



3-6 & Extended Day 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 2½ and 6 are eligible for enrollment. Toilet training is required. The school is non-sectarian, and does not discriminate in the administration of its educational or admissions policies on the basis of race, color, religion, national or ethnic origin, gender, or disability.

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. We request that each child visit the classroom once with a parent or guardian before actually beginning school. This allows him or her to meet the teachers and to become acquainted with the environment. An open house is scheduled before the beginning of each school year for children who have not yet had the opportunity to visit. 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 an administrator or the parents.

CLASS HOURS/EXTRA HOURS

Dearborn Heights Montessori Center offers the following program options for 2½ to 6 year old children:

1. **HALF-DAY MONTESSORI CLASSES**—
PRESCHOOL/KINDERGARTEN MULTI-AGE 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. Children attend one of these sessions for five days each week, remaining with the same teachers and classmates.
2. **FULL-DAY MONTESSORI PRESCHOOL**, an academic program for children younger than kindergarten, meets daily from 8:30 a.m. to 3:30 p.m.
3. **EXTENDED DAY KINDERGARTEN**, a full-day academic program for kindergarten-age children, is in session daily from 8:30 a.m. to 3:30 p.m.
4. An enriched **FULL DAY CARE PROGRAM**, which includes the half-day Montessori class, is available from 7 a.m. to 6 p.m., and provides a balanced day for the younger child with longer hours.
5. **OPTIONAL EXTRA HOURS** are available to all enrolled children between 7 a.m. and 6 p.m.
6. **SUMMER DAY CAMP** offers part time and full time options. A separate brochure is distributed in the spring.

TODDLER, ELEMENTARY and MIDDLE SCHOOL programs serve children from 18 months 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 first day of school, traditionally the Tuesday immediately following Labor Day, is an open house, 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

We offer curbside drop-off service at the north end of the building for ten minutes prior to the start of each half day session. Children are met at the car by a teacher and escorted to the classrooms in groups. **The drop-off line is a moving line only.** Parents who will be leaving their cars to enter the building must park in designated areas of the parking lot.

Children who arrive before or after the drop-off service hours must be brought into the building, and released directly to school personnel. If they are being brought to day care, they should also be signed in. **Please do not leave a child at the curb or allow him or her to enter the building unattended.**

All children should be called for at their classrooms. Although this is less convenient for parents, we feel it keeps the lines of communication open if we see you regularly. A five-minute grace period is allowed at the end of each half-day class. After that the children will be signed in to day care. 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.). All children must shake hands with a teacher when departing for the day.

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, notification is by answering machine, the website—www.dhmontessori.org, and DHMC's Facebook page. 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.

FIELD TRIPS

Field trips, which are normally limited to kindergarten-age children, are chosen carefully, with fun, educational value, cost, and reasonable logistics as criteria. A "blanket" field trip permission is signed as part of the enrollment contract. However, parents will be notified in advance if children will be leaving the building, with the exception of walks in the neighborhood. Transportation on field trips is provided by volunteer parents or by contracted bus. Parents may be asked to pay for an occasional field trip.

IN-HOUSE PROGRAMS

A positive alternative to field trips, particularly in inclement weather, 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. In addition, classroom teachers may arrange programs for their own classes. The younger children also enjoy being the audience for performances presented by the elementary children. Costs for in-house programs are usually paid by the school.



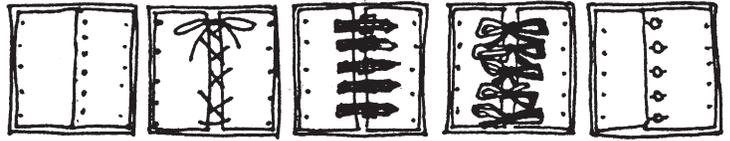
CLASSROOM CELEBRATIONS

Most classrooms recognize major holidays with a celebration or activity of some kind. These are presented in a cultural, rather than a religious manner, and individual teachers plan for their own classes. Teachers usually send notes indicating plans and/or needs; parent input and assistance are welcome!

Children's birthdays are also recognized, usually during the ending line of the day. Birthday celebrations are kept quite 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 and pure juices 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.



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. There are, of course, exceptions to this rule: All teachers have a group sharing time where things of interest to the class (books, special discoveries, artifacts or objects from a vacation, etc.) may be shown. Also, 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 in and out of the classroom. Individual classroom teachers may indicate areas in which they could use help (parties, materials making, reading with children, sharing a special talent, etc.) 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 CONFERENCES & ACTIVITIES

Contact between parents and teachers is very important. We schedule two parent-teacher conferences (fall and spring). Additional conferences may be arranged with the teachers at any time; our goal is good communication. It is most important that you keep the teachers informed of any changes in the home situation that might affect your child, or anything that comes up in conversation with him or her that you think the school should be aware of. Classroom and office staff are always willing to help solve a problem or answer questions.

A written record of progress is maintained for each child in the school, and we will furnish a report to any future school a child may attend. There will also be one scheduled class observation for parents. However, you are welcome to visit at any time.

We offer a series of 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, a year-end music program, and a family picnic. Parents are always welcome on field trips and at other special events throughout the year.

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.

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.

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.