduled closings for holidays, **Children's Place will also close due to inclement weather (snow) when the Farmington Hills Schools close.** Please listen to your local radio or television for information on school closings. Should the public schools close due to **extreme cold** affecting children waiting for busses, **we will not close.** Snow days are built into the annual tuition schedule. However, should Children's Place close for more than three (3) days per academic year for inclement weather, you will be compensated by allowing your child to attend the summer program free of charge for the number of excess days.

### FINANCIAL OBLIGATIONS

#### Registration Fee

The registration fee of \$280 includes the following: cost of in-school field trips, one uniform shirt with Children's Place logo, one pair of indoor rubber soled shoes for school use, school parties with pizza (Halloween, Christmas, Valentine's, Spring Relay & Games) throughout the year, performances (December & June), feasts (Thanksgiving, Mother's Day Luncheon, Father's Day Ice Cream Social) extracurricular classes materials (music, yoga & movement), celebrations (Grandparent's Tea), a Montessori parent education booklet and workshop, a tote bag and enrollment paperwork. Gymnastics, Mighty Minds and dance are optional and at additional cost. Payment of the registration fee will secure your child's position in Children's Place and it is not refundable. There is also a registration fee for the Summer Session of \$50/session. This pays for the summer enrichment classes. (cooking, gymnastics, art, dance, music, forest school, Mighty Minds) and the in-school field trips (one per session).

#### Deposit

A deposit of ½ month's tuition is required and will be used for your June tuition payment. This deposit is also required to secure your child's position in Children's Place and is refundable, if your child does not begin school in the fall. After the start of school, it may be used for tuition payments only. Should you need to leave mid-year, it may be used for your last month's tuition through April. If you withdraw from school in May, you will be obligated to pay ½ of the regular tuition through the end of the school year (mid June). Your deposit will be used to pay a portion of those charges.

#### Tuition

Tuition may be paid monthly or quarterly. Please read the Payment Agreement for details on each payment plan. The tuition payments are due on the 25<sup>th</sup> of the previous month, but payments are payable through the 10<sup>th</sup> of the current month. Any payments received after the 10<sup>th</sup> will be considered late and subject to a \$25.00 late fee. Because our program and licensing regulations require us to hire staff based on the number of children enrolled, we cannot give tuition refunds for days your child is absent. There is a reduction in tuition for extended vacations of one month or more, 6 weeks maximum. (See Extended Vacation for additional information.) Any time a child disenrolls, his/her place may be filled by someone on the waiting list.

### Late Fees

Inasmuch as Children's Place closes at 5:30 P.M., late charges will be assessed for every 15 minutes or fraction thereof that a child is left beyond that time per the Payment Agreement (See Schedule of Fees). The clock in the foyer will be used to determine fees. Should you arrive after your child's scheduled pick-up time, you will be asked to sign a Late Pick Up book. If you do not pay at that time, you will be billed. There is a 5 minutes grace period.

### Payments & Receipts

We accept tuition payment with cash, checks or through Venmo. Receipts will be given at the time of cash payments. Receipts for checks will be sent via email. Direct payment through Venmo is also an option. Our account ID is Karen-Lumsden-1 and the last four digits of my phone are 4824.

### Extended Absences Discount

If your child will be absent for a month or more, you may reduce your tuition and pay half the required amount for the time absent up to six weeks. After six weeks, full tuition will be required to reserve your child's space for his/her return. **This option is available with monthly payments only. There is no reduced tuition for extended absences with the quarterly payment plan.**

### Tax Credit

Under a federal tax bill, most families can save 20 % of their children's tuition at our school. For details on eligibility and filing procedures, contact your accountant or the IRS. You will require our tax ID number which is 38-2619953 and our address, 32175 Folsom Rd. Farmington Hills, MI 48336.

## **WITHDRAWAL, DISENROLLMENT, DISCIPLINE**

### Withdrawal

Should it be necessary for you to leave Children's Place before the end of the school year, we require **one month's notice**. The deposit of ½ month's tuition will be applied to your final payment through April. If one month's notice is not given, the deposit will be forfeited. If you withdraw from school in May, you will be obligated to pay ½ of the regular tuition through the end of the school year (mid June). Your deposit will be used to pay a portion of those charges.

### Disenrollment

While we will attempt to work through any difficulties that may arise during the school year, there are times that it is best for both the child and the school to disenroll. Causes for disenrollment are:

- 1) A child who has developmental problems that cause him/her to harm other children or to disrupt the program at Children's Place will be disenrolled.
- 2) Failure of the parent to pay tuition and fees will result in disenrollment.
- 3) A child who has repeated toileting problems may have to disenroll until such time as sufficient progress is made.
- 4) A child that has unresolved discipline incidents (see below) will be asked to seek other care arrangements.

If the child is disenrolled by Children's Place for reasons 1, 3, or 4, the parent will be given one month to make other child care arrangements. If the child should be withdrawn by the parents, Children's Place must be given one month's notice prior to withdrawal. If Children's Place is not given the stipulated one month's notice, the parent is obligated to pay the equivalent tuition fee and the deposit (1/2 month's tuition) will be forfeited.

### Discipline Policy

When disciplining a child, the objective is to help the child find acceptable methods of expressing the frustration that may be causing the inappropriate behavior. The goal of discipline is to help develop a child's positive self-image and self-confidence as well as eliminate the negative behavior. Children's Place staff shall use positive methods of discipline which encourages self-control, self-direction, self-esteem, and cooperation among the children. Staff members shall not use hitting, shaking, biting, pinching or corporal punishment as a form of punishment. As belittling, threatening or condemning only causes the child to resent the adult, we will use techniques of praise for positive actions, positive redirection and logical consequences. A child shall not be

deprived of meals, snacks, rest or necessary toilet use as a type of discipline. No child shall be confined in an enclosed area.

Non-severe discipline or restraint may be used when reasonably necessary, based on the child's development, to prevent a child from harming him or herself, or to prevent a child from harming other persons or property excluding those forms of punishment mentioned in this statement.

- Specific limits and rules will be clearly communicated to the children so that the children know what they may and may not do.
- Discipline will be handled as the situation deems necessary. Putting off the discipline will cause the child to forget about his or her inappropriate behavior.
- The teacher will intervene when necessary. For example, when children are fighting, a child is in danger of hurting himself or others etc.
- The teacher will reflect the child's behavior. The teacher will state her feelings about the situation. For example, "You are throwing blocks and I am concerned that when you do this, you may hurt someone."
- The child is given alternatives to choose. For example, "You can build a house with the blocks or you may put the blocks away."
- It may be necessary to inform the child of the logical consequences of the inappropriate behavior. For example, "If you throw another block, you may not work with the blocks and I will help you find another activity."
- Should the child become so upset that s/he becomes disruptive to the class environment, it may be necessary to allow a child to have "time to reflect" outside of the classroom. The child will be escorted out of the room until s/he is able to settle down and is ready to rejoin to the classroom. A teacher will be available to hear the child's concerns, if s/he is able to express them, and provide some closure to the incident.
- If a child's behavior is such that it cannot be handled by the procedures outlined above, it may be necessary to involve the parents to reinforce with consequences at home.
- Among others, behaviors that may result in parent involvement are:
  - ~ Bullying
  - ~ Disrespectful behavior toward teachers or other students
  - ~ Physical Aggression
  - ~ Destroying classroom materials

Children's Place is committed to giving our children a safe, secure environment. Normal lapses in appropriate behavior (running in class, "forgetting" to come in from the playground, misuse of materials, etc.) will be dealt with during the day. Behaviors that consistently disrupt the smooth flow of the classroom will be discussed with the parents. At no time should parents attempt to discipline a child other than their own.

### **SNACKS, LUNCH, RECESS & REST**

#### **Food / Snack**

Children's Place will provide mid-morning, mid-afternoon, and late afternoon snacks. Snacks will consist of two food groups, usually a grain (cracker, bread, muffin) and an item from another food group (milk, juice, fruit, cheese, p-nut butter, cottage cheese, yogurt, etc.)

#### **Food / Lunches**

Parents are responsible for the children's lunches. Lunchboxes are stored in bins or in the children's cubbies. Water bottles are kept on carts. We encourage you to send nutritious food for your child's mid-day meal. We will encourage children to eat 1/2 of the main course (i.e. 1/2 sandwich, 1/2 thermos of soup) before eating the other items you may pack.

Candy is not appropriate for lunch. While we understand that some children are picky eaters, it is against our policy to feed the children. We do not believe that it is in the children's best interest to spoon feed them after they have finished eating. We do not serve breakfast; however, if your child arrives at 8:00, and you provide a breakfast, s/he may eat it at school. If your child arrives after 8:15, please arrange for him/her to eat at home.

#### **Lunch Options**

Children's Place offers mac & cheese on Monday, chicken/veggie nuggets on Wednesday and pizza on Friday. School lunches include a fruit and vegetable. The children may eat as much as they wish. The charge per week is

\$3 for one meal, \$6 for two and \$8 for all three meals. Payment may be made in \$20 increments and will be retained to pay for the meals. We will alert you when your account falls below \$5.

#### Outdoor Play / Indoor Recess

It is our policy to follow the state regulation requiring an outdoor time for all children every day, weather permitting. We will not go out if it is raining, or if the temperature, including wind chill, drops below ~ 20°. Please dress your child accordingly. During winter, the children will need snow pants, gloves or mittens, a hat, boots and a warm coat in order to go outside. Unless there is a medical reason for your child to remain indoors, please plan on an outdoor recess every day. If your child must remain indoors for 3 days or more, we must have a doctor's note indicating the medical reason. Indoor recess is 30 - 45 minutes of play time in either the multipurpose room or the gym. The children enjoy unstructured play in these areas during inclement weather.

#### Rest / NapTime

There will be a quiet time in the afternoon for all children. Children that nap regularly can sleep in the gym from 1:15 – 3:00. Children that rest (and nap occasionally) rest between 1:15 - 2:00 and then have class from 2:00 to 3:30. Kindergarteners and children that are classers will have a rest time from 1:00 – 1:15 where they will enjoy listening to a chapter of a book. They will attend class from 1:00-3:30. We provide a sheet, small blanket for the children's mats and a bag to hold them. All nap items will fit into the bag and will be sent home for laundering weekly or more often, if necessary.

### **PARENT INVOLVEMENT, RIGHTS AND RESPONSIBILITIES**

#### Visiting and Conferences

Parents are welcome to visit the school at any time. We believe that strong parent interest and involvement are essential to excellence in any early education program. We urge you to consult with your child's teacher whenever any significant problems regarding your child arise either at home or at school. If you do not have an opportunity to talk with us on such occasions, please send an e-mail or a note along to explain the situation. Any help you can provide which will allow us to understand your child better will be appreciated. In addition, we seek your active involvement as parents in the school's program, particularly following your child's progress. We strongly encourage you to participate in formal individual parent-teacher conferences we will schedule during the year. Even more important, we encourage you to take advantage of opportunities for daily contact with the teachers.

#### Parent Education

Classes for parents will be scheduled in the autumn. Before school begins, a parent meeting will be scheduled to allow you to meet all the staff members and ask any remaining questions you may have. A short review of the Montessori philosophy will also take place. Later in the fall, we will have a meeting to discuss the booklet "A Parent's Guide to the Montessori Classroom." This is a more comprehensive look into the Montessori curriculum. The cost of the booklet and class is covered by your registration fee. Again, later in the fall, our Discovery Night will take place. This is an opportunity for parents to come into the classroom and work with the materials to "discover" how concepts are demonstrated to their children. If there is sufficient interest, we may offer a parenting class utilizing the STEP (Systematic Training for Effective Parenting) program.

#### Field Trips

Field trips are considered an integral part of the educational program and will be taken periodically. Currently, we schedule two off campus field trips (one in the fall and one in spring) and 3-4 in-school events. With volunteer parent chaperones, Children's Place will provide more than adequate supervision at the field trip site. You will be informed of the event and we require a signed annual permission slip listing the planned trips. Parents are encouraged to join us on the field trips, however, unless they chaperone, parents must pay the field trip fee. In order to chaperone, parents will be required to apply for and obtain a background check through the Central Registry. Typically, they must supervise three children. We will use Trinity Transportation school busses for transportation of the children. Parents must drive themselves to the field trip site. A portion of your registration fee is used to pay the cost of the transportation and the field trips.

### Transportation

Parents are expected to provide transportation to and from Children's Place and to be responsible for seeing the child into the building and received by a staff member, and coming in for him or her when they leave each day.

### Dismissal Policy

It is our policy to release your child only to the parents. If someone other than the parent is to pick up the child, we must have prior notification, the person must be listed on the emergency card and unless the person is known to us, s/he must show picture identification. Since the responsibility of caring for your child weighs heavily on us, it is our policy not to release any child to anyone, including a parent, who shows any evidence of having consumed alcohol or drugs until proper law enforcement authorities have been called and we are assured that there is no danger to your child. Should this procedure cause delay in your child's departure, applicable late fees will be charged.

### Sign-in, Sign-out Book, Licensing Notebook Access

The DHS regulations require that we must keep a record of your child's attendance and maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook must include all reports issued on or after May 27, 2010. This center maintains a licensing notebook of including all required documents.

Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**Please sign your child in and out every day in the book in the front hall.**

**You may review our licensing notebook at any time. It includes annual state inspection reports and maintenance records.**

## **SAFETY & PERSONAL ITEMS**

### Medical

State regulations require us to maintain a medical record on each child and for the child to have a physical examination within the twelve months prior to his/her admission to the school. The medical records form is to be filled out by you and your family doctor and returned to us when the child begins attending school. If your child develops any of the following symptoms while at school, the child will be isolated from the other children in the office. One of the parents will be called and asked to take the child home as soon as possible, preferably within one hour.

- A temperature of over 99 degrees (oral)
- Intestinal disturbance by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears, profuse nasal discharge

If the child has been exposed to any contagious disease such as Covid 19, whooping cough, German or regular measles, mumps, chicken pox, diphtheria, or scarlet fever, or if s/he has diagnosed as having lice or impetigo, s/he should be kept home. The fact of the condition should be reported to the school as soon as possible

If your child needs to be given medication, our staff can administer it only if the following requirements are met:

1. Medication must be in the original bottle with prescription intact.
2. A written request containing the following information:
 

- The child's name	- The date
- The name of the medication (the technical name)	- The amount to be given
- The time for it to be given	- Parent's signature

In the event of a medical emergency or accident, we will first attempt to contact the parents and the child's own physician. Should parents or physician not be available, we would avail ourselves of services of the hospitals near us, if required, in an emergency. Part of this policy is your authorization for Children's Place to contact your family

doctor and to take whatever emergency medical measures are deemed necessary for the care and protection of your child enrolled at Children's Place Montessori.

#### *Accident, Illness, Injury, Injury Notification*

If your child is injured in an accident during the day or requires first aid, you will be notified by email. In addition, you will be given a paper report when you arrive and are asked to sign the permanent Accident Reports book in the gym. If the injury is more significant or involves a head injury, you will be contacted by phone. For illness or incidents, you will be contacted by phone.

#### *Healthy Habits*

Children's Place encourages good health habits by scheduling routine hand washing after bathrooming and before eating and encouraging all the children to wash hands after sneezing, coughing or blowing their noses. It is our policy to sanitize the equipment periodically and remove equipment if we observe the children placing it in their mouths.

#### *Bike Safety*

We have tricycles for the children. If you wish, you may send a helmet for your child to wear while riding. Children's Place Montessori does not provide helmets.

#### *Pest Spray Policy*

The state requires that we notify parents in two different ways if we intend to spray for insects. You will receive a notice via email and a sign will be posted on the door as you enter and exit the school.

#### *Clothing*

Children's clothes are very much alike in looks and sizes and need to be clearly marked with the child's full name. We urge you to consider washable and comfortable play clothes which the child can manage him/herself as much as possible. Because the children will spend a part of each day outdoors, they also need to be dressed according to the weather conditions. It is a good idea to include a cardigan/sweatshirt for use in the spring and fall.

#### *Lost & Found*

Items that are not labeled will be put in a basket in the front foyer. The basket will be emptied monthly. Please look for your lost items in that basket. If you label your child's clothing, it will be returned to his/her cubby.

#### *Toys & Show & Tell*

Parents are asked to help the child understand that it is not wise to bring toys or other things s/he may not wish to share with the group. The Children's Place cannot be responsible for the loss or damage to any personal possessions children bring to school.

Show and Tell gives your child an opportunity to practice public speaking. We encourage you to help your child choose the items s/he brings in. Take some time to discuss the item with your child and suggest things to point out to the class. Please have your child rehearse his/her presentation which should include at least three points of interest. Items appropriate for show and tell are: things of scientific interest, items purchased on vacation, especially if it can add to your child's description of the vacation, items made by your child at home or items made by other family members, photographs of special events, and favorite books. A calendar to schedule your child's show and tell day will be on the door of each classroom. No toys, please.

#### *Photographs*

Photographs of children participating in A Children's Place programs may be taken from time to time in printed or digital form in brochures, our website, Facebook page or other publicity materials. Your permission for photographs including your child to be so used without compensation is a part of this agreement. The candid photos we take during the school year will be available to you when we are no longer using them. If you do not

want your child's image on our Facebook page or website, please let us know immediately and complete an "Opt-Out" form.

A Children's Place Montessori Center of Farmington Hills has attempted through these pages to outline its duties and responsibilities, concerns and expectations as well as your obligations as parents of an enrolled child. As a parent, you can expect that we will adhere to all state and community licensing rules regarding fire and safety precautions as well as health, sanitation and adult staffing requirements. We will do our best to provide your child with a program of education to suit his/her needs and a physical environment in which they can feel both secure and free to grow. Toward achieving these ends, we encourage and welcome your comments and suggestions, and extend our sincere thanks for your cooperation in these efforts.