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.
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.

Toddlers do not participate in field trips, and a positive

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.
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.

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/michildecare.
Educational Excellence for Children 18 months to 14 years
Toddler—Preschool—Elementary—Middle School—Day Care—Summer Programs

A Montessori classroom is designed to meet the developmental needs of children; it is child-oriented in size and scope. The children progress at their own pace, under the guidance of teachers who are sensitive to their interests and abilities. At the same time, they enjoy the company of other children, and learn to interact with them in a happy and natural way.

Our goal is the education of the whole child: social, emotional, physical, and intellectual. In the words of Maria Montessori, our aim is to “enable children to grow up with a healthy spirit, a strong character, and a clear intellect” to take their places as citizens of the world.

Our Students:
- Community oriented
- Sensitive to the needs of others
- Enthusiastic
- Active learners
- Multi-racial
- Cross-cultural
- Wide ability ranges
- Varied economic backgrounds
- Learning through discovery
- Ecologically aware

Our Structure:
- Non-profit corporation; established 1972
- School year and summer programs
- Extended hours or full day care available
- Flexible extra-hours scheduling
- Licensed by Michigan Department of Human Services
- Accredited by Nat’l. Assoc. for the Education of Young Children
- Elementary/Middle School approved by MI Dept. of Education
- Member of Association of Independent Michigan Schools
- Affiliated with American & Michigan Montessori Societies
- Non-sectarian & non-discriminatory

Our Curriculum:
For All Children:
- Practical Life exercises
- Sensorial learning
- Language development
- Pre-reading & reading
- Mathematics
- Music & art
- Physical/biological/earth science
- Geography
- Outdoor and gym activities
- Foreign language

For Elementary & Middle School Students:
- Computer & technology skills
- Composition
- Creative writing
- Spelling
- Literature study
- Research skills
- History
- Cultural study
- Geometry
- Handwriting

Our Objectives:
- Joy in learning
- Concentration
- Physical coordination
- Social skills
- Thinking/problem-solving skills
- Independence
- Inner discipline
- Self confidence
- Cooperation and collaboration
- Respect for others
- Responsibility
- Creativity
- Imagination
- Self-direction

Our Characteristics:
- Commitment to quality
- Respect for children
- Caring, dedicated staff
- Experienced, well-trained teachers
- Ongoing staff development a priority
- Low student: teacher ratios
- Multi-age groupings (18 mo.-3/ 3-6/6-9/ 9-12/ 12-14 yrs.)
- Hands-on curriculum
- Well-equipped classrooms
- Sequential, multi-sensory materials
- Individualized programs for children
- Field trips & in-house programs
- Multi-cultural emphasis
- Education for peace

The secret of good teaching is to regard the child’s intelligence as a fertile field in which seeds may be sown, to grow under the heat of flaming imagination.

Maria Montessori
The development of the child during the first three years after birth is unequaled in intensity and importance by any period that precedes or follows in the whole life of the child.

Maria Montessori

Montessori education is a brain-based, developmental method that allows children to make creative choices in discovering people, places, and knowledge of the world. It is hands-on learning, self-expression, and collaborative play in a beautifully crafted environment of respect, peace, and joy. It is also about brain development. Montessori education is the original, and, I think, the best brain-based model of education.

Dr. Steven Hughes, Pediatric Neuropsychologist and Assistant Professor, University of Minnesota Medical School

The central idea of the Montessori Method, upon which everything rests, is a ‘full recognition of the fact that no human being can be educated by anyone else.’ Each must do it himself, whether he is three or thirty.

Dorothy Canfield Fisher, author and mother

Many of the key tenets of a Montessori education resonate with the principles of Motivation 3.0—that children naturally engage in self-directed learning and independent study; that teachers should act as observers and facilitators of that learning, and not as lecturers or commanders; and that children are naturally inclined to experience periods of intense focus, concentration, and flow that adults should do their best not to interrupt.

Daniel H. Pink, author and business analyst, in Drive: The Surprising Truth About What Motivates Us, 2009

“We also believe that the most innovative entrepreneurs were very lucky to have been raised in an atmosphere where inquisitiveness was encouraged. We were struck by the stories they told about being sustained by people who cared about experimentation and exploration. A number of the innovative entrepreneurs also went to Montessori schools, where they learned to follow their curiosity.”


Dearborn Heights Montessori Center is committed to the principles upon which our school was founded (in 1972) and still operates: respect for children, a strong commitment to non-violence, and a deep belief in the value of education. We trust the children in our school to succeed, and we work daily to provide a school climate in which they can prove us right.

Mission Statement

Our mission is to provide a safe, nurturing environment, unifying academic challenge with quality opportunities for social, emotional, and intellectual growth. This includes a multicultural emphasis that values individuality and attainment of each child's fullest potential. With the Montessori philosophy as our foundation, we guide development of responsibility and self-awareness, cooperation and inner discipline.

Toddler Program

CLASSROOMS
466 N. John Daly
Dearborn Heights, MI 48127-3703

TELEPHONES
Office: 313-359-3000
Fax: 313-359-3003

INTERNET
www.dhmontessori.org

ADMISSIONS
313-359-3000
Julie Bawulski
jbawulski@dhmontessori.org
General Information

AGES: 18 months through 3 years

TUITION: See the accompanying page for rates. A non-refundable registration fee of $50 is required with the application. Annual, semi-annual, quarterly and monthly plans are available for tuition payments.

HOURS: 8:30-11:15 a.m. and 12:30-3:15 p.m., Monday through Friday. Full and half days are offered. Day care is available for an additional fee before and after class. Building hours are 7 a.m.-6 p.m.

AFFILIATIONS & LICENSING:
We are affiliated with American Montessori Society, Michigan Montessori Society, and the Association of Independent Michigan Schools (AIMS), and accredited by the National Association for the Education of Young Children (NAEYC). The school is approved by the Michigan Department of Education and licensed by the Michigan Department of Human Services Division of Child Day Care Licensing. DHMC is a 501(C)3 non-profit corporation, eligible for tax-deductible contributions.

STATEMENT OF NON-DISCRIMINATION:
Dearborn Heights Montessori Center does not discriminate on the basis of race, color, religion, gender, national or ethnic origin in the administration of its educational or admissions policies.

CLASS STRUCTURE:
The class consists of a multi-age group with a balanced number of girls and boys. College-educated and Montessori-trained head teachers are supported by highly-qualified assistants. The staff: child ratio is 1:4.
Program Philosophy

Current research confirms the importance of learning in the first three years of life. How and what children learn affects them throughout their lifetime. A toddler is a child in transition between babyhood and the preschool years, with unique needs and abilities that can be well met by the Montessori toddler environment and the specially-trained adults within it.

In a Montessori toddler class, children should learn:
- That they are loved, respected, and safe.
- That everyone has needs, wants, and feelings.
- That they can communicate their needs and wants and trust that they will receive a positive response.
- That they respect one another.
- To behave in culturally appropriate ways.
- That they are competent learners.
- To concentrate and focus on their exploration, activities, and interests.
- To develop verbal language.
- That everything has a name.
- How things work.
- To care for their physical needs—i.e., undressing, dressing, toileting, washing hands, wiping noses, and learning to eat correctly.
- To develop physical coordination.
- To identify the special kind of person they are becoming.

DHMC’s toddler class is designed to provide a secure and caring environment that allows each child to progress at his or her own pace. A wide range of activities foster the development of language, large and small motor skills, and social competence.

In the toddler classroom, everything is child-sized. Low shelves, chairs, tables, and coat hooks allow the children to gain mastery over the environment. Lower fixtures in the lavatory help with toilet learning. The room is deliberately kept simple to prevent sensory overload, and consistent routines provide a predictable structure from which to explore. Snacks, lunch, and nap, if applicable, are part of the daily plan.
Curriculum

**Practical Life** skills include **navigating the classroom** (entering the room; carrying, unrolling, and rolling a rug; carrying a tray; carrying a chair; opening and closing doors); **self-care** (putting coats on, taking them off and hanging them up; practicing various clothing fasteners on the Montessori dressing frames; handwashing; toilet learning); **care of the environment** (food preparation—pouring water and milk; spreading cheese, jam, or honey; slicing bananas and hard boiled eggs; baking—setting the table, washing dishes; raking leaves; classroom care—dusting, sweeping, watering and washing plants, mirror polishing, napkin folding, feeding classroom pets, etc.); and **grace and courtesy** (saying “please,” “thank you,” and “excuse me”; listening when others are speaking; making polite requests; greeting others and introducing oneself; serving food to others, etc.)

**Sensorial activities** include a wide range of hands-on manipulative materials and puzzles aimed at helping children refine their senses of sight, touch, hearing, taste, and smell.

**Large motor activities** include crawling through tunnels, carrying and pushing heavy objects, climbing, rocking, spinning, swinging, riding, and throwing balls. The gross motor room, the gymnasium, and the outdoor environment all provide opportunities for large muscle practice.

**Language** is developed through singing, finger plays, music, naming and other vocabulary and sound activities, books, and photographs.

**Mathematical understanding** is developed through counting and number activities.

**Eye-hand coordination** is enhanced through cutting, pasting, sewing, pegboards, hammering, and art materials such as clay, crayons, chalk, and paint.

**Social skills** emerge as the children learn to separate from home and function in the toddler community.

In short, the toddler class provides a warm, nurturing, stimulating environment specifically tailored to the needs of 18 month to 3-year-olds.
“The development of the child during the first three years after birth is unequaled in intensity and importance by any period that precedes or follows in the whole life of the child.”

Maria Montessori

“Montessori education is a brain-based, developmental method that allows children to make creative choices in discovering people, places, and knowledge of the world. It is hands-on learning, self-expression, and collaborative play in a beautifully crafted environment of respect, peace, and joy. It is also about brain development. Montessori education is the original, and, I think, the best brain-based model of education.”

Dr. Steven Hughes, Pediatric Neuropsychologist and Assistant Professor, University of Minnesota Medical School

“The central idea of the Montessori Method, upon which everything rests, is a ‘full recognition of the fact that no human being can be educated by anyone else.’ Each must do it himself, whether he is three or thirty.”

Dorothy Canfield Fisher, author and mother

“Many of the key tenets of a Montessori education resonate with the principles of Motivation 3.0—that children naturally engage in self-directed learning and independent study; that teachers should act as observers and facilitators of that learning, and not as lecturers or commanders; and that children are naturally inclined to experience periods of intense focus, concentration, and flow that adults should do their best not to interrupt.”

Daniel H. Pink, author and business analyst, in Drive: The Surprising Truth About What Motivates Us, 2009

“We also believe that the most innovative entrepreneurs were very lucky to have been raised in an atmosphere where inquisitiveness was encouraged. We were struck by the stories they told about being sustained by people who cared about experimentation and exploration. A number of the innovative entrepreneurs also went to Montessori schools, where they learned to follow their curiosity.”

Dearborn Heights Montessori Center is committed to the principles upon which our school was founded (in 1972) and still operates: *respect for children, a strong commitment to non-violence, and a deep belief in the value of education.* We trust the children in our school to succeed, and we work daily to provide a school climate in which they can prove us right.

**Mission Statement**

Our mission is to provide a safe, nurturing environment, unifying academic challenge with quality opportunities for social, emotional, and intellectual growth. This includes a multicultural emphasis that values individuality and attainment of each child's fullest potential. With the Montessori philosophy as our foundation, we guide development of responsibility and self-awareness, cooperation and inner discipline.
Why Choose Dearborn Heights Montessori Center?

A number of qualities characterize the programs at Dearborn Heights Montessori Center. Among them are...

**Experience:** Dearborn Heights Montessori Center has been offering high quality educational programs since 1972.

**Accreditation:** Dearborn Heights Montessori Center is accredited by the National Association for the Education of Young Children (NAEYC) under their new, rigorous standards. Only 8% of schools nationwide achieve this distinction.

**Authenticity:** The Montessori name is not patented, and can be used by anyone. In philosophy and practice, DHMC adheres to Montessori principles. Teachers are properly trained, classrooms are fully equipped, and the children experience a true Montessori program.

**Highly-trained staff:** Head teachers in all classrooms hold Montessori certification at the level they are teaching from the most respected training programs (American Montessori Society-AMS and Association Montessori Internationale-AMI). All teachers, assistant teachers, and support personnel participate in ongoing staff development programs.

**Low staff turnover:** Our extremely low teacher turnover rate results in an experienced and stable staff.

**Safety:** The highest priority is given to safety, and many policies and procedures are in place to ensure that all children are protected. All staff are CPR and First Aid certified.

**Values:** Kindness and consideration for others are taught and practiced. Respect and responsibility are operative concepts.

"One stop shopping": The single decision to enroll a child at DHMC will serve him or her through the toddler, preschool, elementary, and middle school years. Summer programs, athletic teams, before- and after-school care, after-school classes, and tutoring services are additional options offered on site.

**Educational excellence:** DHMC students excel academically, and collectively score well above grade level on standardized measures. Our graduates are consistently accepted to their high schools of choice, and thrive in those environments.

**More than the basics:** Specialists provide instruction in foreign language (French, Spanish), music, art, physical education, and technology. Numerous in-house presenters and field trips further enrich the children’s experience.

**Individualized programs:** A mastery-based curriculum enables each child to progress according to his or her own gifts.

**Cultural diversity:** Students and staff from a wide range of cultures thrive in an atmosphere of mutual respect.

And last, but certainly not least—

**A caring place:** DHMC is a community that nurtures children, welcomes parents, and provides an environment that supports open communication.
Technology

Technology is an important aspect of life, and its effective use is a crucial skill for students to develop. In addition to the various technology tools available in their classrooms, starting at first grade, students participate in 60-minute weekly technology lessons.

Lower elementary students begin with lessons on computer etiquette and gradually begin to work with programs and websites. Various software programs provide an engaging environment for students to learn necessary technological skills for their educational careers. Basic skills such as keyboarding and mouse manipulation, working with files, and using various programs are the foundation for more advanced learning. Students ultimately learn how to navigate a computer system, while also learning the basic commands for running various software programs.

As they reach upper elementary, students begin to make use of mobile technology. Community iPads and laptops are available for student use, along with the option of bringing in personal devices from home. Students are introduced to a wide variety of apps to aid research and creativity while using classroom iPads. Students also continue to make use of traditional technologies and websites with an emphasis on classroom learning and research.

Middle School students make use of technology tools in many facets of their day. Traditional computers, iPads, and multimedia tools such as camcorders and cameras are used across the curriculum. In addition, a LEGO robotics elective is available to the students.

Music

Music stimulates and uses the entire brain. Music is presented to our students from toddler through grade six twice weekly. In the spring, students in preschool through grade six perform in music programs.

Toddler students learn songs with simple rhythm instruments and have the opportunity to move their whole bodies.

Preschool-kindergarten students travel to the music classroom, where they enjoy rhythm instruments such as rhythm sticks, tone blocks, triangles, bells, and maracas, as well as many songs and simple dances. Students are introduced to the rhythmic notation of the quarter note, eighth note and quarter rest.

Grades 1-3 learn new songs and choreography. Dancing encourages whole body involvement with music and rhythm. Notes learned in preschool are reviewed, and the half note, whole note and rests are added. Students are introduced to playing simple rhythmic patterns on xylophones and glockenspiels, and they study a new composer or musician each month.

Grades 4-6 students learn more complex patterns on instruments to accompany singing. In addition, an extra music session is added at this level to study the recorder. Students work with tone chimes to introduce chordal structure and melodic reading. They learn more complex choreography that may include line dancing, square dancing, or circle dancing. Each month, students experience the work of a new composer or musician.

Middle School students may elect Music Appreciation where they meet once a week for 90 minutes to explore music history through written and listening lessons. Middle Ages through the Classical Era and Romantic through the Twentieth Century are two different classes offered. At the end of the study cycles in music, students present their research to their peers.
World Languages—French and Spanish

**French** is presented twice weekly to our students from preschool through the sixth grade. They are introduced to the culture, music, art, and literature of French-speaking countries, as well as to the language itself.

The process of acquiring a language exercises the higher-level skill areas of the brain. These are the same places where problem-solving, mathematics, and science discoveries develop. DHMC is unique in having world language exposure begin at an early age and progress continuously. The younger it starts, the more open the brain becomes for later acquisition of this language and others as well.

Learning about other cultures encourages tolerance and acceptance of people different than ourselves. French is spoken all over the world, offering a wide variety of explorations. Seeing what life is like for other children, families, cities, and countries opens students’ eyes to our wonderful world.

They are also a step ahead with the Michigan Merit goals presently in place.

**Spanish** is presented to students in first through eighth grade. The Spanish curriculum has three central goals. First, students develop confidence and beginning skills in Spanish. Second, students learn that language is an important means of understanding and appreciating another culture. Third, students learn that all languages have structure and sets of rules that are common.

Students in Spanish have opportunities to learn about Spanish and Latino history and culture through art, music, visiting speakers and pen pals. The content of the Spanish curriculum is integrated with classroom geography and social studies.

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**Physical Education**

Physical Education is a sequential, developmentally appropriate program that provides students with the knowledge, skills, fitness, and attitudes needed to live a healthy, productive life.

Physical Education helps students build and maintain healthy bones, muscles, and joints, strengthens the heart, enhances the immune system, improves blood flow, improves posture, gives more energy, increases self-confidence and self-esteem, and enables the student to meet new friends and develop fulfilling relationships.

**Grades 1-3** visit two times per week for forty minutes per class. Students learn components of the human body’s skeletal and muscular systems. First, second, and third levels learn the major muscle groups and mechanics of their bodies along with internal organs.

**Grades 4-8** work with their classmates to promote team building to achieve a common goal, a necessary trait to be a successful adult. Each student is given multiple opportunities to develop and practice his or her personal skills. Students are introduced to rules and strategies that help with understanding the concepts of each sport.

**Units include:** Soccer, Team Handball, Volleyball, Tennis, Floor Hockey, Basketball, Flag Football, Ultimate Frisbee, Kickball, and Track and Field.

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**Art Studio and Art History**

Art stimulates both sides of the brain, teaches children that there are multiple solutions to problems, and helps children develop self-confidence.

**Preschool:** Our 3-4 year olds have a weekly 20-minute art history lesson where they are introduced to the art of early humans, Roman architecture, the work of famous artists, and more through stories, pictures, and artifacts.

**Extended Day Kindergarten:** In addition to art history, kindergarten students enjoy 45-minute lessons in the art studio that introduce the elements and principles of art. They develop their skills in paper cutting, weaving, creating coiled pottery, crayon resist, and printmaking.

**Lower Elementary:** Grades 1-3 enjoy a 75-minute art studio class weekly. In true Montessori fashion, the art studio allows for choice and freedom of movement. Work includes architectural blocks, drawing lessons, puppet theater, print shop, mono prints, and computer lessons.

**Upper Elementary:** Grades 4-6 have a 75-minute art studio class weekly. Work becomes more challenging and requirements increase. Step-by-step drawings, symmetrical face drawings, wax sculpture, and clay are explored. Students study specific artists and may create op art, cityscapes, prints, or watercolor paintings.

**Middle School:** Grades 7-8 may elect Art Studio. The lesson begins with researching a theme or art style. The students create sketches, learn the process of transferring sketches to canvas, and learn painting techniques. Finally, they present their research and work to their peers.
Date____________________________________________

Child’s Name________________________________________________________ (________________) Girl____ Boy____

last                   first                   middle                   nickname

Date of Birth____________________________________________________  Age in September______________________

Address_____________________________________________________________________ Telephone_______________

number       street              city       zip             area code/number

Correspondence regarding this application should be addressed to:

Name________________________________________________________(please indicate Mr., Mrs., Ms., Dr. etc.)

Complete Address__________________________________________________________________________________

number     street               city   zip

Child lives with (check all that apply):

Mother____   Father____   Stepfather____   Stepmother__  Other____________________________ relationship

Please check any that apply:

Parents married_____ separated____  divorced____  never married____  Mother deceased____  Father deceased____

Financial responsibility for child will be assumed by________________________________________________________

Parent/Guardian 1 (circle):                          Parent/Guardian 2 (circle):

_____________________________________     _____________________________________

Full Name                   Full Name

_____________________________________  _____________________________________

Home Address                  Home Address

_____________________________________  _____________________________________

Social Security #               Social Security #

_____________________________________  _____________________________________

Occupation/Title                Occupation/Title

_____________________________________  _____________________________________

Employer                   Employer

_____________________________________  _____________________________________

Business Address            Business Address

_____________________________________  _____________________________________

Business Phone (area code/number)   Cell Phone (area code/number)   Business Phone (area code/number)   Cell Phone (area code/number)

E-mail Address (for internal use only)             E-mail Address (for internal use only)

School child is currently attending________________________________________________________

Previous school or child care experiences and dates enrolled________________________________________________________

____________________________________________________________________________________________________

SESSION PREFERENCE: (Check all that apply. Please indicate 1st and 2nd choice if half day)

For full day or extra hours, indicate below approximate arrival/departure times and days of use

Does child nap?____________________________

____________________________________________________________________________________________________
Names/ages of brothers & sisters
_________________________________________________________________________

How did you learn about Dearborn Heights Montessori Center?_________________________________________________________________________

____________________________________________________________________________________________________

Medication(s) being taken (name and purpose) ______________________________________________________________

Please list any special health problems_____________________________________________________________________

Are there any other problems or circumstances about which we should know?______________________________________
____________________________________________________________________________________________________

Please list any allergies and/or foods which should not be eaten_________________________________________________

**ENROLLMENT CONTRACT**

Dearborn Heights Montessori Center agrees to enroll __________________________________________________________ for the 20___-20___ school year. In consideration of the acceptance of this Enrollment Contract by Dearborn Heights Montessori Center, the undersigned agrees to pay the required fees in accordance with the most recent tuition schedule, and as specified below:

For new applicants, a non-refundable registration fee in the amount of $100 is required at the time of signing of this Enrollment Contract. For returning students and their siblings, a non-refundable registration fee of $50 is required by the application due date.

Choose one option

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<thead>
<tr>
<th>Annual Payment</th>
<th>Semi-Annual Payments</th>
<th>Quarterly Payments</th>
<th>Monthly Payments</th>
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<tbody>
<tr>
<td>One payment Due May 10</td>
<td>Two payments due May and November</td>
<td>Four payments due May, August, November &amp; February</td>
<td>Ten payments due May through February</td>
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I understand that my obligation to pay the fees for the full academic year is unconditional and that no portion of fees paid or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal from the school of the above student. I understand that children are enrolled for the full school year (or portion remaining), and that I am responsible for the full tuition balance from the date of acceptance. I agree to pay, when applicable, other fees. These may include, but are not limited to, registration or re-enrollment fees, hourly day care or latchkey fees, late payment or NSF fees, late pickup charges, or an occasional charge for a field trip or student-owned materials. I understand that my child will be denied admission to school and records will be held if tuition or fees are not paid in a timely manner. I further agree to pay DHMC’s reasonable costs of collection related to my account, including attorney fees.

In view of this obligation, I understand that the Tuition Refund Plan is being made available to me at this time to protect my yearly financial obligation under the terms of this Enrollment Contract. This program insures fees (prepaid and due) in the event of separation according to the terms of the policy.

PLEASE READ THE ENCLOSED TUITION INSURANCE LEAFLET CAREFULLY. Coverage for voluntary dismissal and/or withdrawal does not commence until the student has attended school for fourteen (14) calendar days.

PLEASE INITIAL BOX A OR B; OTHERWISE THIS CONTRACT CANNOT BE ACCEPTED.

A. I/We wish to participate in the Tuition Refund Plan. I understand that the premium cost is to be included with the first tuition payment. The premium rate is 2.3% of the annual tuition. I authorize the school to process and collect any claim payment to which I am entitled under the Tuition Refund Plan and credit it to my account, paying any excess to me. I agree to pay the school whatever balance remains unpaid, if any, after payment by the Plan is credited to my account within 30 days after receipt of a final itemized bill.

B. I/We do not wish to participate in the Tuition Refund Plan. I understand that no refund or cancellation of the yearly fees will be made by the school for absence, withdrawal or dismissal before the end of the school year and herewith agree to assume full responsibility for the full annual fees.

I understand that in signing this Enrollment Contract for the coming academic year, I am agreeing to accept the policies and regulations of the school and the payment of fees as referred to above. Furthermore, I agree to the policy of the school that student records will not be released unless an account has been paid in full.
RELEASES AND STATEMENTS OF AGREEMENT

MEDICAL RELEASE
I hereby declare that I am the parent or legal guardian of the above-named child. I give my consent, in the event that all reasonable attempts to contact me or designated persons have been unsuccessful, for Dearborn Heights Montessori Center personnel to seek treatment by the preferred physician, or in the event the preferred practitioner is not available, by another licensed person. I hereby release and discharge Dearborn Heights Montessori Center, its agents, employees, and officers, from all claims, demands, actions or judgments which the undersigned ever had, now has or may have against the school, its successors or assigned, for all personal injuries or illness, which the child named above may suffer or incur as a result of the actions of Dearborn Heights Montessori Center or in procuring medical treatment.

I certify that the child named above is in good health and free from any communicable disease or illness.

MODEL/PUBLICITY RELEASE
I give permission for the above-named child's name, photograph, video or voice recording to be used for informational or publicity purposes in news stories, press releases, or similar items.

FIELD TRIP PERMISSION/RELEASE
I give permission for the above-named child to participate in field trips or outings with Dearborn Heights Montessori Center. Transportation, when necessary, will be provided by private car, with each child properly restrained, or by contracted bus. Supervision will be provided by DHMC staff and parents or other volunteers. On any field trip or outing, I understand that Dearborn Heights Montessori Center is not responsible for unavoidable accidents or the negligence or actions of persons not employed by or acting for DHMC.

LUNCH AGREEMENT
I agree to provide a lunch for my child on days when he or she will be at the center during the lunch period.

DISMISSAL AGREEMENT
I acknowledge that Dearborn Heights Montessori Center will release my child to only those persons authorized on the Child Information Page. I further acknowledge agreement with DHMC’s standard procedures used at the release of children in special circumstances.

I understand that DHMC personnel are not 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 a child. DHMC assumes no responsibility for any injury or harm to a child who has been released to a person listed on the Child Information Page or who is authorized by a parent, either verbally or in writing, to pick up a child. DHMC staff respect each family’s privacy. However, where other questionable child release situations occur, they have a duty to maintain their role as the child’s advocate.

STATEMENT OF UNDERSTANDING
I have read the program description, policies and information, day care or latchkey policies and procedures, and tuition and fee schedule of Dearborn Heights Montessori Center. I understand and agree with the philosophy and policies, and accept the conditions and terms stated therein. Dearborn Heights Montessori Center reserves the right to modify the rules and policies at its sole discretion with written notice. Such notice requirements shall not be applicable in the event of emergencies or licensing mandates.

Enrollment, as specified within this Enrollment Contract, may be canceled by the parents or guardians in writing, without penalty (except forfeit of the Registration Fee) prior to May 10 of the year the child is to begin attending. If enrollment is canceled after May 10 of that year, parents or guardians financially responsible for the student are obligated to pay the full annual charges.

If any provision of this contract, program policies or procedures is held invalid or unenforceable, it should be ineffective only to the extent of the invalidity, without affecting or impairing the validity or enforceability of the remainder of the provision or the remaining provisions and intent of this contract. No waiver by DHMC of any right or remedy on one occasion shall be a waiver of that right or remedy on a future occasion.

This contract constitutes the entire agreement among the parties to it and supercedes any prior understandings or agreements. Each party acknowledges and states that no representation, inducement, or condition not set forth in this contract has been made or relied upon by either party.

This contract shall be interpreted in accordance with the laws of the State of Michigan.
My signature below affirms that I have read, understand and accept the terms and conditions of this contract.

Signatures of parents or guardians financially responsible for student:

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<tr>
<th>Parent/Guardian Signature</th>
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For Dearborn Heights Montessori Center, Inc.  

Dearborn Heights Montessori Center does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, or disability in the administration of its educational or admissions policies.

A non-refundable registration fee of $100 ($50—re-enrollments and siblings of currently enrolled students) must accompany this application.

Return to: DHMC, 466 N. John Daly, Dearborn Heights, MI  48127-3703