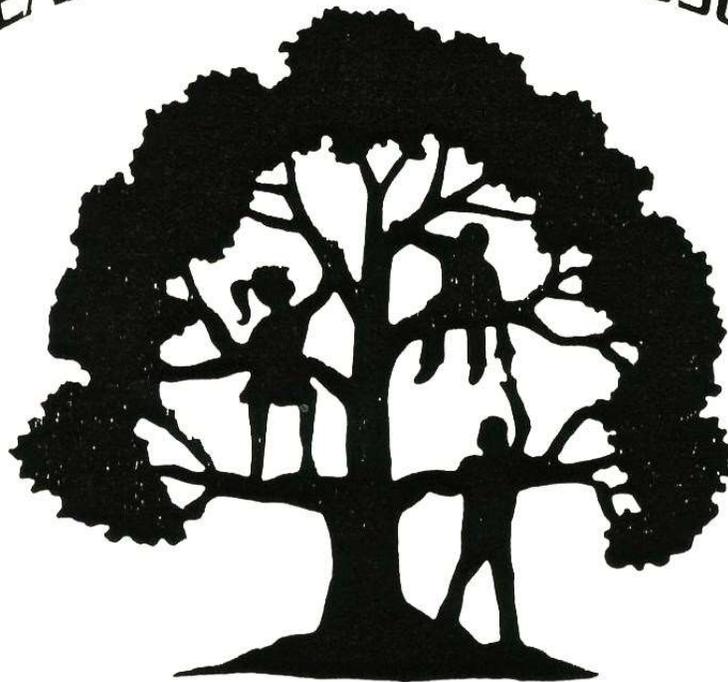


**Learning Tree Montessori**  
**Preschool and Daycare**  
**Parent Handbook**  
**2017/2018**

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LEARNING TREE MONTESSORI



COME GROW WITH US

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## **FORWARD**

This handbook contains a wealth of information to assist you in better understanding the policies and day-to-day operations of Learning Tree Montessori preschool and daycare. Hopefully any questions you may have will be answered in the following pages. This handbook is a sum-document of our official policy, required by the Department of Human Services.

## **PRESCHOOL PROGRAM**

Learning Tree Montessori Preschool is open to children ages 2 years 9 months through 6 years of age. Learning Tree will provide a safe healthy environment for children who will be cared for by a qualified, loving staff. Our Montessori program is based on the teachings of physician and educator, Dr. Maria Montessori. The classroom consists of four major areas and two minor areas. The Major areas are:

**Practical Life** – Teaching children to take care of themselves and their environment as well as strengthening their fine motor skills.

**Sensorial** – Activities that challenge the senses, visual perception, sequencing, critical thinking and problem solving.

**Language** – Tracing and pre-writing skills, letter recognition and sounds, rhyming, opposites, beginning reading and writing.

**Numbers** – Introduces children to numbers, values, patterns, counting, early math concepts, time and money.

The minor areas in our classroom are:

**Science and Geography** – Learning about the world around them

**Art** – using different materials and mediums to create and express themselves.

We offer a 5-day morning class and a 4 day afternoon class. We have a fenced playground and we include several fieldtrips throughout the year.

## **DAYCARE PROGRAM**

The daycare program at Learning Tree is open from 7:30 – 5:30 daily for children ages 2 years 9 months through 6 years of age who are potty trained. Children do not have to be enrolled in Preschool to attend daycare, but they will need proper paper work on file to attend. Learning Tree will provide a safe healthy environment for children who will be cared for by a qualified, loving staff. The needs of the children's social, emotional, physical and intellectual development will be addressed. This program is operated under the same philosophy and quality of development as the preschool program.

## **PHILOSOPHY**

Our Montessori school functions around the belief that every child is unique and that the educational program must be structured to allow each child to reach his or her fullest potential. Learning Tree was established to provide children with a positive learning experience by cultivating the child's natural desire to learn. This is accomplished by allowing each child to experience the excitement of learning by choice, and providing the children with an environment for learning. The goals at Learning Tree are to help your child maximize his or her abilities, enhance the natural desire to learn, establish positive self-esteem and experience the joy of learning.

## **STAFF**

Amy Sprik is the program directress at Learning Tree. She is a graduate of Zeeland High School and Muskegon Community College. Amy has a Child Development Associates (CDA) Degree from Muskegon Community College and a Montessori certificate from North American Montessori Teachers Training Center. She has been working in a Montessori classroom since 1984.

All other staff members at Learning Tree must fill out an employment application and provide a resume along with at least two references. LTM will check the listed references and conduct a background clearance check with the Michigan State Police and the local DHS office. All employees must have a valid health form and negative TB test on file. All employees must have a valid first aid and CPR card. We do these things to provide your child with a safe secure environment.

## **PRESCHOOL ADMISSION & WITHDRAWAL POLICY**

Learning Tree does not discriminate with regard to race, sex, religion or national origin. Children 2 years 9 months through 6 years are eligible for admission. **All children must be potty trained**, as LTM does not have a diapering station. We understand that accidents will happen so please be sure to put an extra change of clothing in your child's backpack. Assistance will be given in the restroom if needed and proper hand washing techniques will be taught.

Applications for enrollment in the preschool program are taken in the order they are received, with families currently enrolled having first priority. Applications will not be considered unless accompanied by the enrollment deposit. Children are admitted to the preschool for the full school year.

**If a child is dismissed by the staff or if for any reason parents decide to withdraw their child from school between August 1, 2017 and May 24, 2018, they must give a 30 day notice. A termination fee equal to one monthly payment will be charged if you withdraw after August 1, 2017 and before May 24<sup>th</sup> 2018.**

## **EXTENDED CARE ENROLLMENT & WITHDRAWAL**

Learning Tree does not discriminate with regard to race, sex, religion or national origin. Children 2 years 9 months through 6 years are eligible for admission. **All children must be potty trained**, as LTM does not have a diapering station. We understand that accidents will happen so please be sure to put an extra change of clothing in your child's backpack. Assistance will be given in the restroom if needed and proper hand washing techniques will be taught. Daycare enrollment is open as long as spaces are available. A completed enrollment contract must be turned in along with a completed health form and immunization record. Currently enrolled preschool children will have first priority for available space.

**A two week notice is required when you change or withdraw your child from the daycare. Payment is required during those two weeks whether your child is present or not.** Payment is still required if your child misses daycare due to illness, vacation or change in schedule.

## **START-UP REQUIRMENTS**

By the first day of school or daycare, you must complete and return the following information: enrollment form, health appraisal form completely filled out and signed by

the child's doctor, a copy of your child's immunization record, a completed child information sheet and questionnaire, permission form and notebook notification form. You will also need to supply your child with a pair of indoor shoes or slippers and a backpack with a complete change of clothes in it.

### **DISCIPLINE POLICY**

Learning Tree Montessori preschool and daycare will provide your child with a safe structured and consistent environment. Since the rules are consistent and positive, the methods of discipline used by the staff will encourage self-control, self-direction, cooperation and a positive self-esteem. We will provide your child with an environment which encourages and focuses his or her attention and activities to the areas of social, emotional, physical and intellectual growth. Physical and emotional punishment, exclusion from meals, playground and daily learning activities, and confining or restricting movement by binding or tying a child is prohibited.

In the event that a child is disruptive, the child is asked to sit briefly and think about his or her behavior. If the child continues to be disruptive, the teacher will remove the child from the classroom and talk to the child. The specific incident is discussed in an attempt to show the child how his or her actions affect the environment and the other children in it. During the discussion, the teacher is careful to separate the behavior from the child, reassuring the child that they are liked very much; it is simply the behavior that is not acceptable. If the behavior continues, the parents of the child will be made aware of the inappropriate behavior. The staff and the parents will work together to try to resolve the behavior issues. A parent will be asked to observe the child in the classroom to monitor the child's behavior and offer suggestions that may help. A final course of action will be that the staff will ask the parents to remove the child from the program. The parents will have two weeks to remove their child from the program.

### **ATTENDANCE POLICY**

Please notify the school if your child will be absent for any reason. **DO NOT send your child to school if he or she has had any of the following symptoms within the last 24 hours: Fever, Vomiting, Diarrhea, Sore Throat, Bad Cough, Discolored Nasal Discharge or Flu-like Symptoms.** Any communicable disease must be reported to the school. If you are unsure of whether to send your child to school, please opt to keep him or her home. A good rule of thumb is if your child is well enough to participate in daily activities and play outside, they can attend school. If your child becomes ill at school or we determine that he/she is unable to participate in class, we will call you to pick up your child. Children are in close contact with each other at school and as a result, colds and sickness are easily passed around. Your consideration in this matter is appreciated.

### **PRESCHOOL ARRIVAL PROCEEDURE**

Arrival time for the morning class is from 8:45 – 8:55 Afternoon class arrival time is 12:30 – 12:40. Please park in the parking lot and remain in your car until a teacher comes to bring your child into school. Please DO NOT let your child run around in the parking lot or send them in early as we are preparing for class. You are welcome to use the daycare if you need to drop off your child before the scheduled school start time. If you will be arriving later than the scheduled drop off time, you will need to bring your child into school.

## **PRESCHOOL PICK-UP TIME**

Pick-up time for the morning class is 11:20-11:30. Afternoon class pick-up time is 3:05-3:15. Parents need to come into the school to pick-up their child. **PLEASE BE PROMPT**. If you arrive late (after 11:30/3:15), your child will be sent to the daycare and you will be charged for drop-in care. If you arrive after 5:30p.m. for daycare pickup, you will be charged one dollar per minute that you are late for each child.

## **HEALTH CARE PLAN**

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. The staff at Learning Tree are required to wash their hands after using the restroom, before preparing any food items, after assisting children in the restroom and when other conditions warrant it. Children are taught to wash after using the restroom, before snacks and meals and when other conditions require it. Both staff and children wash using running water and soap. Paper towels are provided to dry their hands.

Learning Tree Montessori tries to minimize exposure to blood, body fluids and discharges by having gloves and masks available to the staff. All staff members must undergo Blood borne Pathogen training. Staff members will wear proper precautions to clean up any blood or body fluids. A Blood borne Pathogen kit is available in the Staff restroom for large spills. For minor clean ups, staff will immediately bring all contaminated items to the garbage or place them in a separate garbage bag to be laundered.

All areas that may become contaminated by blood or body fluids must be cleaned and sanitized by using the three step method of washing with soap & water, rinsing with clean water and sanitizing with a water and bleach solution. Items that can be laundered will be washed in Hot water.

Toys, equipment and surfaces are sanitized as needed on a daily basis. There are at least 3 times a year that the staff sanitizes the whole classroom. (Aug, Dec, Mar.)

For more information about health care issues including communicable disease and vaccinations, please consult your local health department or visit any of the following websites: [www.mi.ottawa.org](http://www.mi.ottawa.org); [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare); [www.pandemicflu.gov](http://www.pandemicflu.gov); [www.michigan.gov/immunize](http://www.michigan.gov/immunize).

## **INJURY/ILLNESS AT SCHOOL OR DAYCARE**

No child will be admitted to Learning Tree until proper forms are on file at the school. All staff members are trained in first aid and CPR. In the event that your child becomes ill or gets injured at school, every attempt will be made to contact you or the emergency contact person listed on their information card. For minor cuts or bruises we will administer band-aid and a hug. If your child has any health problems, please be sure to inform the staff. In the event of serious injury or health issue, 911 will be called.

## **CHILD RELEASE PROCEDURE**

If your child will be picked up by someone other than a parent, please notify the staff with a written note or a phone call. The staff at Learning Tree may ask for photo identification from the person picking up your child if they are not familiar with that person. Please be sure to list any person that might regularly pick up your child in the appropriate box on the child information record.

## **POLICY FOR MEDICINE DISPENSING**

The staff will not administer any medications unless a medical form is filled out by the parent giving permission to do so. If your child needs medication of any kind while they are in attendance at Learning Tree Montessori, the Parent or Guardian must fill out a medication form giving permission to the staff to administer the medication. Medications must be brought in the original container with the dosage instructions on it. Medications must be clearly labeled with Pharmacy name, the child's name, the name of the physician, name and strength of the medication and clear instructions. If your child uses an Epi-pen, you will need to leave one at school along with written permission for the staff to administer it when needed. Sunscreen cannot be applied to children without permission from a parent or guardian.

## **PLAYGROUND**

Preschool & Daycare students will be going outside daily weather permitting. Children are expected to participate in outdoor activities and should bring appropriate clothing for the daily weather conditions. Your child may wish to bring a water bottle to take out on the playground as we don't have water available outside. Please be sure to label the water bottle with your child's name. If you don't want your child to go outside, you will need to arrive early to pick him/her up from class.

## **FIRE/TORNADO DRILLS**

Several fire drills will be carried out throughout the school year. Tornado drills will be held during tornado season. These drills are necessary to assure the safety of everyone in the event of a real emergency. Teachers will explain the procedure to the children in a non-threatening way.

## **EMERGENCY CLOSINGS**

In the event that Learning Tree Montessori will be closed due to inclement weather such as snow, fog or ice, we will follow the Zeeland Public School system. **If you hear that the ZPS is closed due to the weather, Learning Tree preschool and Daycare will be closed.** If you hear that the ZPS is delayed, preschool and daycare will remain open as usual. If a tornado watch is issued **during** class hours we will remain open and monitor weather conditions. If a tornado warning is issued **prior to the start** of class, class will be canceled. Children already at school will be cared for until they can be picked up. If a tornado warning is issued **during** class hours, we will take shelter in the approved spaces at LTM and remain there Until the All Clear is given.

## **PARENT OBSERVATIONS**

Parents are always welcome to observe their child in the classroom. We have a one-way mirror installed in our school so that you can observe unnoticed. If you prefer to interact with your child, you may sit in the classroom with your child.

## **TELEPHONE/ADDRESS CHANGE**

Please notify the school immediately if there is any change in your contact information ( home, work or cell phone or you home address) It is important for us to have up to date contact information in case of an emergency.

## **SHOW & TELL**

Show and tell will be twice a month in the preschool class. The A.M. class will have Show & Tell on Fridays. The P.M. class will have show & Tell on Thursdays. Show and tell suggestions will be printed in the monthly news calendar. Please encourage your child to bring in something that goes along with the designated theme. No weapons or inappropriate items may be brought in. **Please discourage your child from bringing items in on other days as it is disruptive in the classroom.**

## **PRESCHOOL FIELD TRIPS**

We schedule four fieldtrips per school year for the preschool classes. You will be notified of all field trips that your child will go on. **Parents will need to drive their child to and from the trip or make arrangements for someone else to transport their child.** Due to licensing rules, LTM will not make transportation arrangements for children in care. A class list will be sent home, you may contact another parent to assist in transportation if you would like. If for any reason you would rather not send your child on a scheduled field trip, you may choose to keep him or her home for that day or schedule him/her in our daycare.

## **SNACK & LUNCH**

Parents of preschool students will provide snacks for the preschool. A snack calendar will be sent home monthly listing what you need to provide on your assigned snack day. If your child has a food allergy, please make sure the staff is aware of it and we will discuss an appropriate snack plan for your child. Children in extended care will be provided with a healthy snack in the morning and afternoon. The snack menu will be posted on the refrigerator weekly. Lunches are to be provided daily by the parents and/or guardians. We encourage you to send in healthy food choices for your child. A refrigerator and microwave are available in order to heat up and chill lunches. Learning Tree will provide plates, cups, napkins, forks and spoons.

## **EXTENDED CARE QUIET TIME**

Quiet time is scheduled daily for children in the extended care program. Children will not be made to sleep, but are expected to sit or lay down quietly. We provide a mat/cot and sheet. Parents/Guardians need to provide a small blanket and pillow. These items will be sent home weekly to be washed. Please return them on the child's next day of care. We respectfully request that no other personal items be brought into the building as they become a distraction and can be easily lost or broken.

## **FUND-RAISERS**

Learning Tree Montessori participates in one school fundraiser yearly. Money raises goes toward lowering operating costs and equipment purchases. We also participate in a fundraiser for St. Jude Children's Research Hospital. We appreciate your support in these fundraisers. We couldn't do it without you!

## **RELIGION**

Learning Tree Montessori is an environment that believes in Christian values. We include songs with biblical references in our daily singing and include Christmas and Easter stories and songs during those holidays.

## **DAYCARE FEES & PAYMENTS**

The weekly fee for students enrolled for 30 hours or more is \$150.00. Students using less than 30 hours will be billed at \$5.00 per hour or \$7.00 per hour for two children from the same family. The smallest amount of time we bill for is ½ hour (Only if pre-scheduled.) Drop-in care or late pick-up will be billed at \$5.00 per hour. **Daycare Payments are due on Monday each week.** Drop-in care and extra hours will be billed accordingly on the following week's billing. A late fee of \$15.00 will be added to any account not paid by Thursday at 5:30 p.m. A one dollar per minute fee will be added to your bill if you pick-up after 5:30p.m. If your account is more than 10 days late, your child will be unable to attend care until the balance is taken care of. A \$25.00 service charge will be assessed for any returned checks. All pre-scheduled hours are charged whether your child is in attendance or not. You will not be charged for scheduled closings or closings that occur due to bad weather.

## **PRESCHOOL TUITION SCHEDULE**

Tuition payments are due the first of each month, September through May. This schedule bears no reflection on the number of days attended per month. A late charge of \$15.00 will be added to accounts not paid by the 10<sup>th</sup> of the month. Accounts not paid by the 15<sup>th</sup> of the month will result in your child being excluded from class until the account is brought up to date. A service charge of \$25.00 will be added to your account for any returned checks. The tuition schedule for 2014-2015 is listed below:

<b><u>5-Day Class</u></b>	<b><u>4-Day Class</u></b>
Enrollment Dep: \$75.00	Enrollment Dep: \$75.00
Full Pmt: \$2880.00 (Due Sept. 1)	Full Pmt: \$2385.00 (Due Sept. 1)
Semester: \$1440.00 (Due Sept 1 & Jan 1) Monthly: \$320.00 (Due Sept 1- May 1)	Semester: \$1192.50 (Due Sept 1 & Jan 1) Monthly: \$265.00 (Due Sept 1- May 1)

## **Daily Preschool Schedule**

A.M. Class	P.M. Class	Activity
8:45	12:30	Children arrive change shoes and choose work
10:30	2:15	Clean-up, jobs, story and group time
11:00	2:45	Playground or large group activity
11:20-11:30	3:05-3:15	Pick-up time

### **Extended Care Daily Schedule**

7:30-9:00	Arrival – Quiet free play
9:00-9:30	Teacher involved free play
9:30-9:45	Snack
9:45-10:30	Calendar / Story time / Art activity
10:30-11:30	Playground or Indoor Active play
11:30-11:45	Lunch preparations (wash hands)
11:45-12:30	Lunch
12:30-1:00	Free play
1:00-1:10	Clean-up and rest preparation
1:10-1:20	Story time
1:20-2:40	Rest time
2:40-3:00	Snack time
3:00-3:45	Playground or indoor active play
3:45-4:45	Free-play / Scheduled Activity / Art project
4:45-5:30	Classroom clean-up and quiet play

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