



Toddler Program Policies & Information

LOCATION

466 N. John Daly (1 block north of Cherry Hill)
Dearborn Heights, MI 48127-3703

CONTACT INFORMATION

Office: (313) 359-3000
Day care: (313) 359-3002
Fax: (313) 359-3003
Website: www.dhmontessori.org

ADMINISTRATION

Kay Neff, Head of School
Laura Springer, Assistant Head of School
Julie Bawulski, Director of Admissions



ELIGIBILITY

Children between the ages of 18 months and 3 years are eligible for enrollment. Toilet training is not required. The school is non-sectarian and does not discriminate in the administration of its policies on the basis of race, color, religion, national origin, gender, or handicap.

ENROLLMENT & WITHDRAWAL PROCEDURES

We encourage the parents of prospective students to observe the school before applying for admission. This is best done by appointment. If there are openings, receipt of the completed application form and the registration fee enrolls the child in the school. If there is a waiting pool, receipt of the completed form and the registration fee places the child's name in the pool. When there is an opening, you will be notified. A phase-in period and an open house are scheduled before the beginning of each school year. These allow the child to meet the teachers and to become acquainted with the environment in a gradual way; participation is strongly encouraged. If it should become necessary to withdraw your child from school, we require written notice thirty days prior to the withdrawal date.

ACCEPTANCE

Children are generally accepted into the school in the order in which they apply, with the following exceptions: Siblings of current students and children with previous Montessori experience are considered first. We also balance classes by age and gender, and in some instances, a limited number of spaces may be reserved for full day children.

All children are accepted on a trial basis, and the first thirty days of attendance are considered a probationary period. If difficulties arise, parents will be contacted and a program of constructive action developed. If significant improvement is not achieved within a reasonable period of time, a request for withdrawal may be made by the administrator or the parents.

CLASS HOURS/EXTRA HOURS

Dearborn Heights Montessori Center offers the following program options for 18 month to 3 year old children:

1. **HALF-DAY MONTESSORI CLASSES**—
TODDLER GROUPS meet for 3 hours in the morning (8:30-11:30 a.m.) or afternoon (12:30-3:30 p.m.), Monday through Friday. All children attend one of these sessions for five days each week, remaining with the same teachers and classmates.
2. An enriched **FULL-DAY PROGRAM**, which includes the Montessori class and a nap period, provides a balanced day for the child with longer hours.
3. **OPTIONAL EXTRA HOURS** are available to all enrolled children between 7 a.m. and 6 p.m.
4. **SUMMER DAY CAMP** offers part time and full time options. A separate brochure is distributed in the spring.

DHMC also provides **PRESCHOOL/KINDERGARTEN, ELEMENTARY, and MIDDLE SCHOOL** programs serving children from 2½ years through eighth grade.

TUITION

Tuition and fees are shown on an accompanying sheet. Tuition may be paid in a single payment, or according to the printed schedule through FACTS Tuition Management Services. If payments are in arrears, the child may be denied admission to the classroom until the deficiency is corrected. Children are enrolled for the full school year (or portion remaining), and the family is responsible for the full tuition balance from the date of acceptance.

BEGINNING-OF-SCHOOL SCHEDULE

The Toddler class Phase In, three days of one-hour classes attended by parent and child, takes place the week prior to the beginning of school. This is followed by an open house, traditionally held the Tuesday immediately following Labor Day, when parent and child come together just to visit. The following day, classes begin in rooms that are simplified to help the children master basic procedures and activities. Day care is available from 7 a.m. until 6 p.m. from the first day of class.

ARRIVAL & DISMISSAL

Toddlers should be walked into the building. Children who arrive before 8:15 a.m. should be signed in at the front desk and walk with their parent to the day care room. At 8:15 a.m. they will be escorted to the Toddler classroom, ring the bell for entry (part of a special greeting ritual) and begin their day in class. Children arriving at any time after 8:15 a.m. should proceed with their parent directly to the Toddler classroom.

Toddler parents who arrive during the curbside drop-off service provided for the older children must park in the north section of the parking lot to avoid interference with the moving lines in the circle drive and the south end of the parking lot.

Children must always be released directly to school personnel. ***Please do not leave a child at the curb or allow him or her to enter the building unattended.***

The children should be called for at their classroom, or, in the late afternoon, at the day care room. Toddler teacher assistant hours are structured so that one of them is present in day care before class and one after class, helping to smooth the transition for the children. A five-minute grace period is allowed at the end of each half-day class. After that the children will join the full-day group. The time will be billed at the regular hourly rate, calculated to the quarter hour from the stated pickup time (11:30 a.m. or 3:30 p.m.).

Prior to the beginning of school, you will be given a child information page to complete. This page, which is required by child care licensing, asks for emergency information and a list of persons whom you authorize to pick up your child from school. Your child will be released **ONLY** to people listed on the page, so be sure to notify us of any changes. DHMC staff will require positive identification (driver's license or other ID with photo) from people they do not recognize.

With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other from picking up the child, and the school will release the child to a known identifiable parent.

TRANSPORTATION

Transportation is the responsibility of parents. If you would like information about possibilities for carpooling, please check with the office staff. You can save time and make a friend, too!

CALENDAR/SCHOOL CLOSING

The program roughly follows the schedule of local schools. A calendar noting days off and other events will be distributed in the fall. If weather necessitates school closing, a message will be placed on the answering machine—(313) 359-3000—and the web—www.dhmontessori.org. We do not close casually, and almost always keep day care open even if classes are not in session.



EMERGENCY POLICY

DHMC has developed an Emergency Management Plan in consultation with local authorities which outlines a plan of action in the event of natural or man-made disaster. Please regularly update your child information page to ensure that we have current telephone numbers for all emergency contact persons.

HEALTH & MEDICATIONS

A health form required by the Michigan Department of Human Services and provided by the school must be filled out by your doctor and returned by the first day your child attends school. Required immunizations are Polio, DTP, Mumps, Measles, Rubella, Hepatitis B, Hib, Chicken Pox, and Pneumococcal Conjugate. Please inform the staff about contagious illness. The school must also know about food or other allergies.

Medications can be given at school. They will be administered only under the conditions stated on the Medication Release Form (provided by DHMC) which must be completed and signed by a parent. This form gives proper instructions to DHMC staff. Children are not allowed to self-administer medications (including vitamins or other over-the-counter products); a staff member must do so, and then enter the information in a medication log which is maintained at the school for parent reference. All medications must be in their original containers.

Children who are ill should not come to school. If a child becomes ill while at school, parents (or another authorized person from the information page if parents are not available) will be contacted immediately, and arrangements made for the child to be picked up. In an extreme emergency 911 will be called, and the child will be taken to a hospital designated by the parent or by emergency personnel. Any costs or charges incurred for 911 emergencies are the sole responsibility of parents.

As a licensed child care provider, we are required by law to report instances of actual or reasonably suspected child abuse or neglect to appropriate authorities.

SPECIAL NEEDS

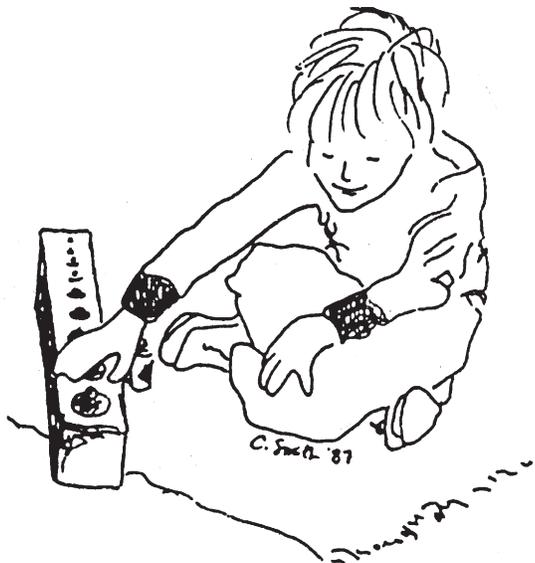
Wayne-Westland Public Schools personnel screen for special education services. Limited services can be offered in our building. The screening process should be initiated by a teacher.

ACCIDENT/INCIDENT REPORTS

If a child is injured in any way, or if he or she is involved in an unusual incident, a written report will be provided to parents. Accident or incident reports must be signed by the parents and returned to the school the following day.

IN-HOUSE PROGRAMS

Toddlers do not participate in field trips, and a positive alternative is to bring the presentations to the children. The whole school enjoys such things as science demonstrations, museum outreach, musicians, puppet shows, and various other presenters. The Toddler staff will determine which programs are appropriate for the children. The younger children also enjoy being the audience for performances presented by the elementary students.



CLASSROOM CELEBRATIONS

The Toddler class will recognize major holidays with an age-appropriate activity of some kind. Presentations are cultural, rather than religious, and might take the form of a story or the display an interesting object.

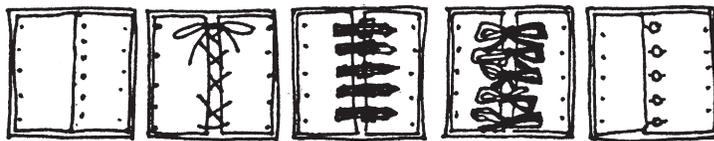
Children's birthdays are also recognized, usually during the ending line of the day. Birthday celebrations are kept simple; usually the child brings a treat for the class and is honored during a short ceremony. Please see your child's teacher for specifics about birthday celebrations and treat suggestions. Health regulations require that foods brought from home be commercially prepared and in their original packaging.

SNACKS & LUNCH

Mid-morning, mid-afternoon, and late-afternoon snacks are served to all children in attendance. We emphasize nutritious whole or fresh foods in planning snacks; baked goods are limited to products made with 100% vegetable shortening. Snack menus are posted. Parents will be asked to contribute toward classroom snack food. Day care snacks are provided by the school. Parents must provide lunch for children who are present during the noon hour. The school furnishes milk.

TOILET LEARNING

Toilet learning is an important part of the Toddler curriculum, and teachers guide the children toward independence in toileting. Parents will be asked to provide diapers and wipes for the children who require them. The children each have a basket, labeled with their photograph, that contains their toileting supplies.



CLOTHING

All outer clothing should be clearly marked with the child's name to prevent loss. To allow your child to participate without hesitation in various activities, do choose clothing that is simple, washable, manageable by the child, and appropriate for active play. Please provide outerwear that is suitable for outdoor play in cold weather. Non-slip shoes are required. 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.

OUTDOOR POLICY

The DHMC staff feels that active outdoor play is a basic component of a quality Montessori program, and the children go outdoors throughout the school year. The staff uses reasonable discretion in deciding if weather conditions are appropriate for outdoor play. Be sure to send complete outdoor clothing every day (a tote bag is useful for this). Proper staff: child ratios are required indoors and out, and these cannot be maintained if one or two children remain indoors. If a child is to be kept indoors for medical reasons, the school must be provided with a signed, dated letter from his or her doctor outlining the conditions of the restriction.

DISCIPLINE

Discipline means "guidance," not punishment. Our aim is to help children grow into responsible, self-directed people, respectful of themselves, others, and property. We encourage the development of self-control, self-esteem, and cooperation. A system of clear ground rules with reasonable and logical consequences for inappropriate behaviors is based on respect for the child. The staff does not spank or otherwise physically punish children; only positive methods of correction are used. A formal discipline policy for children and parents is distributed to all families.

SHARING

We prefer that children leave toys and other personal items at home, and most teachers will ask children to leave such items in their tote bags if they are brought to school. Our experience has been that children usually have difficulty sharing these items with other children, and loss or damage may occur. However, comfort items for sleeping are welcome in the nap room. DHMC staff reserve the right to restrict personal items if they feel those items are detrimental to the program in any way.





PARENT INVOLVEMENT

Parents are very important to us, and we welcome your comments and suggestions at all times. Parents are also valued helpers. We appreciate your participation in meetings, events, and fundraising activities. Parents who volunteer in our program must provide the school with a Department of Human Services central registry clearance form. Information on obtaining this form is available from office staff. We appreciate parent assistance and encourage involvement; the school runs much more smoothly and the children's experience is enhanced when the whole team (staff, parents, and children) works together.

PARENT COMMUNICATION & ACTIVITIES

Contact between parents and teachers is very important. You will receive a daily report—a brief checklist that informs you about the highlights of your child's day. A written record of progress is maintained for each child as well. We schedule two formal parent-teacher conferences (fall and spring). Additional conferences may be arranged at any time; our goal is good communication.

The classroom has an open door policy; you are welcome to visit at any time. It is very important that you keep the teachers informed of any changes in the home situation that might affect your child. Classroom and office staff are always willing to help solve a problem or answer questions.

We offer evening group meetings to familiarize you with the classrooms, the Montessori materials, and the goals and philosophy of the program. We encourage you to attend these meetings; guests are also welcome. We hold annual Dads' and Moms' Nights, to be attended by the respective parents (or a substitute) and the children, Grandparents' Day, Holiday Sing, and a year-end family picnic. Parents are always welcome at other special events throughout the year.

LICENSING NOTEBOOK

DHMC maintains a licensing notebook, available for parent review, which contains our licensing documents. Licensing records are also available online at www.michigan.gov/michildcare.

SALES OF PRODUCTS

During the school year, items may occasionally be offered for sale. The purchase of these items is always optional, and parents are free to decline. There are three general "sale" categories: those arranged by the school, those organized by upper elementary/middle school students as fund raisers, and those set up by the Parents Association. The former include school pictures, book clubs, and school-logo clothing. The Parents Association has organized book fairs and cookie dough sales, and has also sponsored events, with proceeds earmarked for playground development, classroom equipment, or school programs.

CONFIDENTIALITY

DHMC does not distribute name, address, or telephone lists of enrolled children. However, we will make such information available to other parents who ask; generally they wish to invite another child to a birthday party or to make arrangements for children to play together. If you do not want your contact information to be released, please inform the office. Under no circumstances will enrollment information be given to outside solicitors.

Each child has a right to confidentiality. All information pertaining to the children in the program is confidential and used for internal purposes only. It will be released to third parties by parent request, or if required by statute, court order, or licensing mandate.

PRODUCT & SERVICE

NON-ENDORSEMENT/ NON-LIABILITY

We are often asked to post announcements or hand out fliers for outside groups offering products or services for children. Distribution of such information does not imply DHMC endorsement, nor does DHMC assume responsibility or liability for consequences that may arise from use or purchase of such products or services.

STAFF & VOLUNTEER SCREENING

All staff are screened for felony convictions by the Michigan State Police. Staff and volunteers are screened for child abuse and neglect convictions by the Department of Human Services. Volunteers are supervised at all times by DHMC staff.

PRIVATE DUTY BY EMPLOYEES

DHMC employees are prohibited from accepting offers for private duty (e.g. babysitting, transportation, etc.) for any of the children enrolled in the program.

COMMUNICATION

Should questions arise, please ask! Teachers, administrators, and office staff are all happy to help you, and should the appropriate person not be available, please leave a message and you will be contacted as quickly as possible.

