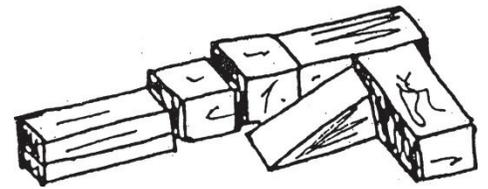


DEARBORN HEIGHTS MONTESSORI CENTER

3-6 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 small children: cognitive and construction toys, games, art, books and music, blocks, housekeeping, dress-up, outdoor play, and much more. Children bring lunch, three 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 or full-day Montessori classes are automatically admitted to the day care program. It is necessary only to let the school know if and when they will be attending. If schedule changes take place during the school year, 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 Montessori classes for those attending half-day or full-day with no extra hours.

"GRACE PERIOD"

Five minutes "grace" is allowed at the end of each class session. After this, children will be automatically taken to the day care room. 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, provided by the school, are served to all children present in day care. Snack foods are selected with child appeal and nutrition in mind, and represent at least two major food groups.

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. They then return to the day care area to eat. 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, put away their lunch boxes, and talk or play until everyone is done. Story time ends the lunch period, after which nappers curl up on their cots in the nap area and non-nappers begin afternoon play.

NAP/REST POLICY

There is no nap time in the Montessori classes—only in the day care portion of the program. Nap policy is flexible, determined by the needs of individual children. A very general “rule of thumb,” based on child care licensing rules, is that children who are five years old need not rest or nap unless they wish to, and that children under five should have a rest period. However, exceptions are made 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 30 minutes. Morning nap begins at 10:15 a.m. and ends at 11 a.m. Those who nap in the afternoon lie down after lunch and 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 periodically 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 using day care 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.
5. Labels are needed! Duplicates are inevitable. Much confusion can be avoided if children’s lunch boxes, boots, and clothing are labeled with their names. A ball-point pen works well for clothing, and a Sharpee or other indelible marker is good for non-clothing items.

PAYMENT TERMS & CONDITIONS

Charges for HALF-DAY MONTESSORI CLASS WITH UNLIMITED DAY CARE 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.

HOURLY DAY CARE charges are billed every three weeks. Hourly day care is available for use at any time by children who are enrolled in half-day or full-day Montessori 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 charges and Full-Day Preschool or Extended Day Kindergarten flat rate latchkey 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 through the FACTS program, while hourly day care and latchkey 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.

