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Montessori Children's House

Policy Handbook

5114 Jefferson Ave.

Midland, Michigan 48640-2907

Phone: (989) 835-1101

Email: info@mchkids.net

Website: www.mchkids.net

**Admission to programs is open to all students regardless
of race, sex, religion, national or ethnic origin or
disability in violation of ADA act of 1990, 104 Stat.32,42
U.S.C. 12101 et seq.**

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MICHIGAN DEPARTMENT OF HUMAN SERVICES

Signature Page

PARENT INFORMATION REQUIRED BY
MICHIGAN ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Michigan Department of Human Services. This license is posted near the office for review.

The licensing law and rules governing child care are posted for review at the facility upon request.

The administrator and each employee of the facility is required under Section R400.5102 rule 102 of the Michigan Licensing Rules for Child Care Centers under DHS to report suspected child abuse or child neglect to Midland DHS.

Any parent, or guardian of a child enrolled in the facility shall be permitted access to the facility during all hours of operation for the purpose of observing their children. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

It is unlawful for Montessori Children's House to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national or ethnic origin or disability in violation of Americans with Disabilities Act of 1990, 104 Stat.32,42 U.S.C. 12101 et seq.

I have read and understand the contents of the Montessori Children's House Policy Handbook.

Parent's Name _____

Parent's Signature _____

Date _____

MCH SUMMER CAMP CHECKLIST

1. SUNSCREEN-LABELED (WE PERFER THE CLEAR SPRAY KIND).
2. CHANGE OF CLOTHES TO BE KEPT AT CAMP.
3. SWIM SUIT AND TOWEL-EVERYDAY.
4. BIKE AND HELMET-EVERYDAY.
5. BACKPACK-EVERYDAY.
6. HEALTHY LUNCH WITH MILK OR JUICE. (NO POP PLEASE)
7. WATER BOTTLE-LABELED.
8. SUNGLASSES-LABELED.
9. TENNIS RACQUET
10. FOR CHILDREN ATTENDING THE FULL DAY PROGRAM
 - (a) BRING A TOWEL OR BLANKET FOR REST TIME (NO SLEEPING BAGS OR PILLOWS PLEASE),
 - (b) A SMALL LABELED TOOTHBRUSH AND TOOTHPASTE,
 - (c) SLIPPERS OR SOCKS TO BE WORN INSIDE.

CAMP PHONE: (989) 835-1101

Email: info@mchkids.net

** This information must be given in writing to all parents, guardians, and employees as required of the Michigan Administrative Code.*

ABOUT THE PARENT HANDBOOK

The Montessori Children's House Parent Handbook is prepared for the convenience of parents of children enrolled at the center. Parents are encouraged to review the handbook carefully. Montessori Children's House policies relating to children's nutrition, health, safety and welfare are included and should be read by all parents. Other administrative information of interest to parents in this handbook includes Montessori Children's House policies on admission and financial aid, how discipline is handled and a description of the center's activities.

PHILOSOPHY

The Montessori Philosophy must support and address the nature of the child. A child is a dynamic, curious person that has an inner need to know the world. Our philosophy rests upon respect for the child, and recognition for the full development within each child. Children need to be respected for who they are and what they are capable of. Children in a Montessori classroom are treated and respected as individuals. The classroom is designed to encourage exploration, raise their curiosity, creativity, interest and to provide a peaceful, diverse atmosphere where a child can succeed. In this way we hope to help the child in learning about him or herself and to instill a love of learning to carry with him or her throughout life!

MISSION STATEMENT

Our mission is to enhance the lives of children and their families through peaceful, diverse education where children respect and appreciate themselves, humanity and the community in which they live.

HISTORY

Montessori Children's House was founded by Nina and Gregory Rickle in the basement of Unitarian Universal Church in 1984. The school moved to 5200 Jefferson in 1986 when they purchased an existing home and surrounding property. In 1989, expanding, they built the new school and playground and finished the lower level in 1991. The ownership changed hands once in 2005 and more recently in September of 2007 to Eric and Tiffany Jaime.

ACCREDITATIONS

Montessori Children's House follows the guidelines of the Michigan Department of Human Services. The ages and numbers of children we serve at any one time are posted on the wall near the office.

We are inspected at least twice a year by the state. If you wish to obtain a copy of these biannual inspections or the evaluations from the building, health or fire departments, you can receive one by writing Michigan Department of Human Services.

A copy of the laws and rules we operate under are posted at the school and available if you wish to read them. Questions or concerns about these regulations may be forwarded to the Michigan Department of Human Services, Office of Children & Adult Licensing (989) 835-5785 Midland Office.

*Montessori Children's House is not affiliated with any religious or denominational organization.

MCH SUMMER CAMP RULES FOR CLUBHOUSE

Here at MCH Summer Camp our top priority is the safety of our children. For that reason precautionary measures are taken to ensure that our children have a fun, safe and exciting experiences.

Clubhouse is for children 6-11 years old. Any child turning 12 yrs. old before Labor Day will not be eligible for this program.

We have compiled a list of mandatory procedures that will be followed to avoid any mishaps that may arise.

- If a child does not follow the instructions of the teacher while off the premises, the Directress will be contacted by the teacher.
- The Directress will come to the location by vehicle and take the child back to the school by vehicle.
- Parents will be contacted.
- After two warnings of this nature a set meeting will take place between the Parents and Directress as to the proceeding measures that are to be taken with the child.
- After the warnings and meeting, if there is no positive change in behavior the possibility of dismissal will be considered.

Staff shall use developmentally appropriate positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation. The staff will do what is necessary to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding forms of corporal punishment.

The specifications of R400.5107 Rule 107 (Positive Discipline) of the Administrative Code apply to all employees of Montessori Children's House as well as to any adult onsite.

CONFLICT RESOLUTION POLICY

Just as children are expected to interact peacefully, we also believe adults can interact peacefully as well. For this reason, the Montessori Children's House, Inc. heads of staff has adopted the following conflict resolution policy to facilitate positive interaction:

1. Montessori Children's House believes in peaceful resolution in all matters involving students, parents and staff members.
2. The first step in conflict resolution is for the party(s) directly involved to strive to work out issues together (i.e. student to student, student to teacher, teacher to teacher, parent to teacher, etc.)
3. If the matter remains unresolved, the next and final step is for the distressed party(s) to include the Center's Directress in further discussion.
4. Montessori Children's House, Inc. gives full responsibility to the Montessori Children's House Admissions & the Director of Education to resolve conflicts arising within the school's programs.

HOURS OF OPERATION

We operate from seven o'clock in the morning until five thirty in the evening, Monday through Friday.

The center follows a calendar of our own aligning to some degree to the Midland Public Schools. To see the entire annual calendar, please ask at the office or visit our website, www.mchkids.net.

January 1	New Year's Day
Usually last week of March	Spring Break (same as MPS)
Last Monday of May	Memorial Day
July 4 *(entire week of off)	Independence Day*
First Monday of September	Labor Day
November 25	Thanksgiving Day
November 26	Day after Thanksgiving
December 24	Christmas Eve -- Winter Break is a full two weeks
December 25	Christmas
December 31	New Year's Eve

SNOW DAY POLICY

MCH now follows our own policy for snow days and inclement weather. Please watch the local channels, TV CBS 5, ABC 12 and NBC 25, their radio stations or their websites, these channels will indicate whether we are closed due to weather.

CHILDREN'S HOUSE

Montessori Children's House provides a specially designed program where the developmental needs of children age two and a half to six can be met and nurtured.

The curriculum includes work in math, language, sensorial, everyday living, geography, science, cultural arts, movement, music, Spanish and art. Principle goals are to develop the child's self-esteem, independence, order, coordination, concentration and respect for self, others, and the environment. Learning socialization skills, developing good interpersonal problem solving skills and grace and courtesy are also important goals.

Montessori Children's House school year runs from usually the Tuesday following Labor Day to the Friday before Memorial Day.

Program options include Half Day, Extended Day & Full Day programs for Preschool or Kindergarten. Classrooms accommodate up to twenty five or thirty children. A typical daily schedule for this program follows.

The Center's philosophy of discipline is based on the concept that the child who knows what limits are set on behavior, why those limits exist and how they are implemented, is a happier, more secure child. Respecting the child and involving him or her in the discipline process as much as possible is also characteristic of our philosophy. No child shall be bribed or coaxed in order to maintain discipline in the classroom or play yard. Such tactics deprive the child of self respect and threaten his status as a responsible person in his school family. Discipline in the Montessori environment is a constructive discipline. Ground rules are set to help the child work towards self regulation and respect for themselves, others, and the school.

The specific methods of discipline approved and used in our center consist of the following:

1. Prevention of unacceptable behavior by teachers' alertness and redirecting of activities.
2. Reasoning and explanation and problem solving.
3. Shadowing adult staff.
4. Directed to a chair near the group to allow the child to control him/herself.
5. Removal from school. This is done through discussion with the Head of School.
6. MCH staff is against and does not use the practice of corporal punishment or mental or emotional cruelty.

No child will be placed in a situation that he or she may not be able to handle without having an adult staff member there as a resource person for that child. The adult staff will model respect and problem solving skills, thus helping the child develop into a caring and responsible member of the Montessori Children's House family.

GUIDANCE AND MANAGEMENT POLICY

Fruit and vegetable group

Raw, unsweetened fruit, and raw or cooked vegetables can be very economical and a favorite with kids. Veggies can be served with or without dip. Because they can pose a choking hazard to children younger than six: the Center for Disease Control recommends firm, round foods like grapes, apples or carrots, be halved, match-sticked, diced or shredded as appropriate. Celery sticks should be avoided unless chopped against the grain.*

Suggestions:

- Bananas
 - Sectioned Citrus fruits
 - Apples
 - Applesauce
 - Melons
 - Halved grapes *
 - Berries
 - Pineapple
 - Pears
- Peaches
 - Mango
 - Kiwi
 - Dried fruit
 - Banana chips
 - Fruit salad or kabobs
 - Jell-O with diced fruit
 - Fruit cups with no added sugar

More suggestions"

Cut carrots*, potato planks, potato salad, string-less snap beans, bell peppers, bean salad, cucumber, coleslaw, broccoli, salad, hummus, black bean dip.

Meat group

Protein may be found in all of the food groups. If meats are served, please cut them up as recommended as mentioned above. Fresh meats are preferable to processed meats. Please be sensitive to the fact that some of our families are vegetarian or do not eat pork products.

Suggestions:

Chicken, ham, tuna or egg salad, meat slices or cubes, hard-boiled eggs.

Beverages:

Provided by Montessori Children's House

Portions:

Children's House" ¼ to ½ cup of snack per child

**MONTESSORI CHILDREN'S HOUSE
SAMPLE SCHEDULE OF DAY**

7:00	Early arrival	11:15 Circle
	a) Breakfast b) Art c) Puzzles	For Full Day Students (11:30 Lunch) (12:30 - 2:30 Nap/Rest)
8:30	Arrival/Greeting/Large Muscle (outdoor)	1:00 Afternoon session Arrival/Group
9:00	Circle a) Whole group b) Sharing c) Presentations	1:15 Work Cycle 3:15 Circle
9:15	Work Cycle a) Practical Life b) Sensorial c) Math d) Language e) Geography f) Science g) Music h) Movement i) Spanish j) Yoga k) Sensorial l) Practical Life m) Pre-handwriting n) Housekeeping o) Creative play p) Snack q) Cooking	3:30 Large Muscle (outdoor) 4:00 Dismissal 4:30 Afterschool snack 5:30 Latest Parent Pick-Up (For Full)

CLUBHOUSE

MCH Clubhouse is an award winning Before & After school program from Midland Public Schools (MPS) for children 6-10 years old. If the child's birthday falls during the school year and they turn 11, the child may finish the school year with MCH.*

This program runs from the Tuesday following Labor Day through the beginning of June, depending on how the school year calendar falls.

Transportation for this program is provided depending on the need.

We give rides to our children who normally walk to Adams Elementary School when the weather is colder than 10 degrees Fahrenheit with wind chill, too slippery, heavy snowfall, hailing or raining for the safety of the children & teachers. There is a small fee to cover the cost of fuel per ride.

Transportation Policy

For all parents with children receiving transportation, our cancellation policy is as follows:

1. **Parent must furnish a signed note stating whether there is to be any alteration in picking up or dropping off their child.**
2. If the parent decides within the same day, they may call or e-mail the school (tiffany@mchkids.net) before 12:00pm of that same day to change plans.
3. Any calls received after 12:00pm will result in the regular charge plus the transportation fee.

THANK YOU

We are fortunate to have the opportunity to influence our children's health and their future nutritional habits. Thank you for your commitment to your child's education at Montessori Children's House and for providing this snack for your child to share. Beverages will be provided by Montessori Children's House.

SNACK AND SHARING SUGGESTIONS

Each snack should include a food from at least two of the following food groups, salt, sugar and fat should be low when possible, and foods should not contain nuts, candy, marshmallow, chocolate or artificial sweeteners.

Grains, breads and cereal group:

Whole-grain ingredients provide best nutrition. Low-salt Triscuits or Stoned Wheat crackers are healthier than goldfish crackers or pretzels, for example. (Refined flour products are allowed, though).

Possible bread choices with fruit, veggies, seeds or herbs:

- Zucchini, carrot, pumpkin
- Sunflower, oatmeal, poppy, rye
- Tomato-basil, dill, rosemary

Can be served as:

- Soft slices
- Toast
- Pita
- Bagels
- Muffins
- Crackers
- Granola
- Low-salt Pretzel

Other ideas: rice, rice cakes, pasta salad and low-salt pretzels

Permanent damage from poor nutrition can begin as early as infancy.

Certain rules are based on allergy standards (no peanuts or tree nuts allowed), and others are designed to reduce choking risks for children younger than six. Remember, our children are in mixed-age classrooms, and all foods must be safe enough for the youngest children in the classroom. These lists are intended to make snack choices easier, but are by no means all-inclusive. These guidelines apply to all snack and sharing times, including birthday celebrations. Classrooms will always have back-up food in case an inappropriate snack is brought to school. In order to prevent your child from being disappointed, any questions regarding a snack you would like to bring will be welcome.

HAVE FUN

Involving your child in the selection and preparation of the snack will make the sharing experience richer for your child. Grocery stores and kitchens make great classrooms. As you plan the snack, ask your child for ideas. Discuss the options, and help your child learn to assess the health values of different foods. Choosing a theme for the snack, like "What Monkeys Eat." Or "Grandma's Greek Heritage," can make the snack more fun. With a required minimum of two food groups snack time can be as simple as bananas and crackers, or as elaborate as tomato-stuffed pita bread with cucumber dip.

REALITY CHECK

We encourage you to screen out less healthy foods by comparing food ingredient and nutrition labels. A choice of cubed cheese, served on low-salt, whole grain crackers, for example, is more nutritious than the choice of "cheese food" sandwich-crackers. Although a muffin and a cupcake may be similar, a cupcake dessert for a school snack is not appropriate. Our children's perception of a food's health value is critical to developing healthy nutrition habits that last a lifetime.

VISITING THE CENTER

Montessori Children's House maintains an open visitation policy for parents wishing to visit their child and for others wishing an informal look at the program. Parent-teacher conferences occur twice annually and as needed.

A formal classroom observation is available to any parent or guardian. A formal observation by parents who are considering enrolling their child is a prerequisite to admission in the center. Montessori Children's House also encourages parents of currently enrolled children to make a periodic classroom observation in order to enhance their understanding of their child's development.

An observer is asked not to interact with the children he or she is watching. Each classroom maintains a special space designated for observers and the Montessori Children's House staff requests that all observers remain within that observation area only. Morning observations begin at 9:00 a.m.; afternoon observations begin at 1:00 p.m.

VOLUNTEERING AT MONTESSORI CHILDREN'S HOUSE

At Montessori Children's House, volunteers are indispensable. The volunteer plays an important role in our everyday operations and volunteering is a great partnership-building between parent and staff. There are many areas in which one can share time and talents.

Volunteering in your child's class - reading a story, sharing a special talent or holiday tradition with a classroom is always welcome.

ADMISSIONS POLICY

Admission to the Montessori Children's House is nondiscriminatory in the administration of its educational policies, programs and activities and in the awarding of financial aid to students.

Montessori Children's House aggressively recruits a culturally diverse student population in order to create a social milieu where children learn respect and understanding for others, regardless of cultural heritage or individual differences.

Other factors affecting admission to the center are the compatibility of the child's home and school philosophies on issues such as discipline, nutrition and social-emotional values. The center also seeks to ensure that parents' educational expectations are compatible with the pragmatic goals of the American Montessori Society, with which Montessori Children's House is affiliated.

All students are accepted for enrollment on a conditional basis.

In the event the professional staff of the center determines the student's behavior in the classroom is disruptive, Montessori Children's House reserves the right to terminate the student's enrollment in the center.

The Day Care Licensing Laws require Montessori Children's House to keep on file at all times a record of allergies, medications that the child may be taking, and a medical history. We must also have an emergency form which lists who to call in an emergency when the parent(s) cannot be reached. Other information on the form includes: the child's immunization history and permission to seek/get medical treatment/care, if necessary.

In order to comply with State Law and for the child to remain at the Center, both the health record and the emergency form must be on file at the center's office from the child's **first** day of attendance. Parents are asked **to keep medical forms updated** as children receive check-ups and booster immunizations throughout the year.

MONTESSORI CHILDREN'S HOUSE SNACKS & EATING TIMES

Breakfast

Montessori Children's House allows a place and time children to eat the breakfast they have brought with them to school. We do not serve or supply breakfast. If, however a child was to bring in dry cereal, Montessori Children's House would provide the milk to go with it.

Snacks

We ask each family to be responsible for providing a nutritious snack for one week during the school year, All About Me Week, for their child's classroom. The snack needs to provide nutritional value in addition to calories, and contain food from two of the four basic food groups. Beverages are not considered a food group and will be provided by the school. Snacks are offered at various times throughout the day.

Morning snack:	9:00 - 11:30 AM
Afternoon snack:	1:00 - 3:30 PM
After School snack:	4:00 - 5:30 PM

Listed below are guidelines and snack ideas.

MONTESSORI CHILDREN'S HOUSE GUIDELINES AND RECOMMENDATIONS FOR NUTRITIOUS SNACKS

Montessori Children's House looks forward to their weekly snack and All About Me Week. It's your child's week to shine. Providing and serving a healthy snack to their friends allows your child to be the host, sharing information about the food and enjoying the socialization of the break. The hands of children and staff shall be thoroughly washed before eating.

Just as we encourage good habits in math and reading, our job as educators and parents is to model and teach healthy nutrition to our children. Nutritional habits and tastes developed in childhood help determine future adult health. Heart, blood pressure, cholesterol, diabetic diseases and cancer (just to name a few) are highly influenced by diet.

CELEBRATIONS

Birthdays are a special time in any child's life. Many children like to bring a snack to celebrate their birthday with their classroom, however, **WE DO NOT ALLOW CUPCAKES**. We ask that even special birthday snacks adhere to the nutritious snack policy. For in school celebrations, classrooms have special rituals to celebrate your child's birthday. If the child is planning to invite classroom friends to a birthday party, invitations may be placed in the children's cubbies **only** if the whole class is invited. If only a few friends are invited, please use your Montessori Children's House Directory to get addresses or phone numbers to contact these families directly.

Montessori Children's House is deliberately culturally diverse, we strive to be a place where everyone can feel welcomed and their family customs honored. Our classrooms are always open for parents to share about their nationality or specific customs. Learning about each other's cultures and religions allows us an extra opportunity to understand practices that may differ from our own.

For children ages 2 $\frac{1}{2}$ - 6, Montessori Children's House staff will only present from a selection of national holidays. In the school, holidays will be taught as they connect to the curriculum.

We encourage families to share their home practices with their Montessori Children's House family. Parents who want to share their family celebrations with the classrooms are invited to talk to their classroom teachers. Teachers will work with the parents to design an age appropriate presentation to offer students an opportunity to learn about their classmates' celebrations.

Parents in each program will be given specific details about the celebrations that will be presented by the teachers. Families are encouraged to talk to their children's teachers about sharing their special celebrations.

Parents have the right to request a waiver form from immunizations for religious or personal reasons. Parents are also asked to provide the child's birth certificate so that a copy may be included in the child's permanent file.

FEES

There is a \$125 non-refundable application fee that is required when returning an application for admission.

Tuition is set for a school year (consisting of nine months) with the three months of summer camp as a separate fee. Tuition is a monthly fee based on the program of your choice. The first tuition payment is due upon acceptance or in May for families re-enrolling, and the remaining 8 tuition payments are due the first school day of each month beginning in September.

There are no exclusions or subtractions to the monthly tuition due to illness, vacations, etc.

Late pick-up charges begin after two incidents and renews each school year. On the third occurrence, a late fee of \$25 or \$1/min., whichever is greater, is assessed. Increases of \$25 above the initial late fee occur with each incident thereafter. Parents who are frequently late can eventually have their contracted time reduced by 30 minutes or more. A \$25 fee will be charged to all accounts not paid in full by the 10th of each month. A \$25 fee will also be charged for all returned checks.

The school operates on the tuition and fees paid for services. If a family's account is significantly past due (30 days), the child will be withdrawn from the program until the account is brought to current status. Written notification of intent to withdraw a child shall be made at least a month prior to withdrawal.

Information on program rates & fees are available at the center's office or can be found on our website www.mchkids.net.

Parents can obtain the center's tax identification number by contacting the Montessori Children's House office.

WITHDRAWAL

A *one month withdrawal notice* is required during the school year. Tuition will be prorated and the balance will be refunded or collected by Montessori Children's House. If tuition is not received four days after due date, a reminder will be sent. If full payment is not made ten days after the due date, a \$25 late fee will be assessed and membership may be dropped, unless other arrangements have been made with the director.

Also, at the discretion of the teacher or director, a child may be asked to withdraw from the program. The school's aim is to work with each family towards full development of each child. However, on rare occasions, this may not be possible. Whether for physical, social, emotional or developmental reasons, the teacher will meet with the parents and give an explanation of the reasons for the requested withdrawal.

SAFETY POLICY

Montessori Children's House's Safety Policy shall include, at a minimum, the following regulations:

1. Licensed hours of operation are Monday through Friday from 7:00 a.m. through 5:30 p.m. Parents may enter the building at **7:00 a.m.**, please be respectful of the staff and no sooner, even if the staff is here.

Montessori Children's House closes for winter break & spring break. Other various closures may occur based upon inclement weather (in extreme cases), possible power outage, etc. A yearly calendar listing all of the designated closings is provide to each family upon enrollment as well as being listed in the Parent Directory and on the Montessori Children's House website.

Pest Control Plan

National Pesticide Information: 1-800-858-7358
Department of Agriculture 1-800-292-3939

Pests are living organisms that occur where they are not wanted or that cause damage to crops, humans, or other animals. Pests can include insects, weeds, fungi, and rodents. The term pesticide can refer to insecticides, herbicides, fungicides, rodenticides, antimicrobials, and various other substances used to control pests.

Montessori Children's House takes very seriously preventative cleanliness measures to be sure the school remains clean and safe. If Montessori Children's House encounters a problem with an infestation of pests, a Pest Control company will be contacted. There will be discussion and a notice home of the target pest, approximate location, date of the application, and information regarding the pesticide. In the case of an infestation, parents will be notified via e-mail or phone call and a letter home. Any liquid or aerosol insecticide applications will not be performed in any room of the school unless the room will be unoccupied by the children for not less than 4 hours or longer if required by the pesticide label use directions. Most applications would be done over a weekend or a natural break the school already has planned.

An annual notice is sent to parents through the handbook & posted at each entryway; the front door, cubby room door, and the downstairs main entrance that informs them they will receive advance notification of any pesticide applications via 2 methods.

Children must wash their hands:

- When arriving at school.
- When coming in after being outside.
- Before eating.
- After toileting.
- After sneezing or blowing the nose.
- After playground activities.
- After handling animals or insects.
- When hands appear to be dirty.

Teaching the children

- Time should be taken to teach your children the correct hand washing technique as described above.
- When to wash hands.
- How to wash hands.
- Observe the child hand washing.
- Review technique as necessary.

Children who take naps at MCH will have their blankets sent home weekly for cleaning.

Montessori Children's House staff shall complete regular cleaning and sanitizing of equipment, toys, and surfaces. Cleaning procedures should be conducted according to a timeline and anytime a child contracts a communicable disease using the 4-step method.

Montessori Children's House thanks you for your cooperation and consideration on these matters.

2. No child shall ever be left alone or unsupervised.
3. Each child shall be greeted by a staff member upon arrival. All staff members may be addressed by their first name. All children in Children's House should be escorted into the building by a parent or authorized person, and is responsible for seeing that the child is noticed by the appropriate classroom teacher and signed child in. At the end of a child's day, he or she is returned to the care of his or her parents or designated person by the teacher currently responsible for that child and signed out.
4. Montessori Children's House permits any custodial parent or guardian of a child enrolled in the school unlimited access to the center during hours of operation for the purpose of contacting his/her child(ren), or evaluating the care or the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and condition of the nonresidential parent. Upon entering the center, the parent or guardian shall notify the administrator or designee of his/her presence.
5. Montessori Children's House staff shall always have immediate access to a working telephone.
6. Montessori Children's House staff and children shall have one fire drill three months (quarter) of each year. A record of fire drills is maintained.
7. Montessori Children's House staff and children shall participate in tornado drills from April through October per season twice a year. A record of tornado drills is maintained.
8. There shall be an emergency plan posted which explains action to be taken and staff responsibilities in case of a general emergency and weather alerts. A diagram showing evacuation routes, fire pull and extinguisher locations, electrical box and first aid box locations are also posted.

9. In the event of loss of power or water, the administrator will decide whether to dismiss school early based on conditions specific to the emergency (i.e. temperature, length of time predicted for loss of power, water, etc.) Should early dismissal occur, Montessori Children's House staff shall contact parent/guardian using emergency numbers listed on each child's information form.
10. **Plan for the supervision of all children in the event of an emergency, serious incident, injury or illness:**
Child care staff will keep the children safe, reassure them, remove them to a "safe" location if necessary, and follow emergency procedures to maintain everyone's safety. If the evacuation of the building is necessary, a notice indicating an emergency destination will be posted on the front door of the building so parents/guardians and/or Police/EMS will know the location of the children and child care staff.
11. In the event of a field trip:
- A permission slip signed by the child's parent or guardian is required for all field trips in order for a child to participate.
 - A first aid box which meets the state requirements shall accompany the children and staff.
 - A person trained in first aid and CPR shall be available on the trip.
 - Each child shall have identification attached to him/her self, containing the child's name, Montessori Children's House's name, addresses and telephone number.
 - If a parent or anyone volunteers to provide transportation for field trips, the driver must be at least 18 years old, have a valid driver's license (with less than six points on driving record), certificate of no-fault insurance & registration. Copies of these records are maintained by the staff. The seats of the volunteer's vehicle should all face forward and there shall be no loose heavy objects in the vehicle. A first aid kit needs to be in the vehicle & the operator is familiar with its contents. There may be no smoking in vehicle on field trips. All children less than 65 lbs. need to be in approved restraint seat that is properly used.

In case of a head or mouth injury, the above procedures would still be used as well as specific first aid procedures posted in the classroom and office and designed for such emergencies. It is Montessori Children's House's policy to always phone parents as soon as possible about head and mouth injuries.

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other equipment in the school has appeared to play a role in the transmission of disease in child care settings.

Illness may be spread by way of:

- Human waste, such as urine and feces,
- Bodily fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood,
- Direct skin-to-skin contact,
- Touching a contaminated object,
- The air, in droplets that result from sneezes and coughs.

Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness-spreading condition in the same way. With this in mind, the following policies shall be implemented at Montessori Children's House.

An employee who calls in ill will be replaced by a substitute to keep the pupil/teacher ratio in balance with day care laws.

Child and Staff Hand Washing

5 STEPS:

1. Wash with soap and water while you sing "Twinkle Twinkle Little Star"
2. Rinse well
3. Dry hands with a single-use towel.
4. Use towel to turn off water.
5. Place in garbage can.

All medicine **MUST BE HANDED TO A TEACHER** to be put safely away. **NEVER GIVE A MEDICATION CONTAINER TO A CHILD TO DELIVER OR HAVE CHILDREN CARRY MEDICINE IN THEIR LUNCHBOX OR BACK PACK.** We appreciate your help, and by following these procedures, we feel that we can safely give medicine to children here at school when needed.

Special Diets: (Defined as a child needing to cut out a complete food group from his/her daily diet).

1. The diet must be prescribed by a doctor and be placed in writing in the child's file.
2. The prescription is good for only six (6) months.

Creams, Oils, Ointments: (Suntan lotions, poison ivy medicine)

1. Bring in lotion.
2. Give to staff along with explanation.
3. Fill out one form per medication (or sunscreen policy.)
4. It is good for fourteen (14) days if it is for a skin irritation or twelve (12) months for suntan lotion.

Other Montessori Children's House emergency procedures include:

- a) Calming the injured child
- b) Applying first aid, if necessary.
- c) Contacting parents immediately.
- d) Calling the emergency medical response (EMR) when appropriate.
- e) Asking parents to assume follow-up responsibility after emergency needs have been met.
- f) Notifying parents by phone or at time of pick-up when a child has been injured at the center regardless of size of injury or the lack of tears or vocalization of injury by the child.
- g) Write an incident/injury report to be signed by person picking up child.

They must also have child information cards of the children in their care at this time.

- f) Attendance shall be taken prior to leaving school, upon arriving at the destination, before departing the field trip destination, and again upon return to the school.
- g) An emergency treatment authorization which meets state requirements, for each child, shall accompany the children and staff.
- h) The health record of any children who have allergies or needs which require special procedures shall accompany the children and staff.
12. A record is kept of all instances when a serious incident or injury occurs or if a child is transported in an emergency by an emergency vehicle. A copy of the record, called an Incident/Injury Report, must be signed by the person picking up the child and will be forwarded to the parents in all such instances.
13. Only a parent/guardian or EMS will transport a child in an emergency. Child care staff may not transport a child in personal vehicles. A child care staff will accompany and remain with the child at the hospital until a parent/guardian arrives. A copy of the emergency form shall accompany the child.
14. If neglect or abuse of a child is suspected, a child care staff member will notify the DHS Children's Protective Services in Midland County.
15. Montessori Children's House requires diligence and care of its employees and students. Negligence or disregard of safety procedures may result in separation from the center.
16. Children are released from the center only to parents or their designated person(s) as listed on authorized release form. Parent's/guardians wishing their child to be transported from Montessori Children's House by an adult other than those listed on authorized release form must send either written authorization or contact the center by email; this authorization must include the child's name, name of transporting adult, and guardian's signature.

As an extra precaution, identification will be required. It is the parent's responsibility to pick up children at the designated time. Parents not complying with this policy could be at risk of being considered negligent.

17. Parents must sign a written agreement in order for a child to participate in a transitional process from one program to another (i.e. from Children's House to Clubhouse). This agreement will specify the beginning and ending date of the transitioning period and include the transitioning schedule.
18. We will not use spray aerosols in the center while the children are in the environment.
19. For safety reasons, we require children wear closed toe shoes or sandals with straps or Velcro. Flip flops are not safe on the playground. If a child wears these kinds of shoes to school, please send a safer style to wear during outside play. If children do not have on safe footwear, they will need to sit out recess.
20. Parents are responsible for ensuring that emergency form and registration card information is current and that a parent or designee is also available by phone.
21. Montessori Children's House reserves the right to refuse admittance to any child whose parent/guardian refuses to grant consent for emergency medical care.

No medication, vitamins, special diets or fluoride supplements are administered unless instructions to administer such items are written, signed and dated by a licensed physician and are prescribed for a specific child. **Neither prescription nor nonprescription medication may be taken by children on their own.**

We handle all medication in the following way:

Prescriptions:

1. Bring original bottle only.
2. Talk to teacher.
3. Fill out form identifying what, how much, when and to whom the medicine is to be given. Records are then kept on any medication your child receives at school including: date, time, name, amount and person administering the medication. (Please ask for help if uncertain how to use form.)
4. Can be given for the period of time indicated by the prescription.
5. NO exceptions to the rule!

Over the counter: (Defined as medicine that doesn't have Aspirin or codeine in it).

1. Bring original bottle only.
2. Talk to child's teacher.
3. Check bottle for age requirements. If the child is under the age for which a dosage is given or the dosage differs from instructions of the box, we **must** have a doctor's prescription to administer medication.
4. Fill out one medication per form
5. Can be given for THREE (3) Days ONLY without a doctor's prescription!

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian.

1. Diarrhea (one or more abnormally loose stool within a 24 hour period.)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.

5. Conjunctivitis.
6. Temperature of one hundred degrees Fahrenheit (100°F) taken by the axillary method when in combination with any other sign of illness.
7. Untreated infected skin patch(es), unusual spots or rashes.
8. Unusually dark urine and/ or gray or white stool.
9. Stiff neck.
10. Evidence of lice, scabies, or other parasitic infestation.
11. Vomiting or accompanied by any other sign or symptom of illness.
12. Sore throat or difficulty in swallowing.

This way each child can get the extra loving care only you as the parent can provide.

Children who have been out due to illness will need to stay out until fully recovered. Children need to be fever-free (without medication) for 24 hours to be admitted back into school. Parents are asked to call the center office to report their child's illness or lengthy absences. Montessori Children's House will notify families by letter when a contagious disease is reported by a parent or staff member.

The staff believe that children returning to school from an illness (e.g. cold, earache or ear infections) need to be recovered sufficiently enough so that they are able to participate fully in all center activities. We appreciate your help and consideration in this matter.

FINANCIAL AID POLICY

Montessori Children's House is committed to the policy of providing quality Montessori education at as reasonable a cost as possible. Nevertheless, the cost is beyond the means of some interested families. In keeping with Dr. Montessori's philosophy that all children could profit from exposure to this environment, we have established a financial assistance fund to help provide aid to families who otherwise could not afford to offer this educational advantage to their children.

Families who have previously received assistance or who were previously enrolled in the school will receive first consideration. Acknowledging that family circumstances change and that the financial resources of our school vary, no family is guaranteed aid indefinitely. Annual application is required.

Financial aid applications are confidential and reviewed only by the Head of School. The applicant's financial need, commitment to Montessori education and support of Montessori Children's House's philanthropic mission are factors in our determination. All families are asked to attend periodic parent programs, and support Montessori Children's House's fundraising efforts.

The financial aid application forms are available to interested families during the admissions process.

WEATHER AND OUTDOOR PLAY POLICY

In the event of inclement weather, it is important for families to check the TV/radio for school closing announcements or delayed opening.

CLOSURES/DELAYS:

MCH now follows our own policy for snow days and inclement weather. Please watch the local channels, TV CBS 5, ABC 12 and NBC 25, their radio stations or their websites, these channels will indicate whether we are closed due to weather.

OUTDOOR PLAY POLICY:

Our philosophy at Montessori Children's House is that **if your child is at school he/she is well enough to participate fully in all activities including outdoor play.** It is not our course of action to stay indoors with a child. Children who are too sick to play outdoors need to be kept at home, for the well being of the child. The following weather guidelines are observed by Montessori Children's House to ensure safe play outside.

- Winter outdoor play:

All children are required to be appropriately dressed for the winter weather (including boots, snow pants, and several light layers of clothing) as they will go outdoors daily. During this season, we always check the temperature and wind chill factor before taking the children outdoors.

If the temperature is less than 10 degrees the children will **NOT go outside.** We very much appreciate your support as you encourage your children to bring and wear their mittens, hats, and scarves, as needed. Please make sure that all your children's clothing is clearly labeled with your child's name so that we can make sure that they wear it.

- Summer outdoor play:

If the temperature or heat index is over 100 degrees the children will **NOT go outside.**

If there is an ozone alert, students will NOT go outside.

Teachers will limit outside time depending on the air quality index. The school will use www.weather.com for verification of weather condition that is current to our zip code location.

HEALTH CARE PLAN

We, the staff of Montessori Children's House, will greet the children each morning and afternoon at the beginning of the class time. At this time, we will observe the children for the common signs of communicable disease or other illness. All staff have received some training in signs and symptoms of illness and in hand washing and disinfecting procedures in our orientation training. Any child who is suspected of having a communicable disease is isolated temporarily in a space set aside for isolation until discharged to authorized adult. An adult is at all times within sight or hearing of a child who is isolated because of illness. The parent will be notified to pick up their child and the child may return to the school only after being symptom free for 24 hours. If the child handled any toys or other items in the classroom those items will be sanitized to reduce the risk of other students contracting the illness.

Communicable disease reports must be submitted to Midland County Health Department weekly or daily when symptoms of a potential communicable disease are presented among the children or staff.