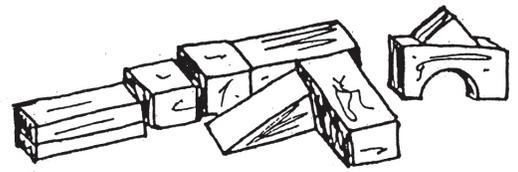


# DEARBORN HEIGHTS MONTESSORI CENTER

## Toddler Day Care Policies & Information



### PROGRAM PHILOSOPHY

The staff of Dearborn Heights Montessori Center holds as a primary goal the development of the whole child. We provide a nurturing environment that encourages social, emotional, physical, and intellectual growth. Day care substitutes for a child's daytime home life, and it offers a wide range of activities geared to the needs and interests of toddlers: cognitive and construction toys, art, books and music, blocks, housekeeping, outdoor play, toilet learning, and much more. Children bring lunch, snacks are provided, and there is the opportunity to nap or rest as needed. We work at creating a setting that is both enjoyable and beneficial for children, and for the adults who care for them.

### ADMISSION & WITHDRAWAL

Children who are enrolled in half-day Toddler classes are automatically welcomed into the day care program. It is necessary only to let the school know if and when they will be attending. If full-time children will be withdrawing from the day care portion of the program, the office must be notified so that a billing adjustment can be made. Occasional day care hours are billed on an as-used basis.

### NOTIFICATION THAT A CHILD WILL BE USING DAY CARE

The best way to notify the school that a child will be staying for day care is to write a note. These are posted, and the staff can refer to them easily. If a child is following a consistent pattern of use, even if that use is one or two days a week, only a single note is needed until the pattern changes. For occasional or inconsistent use, please send a note each time.

Notes should be SIGNED and DATED. It is also helpful to staff and child if APPROXIMATE PICKUP TIME is indicated. A telephone call to the school is also an acceptable means of notification.

### SIGN-IN & SIGN-OUT

Children are to be signed in upon arrival, either by the parent or staff person bringing him or her. They *must* be signed out when they are picked up. This is our control over a child's whereabouts, and our basis for billing. Children not signed out will be charged until 6 p.m. on that day. The day care sign-in sheets are to be used *only for children who use day care*; attendance is taken in the Toddler classroom for those who attend only for regular school hours .

### "GRACE PERIOD"

Five minutes "grace" is allowed at the end of each class session. After this, children will automatically join those staying for longer hours. The time used is billed from the stated pickup time (11:30 a.m. or 3:30 p.m.), and is calculated to the quarter hour.

### SNACKS

Morning, mid-afternoon, and late afternoon snacks are served to all children present. Snack foods are selected with child appeal and nutrition in mind, and represent at least two major food groups. Snack menus are posted outside the classroom.

### EARLY MORNING FOOD

We recognize that there may be days when there isn't time for a peaceful breakfast at home. Children arriving at school prior to 8 a.m. may bring breakfast food. A table with place mats will be provided as a consistent eating space. Please send only finger foods (small pieces of fruit, raisins, bagel slices, toast or crackers with peanut butter or cheese, etc.). Please do not send snack foods or fast foods.

### LUNCH PROCEDURES

A daily lunch must be provided by parents on days children are at school through the lunch hour. Milk is provided by the school. After the end of the morning class, all children who will be staying for lunch wash their hands. Staff members supervise the lunch period, helping the children open containers and encouraging them to eat main course foods first and treats last.

At the end of the lunch period, most leftover foods are placed back into the lunch box. Parents are then able to judge if the quantity of food is appropriate. (There is a tendency to overestimate a small child's capacity when filling a lunch box.) Very messy leftovers (juice boxes, yogurt, etc.) which will run all over the inside of the box are thrown away.

When children finish eating, they tidy up their eating area, and put away their lunch boxes. They then visit the lavatory, wash hands, and those who will be sleeping prepare for their naps.

## NAP/REST POLICY

In the Toddler environment, nap time takes place in the afternoon for children who were present in the morning. Nap policy is flexible, determined by the needs of individual children. Licensing rules dictate that children under five must have a rest period. However, the length of the rest period varies depending upon children's personal rest patterns, how long they will be staying, and how they appear to be feeling on a particular day. Children who rest quietly, but do not fall asleep, usually get up after about 45 minutes. Those who do sleep are awakened at 2:30 p.m. if they are still sleeping.

## BEDDING

All children who will be napping or resting need to bring bedding—a small pillow with case, sheet and blanket, or a sleeping bag. These items will be sent home weekly for laundering. Children are also welcome to bring along a favorite object (blanket, stuffed toy, etc.) if it is used at home for sleeping. *Please label all items with the child's name.*

## CLOTHING

Children staying for extra hours will be going outside *daily* throughout the school year. They must have appropriate clothing for outdoor activities. These same clothing policies apply to children who attend for half days. Active outdoor play and safe, comfortable movement indoors are basic components of a quality Montessori program.

1. Tennis shoes (or other flexible, non-slippery footwear) are needed. The children are not allowed on the climbing equipment if their shoes are dangerous. Hard-soled dress shoes, cowboy boots, sandals, and most slip-on shoes preclude safe running and climbing.
2. Children who wear shoe boots in the winter should bring a pair of slippers to be left at school. These will keep feet dry and warm indoors, and reserve the boots for outdoor use.
3. Please send weather-appropriate clothing every day. It is important that children be able to join their friends at play, and proper staff-to-child ratios cannot be maintained when one child must be kept in. In cold weather, put snowpants, mittens, hat, and scarf in a tote bag if you don't wish to send the child to school wearing them.
4. Please save dressy, expensive clothing, or clothing that inhibits free movement, for non-school occasions. We want the children to be able to run, climb, and play in the sand without restriction.

## LABELS

Labels are needed! Duplicates are inevitable. Much confusion can be avoided if children's boots, clothing, and bedding are labeled with their names. A ball-point pen works well for clothing, and a Sharpie or other indelible marker is good for non-clothing items. Licensing rules require that children's lunch boxes be clearly labeled with their first and last names.

## PAYMENT TERMS & CONDITIONS

FLAT RATE DAY CARE charges are paid with tuition, and entitle the child to unlimited use of day care services between the hours of 7 a.m. and 6 p.m. on days school is in session. The half-day Toddler Montessori class is included in this rate.

HOURLY DAY CARE charges are billed every two weeks. Hourly day care is available for use at any time by children who are enrolled in half-day classes. Charges are calculated at the rate shown on the current tuition schedule, and are prorated to the quarter hour. The following conditions apply:

1. Hourly day care payments should *not* be included with tuition. Please write a separate check payable to DHMC, or put cash in a separate envelope. Indicate on the envelope the time period covered, or simply attach the bill. Tuition is paid by mail through the FACTS program, and hourly day care fees are collected directly by the school; thus the need for separating the payments.
2. Payment is expected in a timely manner. Children whose accounts are not up-to-date will be denied use of day care services until the account is paid in full.
3. There is a \$1 per minute late charge after 6 p.m. These charges are included on hourly day care bills and paid to the school, but go in their entirety to the caregivers who stay late.

