
PARENT HANDBOOK

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INTRODUCTION

For Kids' Sake Montessori values inclusion and diversity and strives to include families from the greater Southfield area and local neighborhoods who represent a wide range of cultural, educational, and economic backgrounds. It welcomes all children who can participate in, and benefit from its programming with a diverse and well-qualified staff. The Center fulfills a very exciting mission in the city of Southfield and in Michigan's Early Childhood Educational Community. It offers full and part time high quality education and care for young children, ages six weeks through kindergarten with after school, holiday and summer programming for children up to 8 years of age.

For Kids' Sake Montessori follows the beliefs of Maria Montessori and the Montessori Method of Education. The school also reflects current standards of best practice as articulated by the National Association for the Education of Young Children (NAEYC) and adheres to all Michigan DHS licensing regulations. The NAEYC Code of Ethical Conduct and the Montessori Philosophy guide all decisions regarding programming and relationships. Parents are recognized and valued as active members of the Center's team and are partners guiding the care and educational needs of their children.

Our Mission

To be a Facility of Excellence by providing high-quality early childhood education programs in a caring atmosphere that is welcoming, respectful, and nurturing to all families at all times.

CENTER PHILOSOPHY

For Kids' Sake Montessori provides an environment that is friendly, safe, nurturing and conducive to learning. We focus on children as individuals because we understand that children have unique interests and learn at different rates. We believe children are active learners and are encouraged to explore and manipulate age appropriate objects and materials, in order to gain a greater sense of their world, for this is the Montessori way.

PROGRAM STANDARDS

For Kids' Sake Montessori is committed to adhering to the Montessori Philosophy and the Code of Ethical Conduct of the National Association for the Education of Young Children (NAEYC). Information regarding the Montessori Philosophy can be provided in the office and can be found on the web at sites such as <http://www.montessorica.com/interest.htm>. Copies of the Code can be obtained from the Director/administrator or from the web at www.naeyc.org/publications/position-statements.

The School follows the Montessori philosophy and adheres to the rigorous voluntary standards of NAEYC Accreditation. It also meets the licensing requirements of Michigan Department of Human Services (DHS), the child food service standards of the United States Department of Agriculture (USDA Food Service), and state Fire and Sanitation Codes.

Department of Human Services License

For Kids' Sake Montessori is licensed by the Michigan Department of Human Services Office of Children and Adult Licensing. A copy of our license is posted in the reception area. A copy of all of our inspections can be found in the main office or on line at www.michigan.gov/dhs. The re-licensing process is repeated every two years and includes a visit from the Health Department and the State Fire Marshall. Unannounced visits are conducted by DHS to ensure consistent adherence to state standards.

The [Licensing Manual of Requirements for Child Care Centers](#) is available to view and is posted at the "Parent Information" board in the reception area.

Daily Arrival/Departure

Every child **must** be signed in upon arrival by using the touch screen monitor and pass code at the reception desk **and** by using the sign in/out log at the front desk. A parent/guardian or another authorized adult **must** accompany children to the classroom and notify the teacher of their presence. Please recognize that for safety reasons children may not walk to their classrooms alone. Children should be dropped off as scheduled. Late drop offs often interrupt the class and children miss vital instructions for the day. Teachers **must** be informed when a child either joins or leaves his/her care. Children must be

signed out upon departure by using the touch screen monitor at the reception desk and by using the sign in/out log at the front desk. Children who are dropped off early or picked up later than on their approved schedule, without prior approval from administration, will be assessed additional fees.

Note: For security reasons, pass code sharing is prohibited. If someone other than a parent/guardian drops a child off at the center, it is the parent/guardian responsibility to make sure that person knows the sign-in/out procedure. Also, that individual is to use the "guest doorbell" for entry and stop at the reception desk upon arrival to have the child manually signed in and out at the touch screen monitor.

Drop off

Children enrolled in the am enrichment session may be dropped off anytime between 6:30 am and 8:30 am. All other children must be dropped off for class no later than 8:45am.

If for any reason your child will be absent or late it is important to call the office to inform the school.

For a child to receive breakfast they must be at school by 8:15 am and for lunch they must be at school by 10:30am. Absolutely no children will be admitted after 11:00 am.

Responsible for Child

The School is not responsible for the child until the parent/guardian or authorized adult has signed the child in and a teacher recognizes the child as being present. Parents/guardians or authorized adults resume responsibility for their child immediately upon arrival for pick-up.

Late Pick-up Policy

Children picked up after our 6:00 p.m. closing time (or after 4:00pm for those children not enrolled in the afternoon enrichment session) will be charged \$2 for every minute after 6:00 p.m., payable upon pick-up or before drop off the next school day. Children will not be permitted to attend FKS until such fees are paid in full. Parents need to call the School immediately should an emergency arise that keeps them from picking up their child on time. It is important to call because it is comforting for children and staff to know a parent is on the way. However, it does not eliminate the late fee. If a child has not been picked up by 7:30 pm and no word or directions have been received from the parent or other authorized adult, a protective service worker or law enforcement officer will be notified to pick up the child. In such cases, the administrator on duty will stay with the child until he/she is united with his/her family or until the state official relieves the administrator on duty.

Hours of Operation

The hours of operation are 6:30 am to 6:00 pm, Monday through Friday. FKS will normally remain open on days that local schools are closed. In case of severe weather or natural disasters, when it is not safe to drive, the School will follow the decisions of the greater Southfield educational community in regards to hours of operation. Such decisions will be broadcast on local radio and television stations and posted on the For Kids' Sake Montessori website. **Payment is still required for days that the school must close due to inclement weather conditions, holidays, power outages, annual staff training, or any emergency.**

The School's calendar will be set before the start of the school year. Regularly scheduled Center Closings include:

- New Year's Eve and New Years Day
- Good Friday and Easter Monday
- Memorial Day
- 4th of July
- 2 Professional Development Days (October or November and February or March)
- Labor Day
- Thanksgiving Day and Thanksgiving Friday
- Christmas Eve, Christmas Day and Day After

Additionally, the School may close early on days that administration deems it unsafe for students to remain on site for any reason.

The academic school will be closed for the week during the Christmas and Easter Holiday. However, camp hours may be offered for non holiday days during these weeks

Tuition is still collected for these holidays and all closings.

Visitation

We have an open door policy. Parents/guardians of enrolled children are permitted to observe their children at any time while being escorted by a staff member.

Visitors looking at our school are given guided tours by staff only.

Authorized Adults/Release of Children

The names of all adults authorized to pick up each child must be on file with the School. Parents must notify the School if someone who does not regularly pick up their child will be coming to take their child home in the afternoon. When an adult who does not routinely pick up a child comes to the School he/she must present a photo ID to the administrator before entering the center.

If there is a court order prohibiting any individual from having access to a child, the School must have a copy of the documentation ordering such prohibition. We will maintain a copy on file and comply with the terms of the court order.

If a parent/guardian or an authorized pick-up person appears to be unable (physical or emotionally) to safely care for a child and/or may place the child at risk of harm if released to the individual, the director or staff member, will attempt to contact the other parent/guardian or an alternative authorized person. If that is unsuccessful, local authorities will be contacted to assist in caring for the child.

Lost and Found Items

Any items or clothing left at the School at the close of business day will be placed in the Lost & Found Bin in the reception area. Any items not claimed after one month will be donated. Please be sure to label all items to help us return all items to their proper owners.

Personal Property

A soft toy or doll from home may be provided for naptime comfort only. Children should not bring other toys from home except for special projects or with teacher's permission. Items that pertain to violence, such as: guns, knives, action figures, swords, etc. are NOT permitted in the center at any time. The School provides adequate toys and materials for all children and will NOT be responsible for any lost, stolen, or damaged items brought to the school.

Children will be given a supply list from their classroom teacher. Some common items that all children will need to bring are a small crib sized blanket, a complete set of clothing, wipes, tissues, tooth brush, and any other personal supplies such as medications or diapers.

All personal property must be labeled with child's first and last name.

Child Guidance & Discipline

The goal of the School's child guidance policy is to build self-worth, increase social competence, and enhance the dignity of each child. All guidance and discipline techniques used at the School shall be in accordance with this positive emphasis. The purpose of any set of procedures should be to teach children to learn how to control themselves in various situations.

Positive approaches to guidance include:

The developmentally appropriate guidance is established through the concepts of the Montessori Curriculum. The Montessori Curriculum has set ground rules that help the children learn what is appropriate behavior; both in the classroom and in everyday life. The basis for the ground rules are respect for self, others, and the environment.

- Staff will have a well-designed, developmentally appropriate prepared learning environment and provide developmentally appropriate learning experiences and work units.
- Staff will know and be sensitive to the developmental, cultural, and individual needs of each child.
- When inappropriate behavior occurs, the teacher shall examine the situation thoroughly to determine the cause; i.e., something in the classroom, stress at home, a physical problem with the child, or some other factor. The

teacher shall be responsible for documenting patterns of inappropriate behavior and bringing such patterns to the attention of parents and administrators.

- When possible staff will encourage children to solve problems using the Montessori Ground rules and intervene when necessary.
- The goal of developmentally appropriate guidance is to help children learn to make socially acceptable choices. For that reason teachers strive to use modeling of appropriate behaviors, mediation, and guidance to assist children in making acceptable choices.

The goal is to give children the tools they need to become good friends, good citizens, and strong, healthy self respecting individuals.

For Kids' Sake Montessori follows procedures as outlined below in encouraging self-discipline

Infants and Toddlers

When working with infants and toddlers, teachers will use such strategies as: prevention, distraction, encouraging, modeling, and enticing the child to a new activity. Infants and toddlers should never be put in time out because it is developmentally inappropriate.

Three, Four, Five Year Olds and School Age

Similar techniques will be used with preschoolers and school age such as: prevention, redirecting, humor, reminding, encouraging, modeling, discussion, problem-solving, and conferencing.

Calm down time may be used as a behavior management technique to assist in solving an on-going or habitual behavioral problem for this age group. Calm down time will be no longer than one minute per year of the child's age. Calm down time will be followed by redirection and positive encouragement.

For Kids' Sake Montessori does not permit ANY FORM of corporal punishment.

These discipline techniques are NOT permitted:

- Corporal Punishment or physical force is NEVER allowed!
- A child is NEVER to be deprived of food, water, a nap or rest, a comfort item from home, or bathroom facilities!
- Unsupervised isolation of a child is NEVER allowed! "Time Out" shall rarely be used. Instead, teachers will use a calm-down time to help children compose themselves before returning to play. Further, it is recommended that more appropriate methods of redirecting and/or guiding children, as described in *Developmentally Appropriate Practices* (Bredenkamp & Copple; 1997), be used with four, five, and six year olds.
- Adults are expected to always show respect for children by NEVER addressing a child harshly with intimidation or ridicule. Also, in accordance with the NAEYC Code of Ethics, School personnel will not discuss a child's behavior with other adults, in the presence of other children, or with other parents. Written or verbal reports to parents regarding conflicts will guard confidentiality by not revealing the name of any other child involved.

Staff members will encourage parents to use these same approaches to guide and discipline their children. All parents and staff are required to sign the School's *Child Guidance & Discipline Procedures Agreement*. A copy of this Agreement is included in this Handbook as Appendix I.

THE SCHOOLS APPROACH TO CURRICULUM

The School follows the Montessori Theory of education in all classes. The Montessori education encompasses the findings of Dr. Maria Montessori, to assist children by providing them education through carefully designed activities. Participation in such activities allows children to develop their potentials and capabilities as there are no set boundaries for children to perform. They are capable of exploring and executing tasks in their own unique way. The practical application of the

Montessori Method is based on human tendencies— to explore, move, share with a group, to be independent and make decisions, create order, develop self-control, abstract ideas from experience, use the creative imagination, work hard, repeat, concentrate, and perfect one's efforts. Montessori emphasizes learning through all five senses, not just through listening, watching, or reading. Children in Montessori classes learn at their own, individual pace and according to their own choice of activities from hundreds of possibilities. Learning is an exciting process of discovery, leading to concentration, motivation, self-discipline, and a love of learning. Our Montessori classes place children in multi-age groups forming communities in which the older children spontaneously share their knowledge with the younger ones.

PROGRAM POLICIES

Admission/Enrollment in For Kids' Sake Montessori

The School does not discriminate on the basis of ethnicity, economic level, family structure, language, religion, sex, national origin, disability or by any other means. Names are placed on the waiting list by date of application, with priority given to the following criteria as long as diversity is not negatively impacted:

- Priority is given to children who have siblings currently enrolled in the program
- If a space becomes available for a child on the waiting list before he/she is ready to come to the School, the space can be held only if tuition is paid in full.

Any change in enrollment status (i.e. from 5-day to part time) must be approved in advance by the Director. Modifications to enrollment status will be made on a space-available basis.

The following information will be completed prior to enrollment and will be updated as required by DHS regulations and/or requested by School administration or staff:

- **Enrollment Forms** Includes: Acknowledgement That parent Received Handbook, tuition/fee requirements, policy and procedures, enrollment permission form
- Student Information and Emergency Contact cards
- Physical Statement and health appraisal signed by physician
- Emergency Information/Release Form
- Allergy Information
- Immunization Record
- Parent Agreement
- Child Guidance Agreement
- Parent Permission Form consenting for their child to interact with volunteers and other approved classroom visitors.
- Parent and Guardian Permission Forms
- Parent Notice of Licensing report book

*Please notify an administrative staff immediately of any change in personal information.

Meals and Snacks

The Center provides cold breakfast, lunch and supper daily. Breakfast is cold cereal with milk and fruit juice. The food served meets the guidelines of the Child and Adult Care Food Program under the U.S. Department of Agriculture. Menus are posted on the Parent's Board for parental review. Meals at the school are served family style and are used as an opportunity for developing appropriate social behaviors, conversation skills, good nutrition habits, and ecological attitudes that discourage food waste. Parents of infants (12 months & under) who are not yet eating table food must provide formula or breast milk in **clearly marked bottles with the child's name.**

The parents must provide baby food as needed. Baby food is to be in unopened containers and clearly marked with child's name, which will be kept in the refrigerator until used or discarded. Formula or milk shall be furnished daily to the center in a clean, sanitary, ready-to-feed assembled bottle, labeled with the child's full name and date collected. The food must be covered and labeled with the child's full name, contents, date, as well as date of opening when applicable. At the end of the day, any formula, milk or perishable food, that has not been opened will be returned to the parents or discarded.

FKS complies with all local health ordinances, inspections and state recommendation guidelines regarding children's nutrition and will have adequate formula, milk and food if parents do not. The School strives to partner with families to accommodate the nutritional and cultural needs of each child. It is important to indicate any special dietary needs, i.e. allergies or cultural/religious food preferences, on enrollment forms. Parents need to bring these needs to the attention of the caregivers at the time of enrollment and transition into a new classroom. Parents will be asked to provide alternative meals and snacks if the regular menu cannot meet their child's dietary needs.

Clothing and Personal Belongings

All **Pre-K & Preschool** children (24 months and older) are expected to wear a clean, properly groomed uniform. FKS's dress code creates an atmosphere of learning and allows the children to have a sense of ownership towards their school and education. **All Students must adhere to the school's uniform policy.**

Boys' Dress Code

Navy, Light Blue or White Polo Shirt (Long or short sleeve)
White Long sleeve Oxford Shirt (Official Picture Day Uniform)
White or Navy long sleeve Turtleneck (winter)
Navy or White Cardigan
Navy Sweater Vest
Navy Pants, Corduroy (winter) or Shorts (spring)
Navy Socks
Dark dress shoes
Dark Belt

Girls' Dress Code

Navy, Light Blue or White Polo Shirt (Long or short sleeve)
White Long sleeve Oxford Shirt (Official Picture Day Uniform)
White or Navy long sleeve Turtleneck (winter)
Navy or White Cardigan
Navy Sweater Vest
White or light blue Peter Pan knit shirt (Long or short sleeve)
Plaid jumper
Navy skort, skirt or pants
White or navy knee socks, tights or ankle socks
Dark dress shoes
Dark belt

Note: Parents are responsible for purchasing the uniform. Information on where and how to purchase uniform can be obtained from the Center Director. Children are not allowed to wear jewelry in school. Only Stud earrings are acceptable for children with pierced ears. Absolutely no hoop or dangling earrings are permitted.

Socks/tights must be worn everyday for indoor play and tennis shoes/boots must be provided for outdoor play.

*Please note all uniform top pieces MUST have school logo showing

Infant/Young Toddler & Summer Dress Code

Clothing should be comfortable enough to allow children to fully participation in a wide variety of activities (i.e. painting, water play, sandbox, etc.) without undue concern that clothes will be damaged. For safety, as well as health reasons, children should wear comfortable footwear that has closed toes.

Children's appearances are expected to be properly groomed, dress appropriately and be ready to go outdoors in every season. Please dress children in cool clothing for summer; warm coats, hats and gloves in the winter; and sweaters in the fall and spring. Parents are responsible for providing a new bottle of sunscreen, labeled with their child's name, each spring. Sunscreen will be applied when needed if written permission for its application is on file.

Each child is expected to keep a complete change of extra clothing, including socks, at the School. Extra clothing should be placed in a plastic Ziploc bag clearly labeled with the child's name. During toilet training more than one change of clothing may be needed. Parents of infants and toddlers also need to provide disposable diapers and any needed diaper powder, wipes, or ointment.

Naptime

The School cleans cots at least weekly. Parents must provide a blanket and small pillow (if child desires) for naptime. Parents will be responsible for laundering these items on a weekly basis.

Supervision of Children

Appropriate adult supervision is required at all times, both in the classroom and on the playground. No Child is ever to be left unattended or out of a teacher's sight. School age children must always be within a supervising adult's earshot but may

occasionally walk in the hall or to the restroom alone or with a friend, however staff must ensure that they return or make it to their destination in.

Staff and volunteer screening requirements

All staff is required to provide Abuse/Neglect or CPS clearance before employment. All staff has an ICHAT (internet criminal history access tool) done on them prior to employment. ICHAT is the Michigan Criminal History Record Database, which updates daily Felony and Misdemeanor Arrest, Charge & Conviction information provided by Law Enforcement, Prosecuting Attorneys and Courts throughout the State of Michigan.

All volunteers are required to provide Abuse/Neglect or CPS clearance and signed medical clearance form from a physician prior to working with children. Volunteers are not qualified to be alone with children and will always be under the direct supervision of regular, fully qualified staff.

Note: The number of extra adults in the classroom is limited to two for the infant/toddler room, and three in the rooms for preschoolers.

FKS does not employ or allow individuals with prior criminal convictions and substantiated abuse or neglect of children and adults to volunteer in the center.

Outdoors Play

Outside play is an extension of the curriculum aimed at promoting healthy physical motor growth and socialization. Teachers are encouraged to take stimulating materials outdoors to extend curriculum activities.

Plan for your child to play outdoors every day the weather permits. Remember to dress your child appropriately for the season. ***If your child is too ill to go outside, he or she belongs at home.***

Field Trips

Well-planned and carefully supervised field trips are an important part of a quality curriculum for children 2.5 years old and older. Parents are welcome and encouraged to help chaperone all field trips. FKS's Field Trips are usually scheduled during the week.

The School's enrollment contract includes a *Field Trip Authorization Form*; however, a parent's signature will be required each time children are going to participate in activities away from the center.

As on any outing, stringent, safe ratios will be adhered to and teachers will always have cell phones and emergency contact information with them.

When planning a field trip the Lead Teacher submits a *Field Trip Planning Form* to an administrator in advance. Approved outings are designed to contribute to the curriculum and bring learning to life through a hands-on look at the world beyond the Center.

We also have individuals come to the center to entertain and educate the children.

Transitions

The School's staff believes that the smoother the transitions from one classroom to the next, the more secure the child, parents and caregivers will feel. When teachers and parents agree that a child is ready to transition to the next classroom, parents and teachers will work to make the two week (or more) transition process meet the child's individual developmental needs. Parents, the primary caregiver, and the new classroom teacher(s) will plan a conference before the transition process begins to ensure its success.

Child Abuse and Neglect

Michigan law requires that our staff report any case of suspected child abuse or child neglect to the proper authorities.

Our staff has been trained to recognize sign or symptoms of abuse and neglect, and if abuse/neglect is suspected, staff will inform the director immediately and notify the Department of Human Services and Social Services. The staff member involved is required by law to file an independent report. A representative of DHS may follow up with a home or center visit. Staff and parents in the School must sign a written statement to this effect annually. The number one priority of the Center is to protect all children in its care.

Emergency Procedures

Current emergency phone numbers for each child shall be kept on file so that a parent or designated emergency contact can be reached in the case of an emergency. It is important that families report changes in their own and emergency contacts' phone numbers to the office. Failure to provide updated emergency phone numbers/contacts will be grounds for termination of services.

Parents and then emergency contacts will be telephoned in case of the following:

- If a child becomes ill or injured while attending the Center. Emergency contacts will be called if parents cannot be reached in a reasonable amount of time
- If a child is left at the center until 6:00pm or later
- If the Center must close because of extenuating circumstances such as a weather emergency

Injury/Accidents

In the event of a minor accident at school, first aid measures will be taken and an *Ouch Report Form* will be completed. The original Ouch Report be placed on file in the child's folder and a copy will be given to the parent. Minor scrapes and bruises are treated with tender loving care. The School does not contact parents for every minor injury, unless parents request otherwise. Parents will be notified immediately in the case of accidents that may need a doctor's attention or further supervision. The School will always call parents in the event of the following events:

- Injury to the head or face
- Injury that causes any amount of bleeding
- Injury or incident that upsets the child to the point of inconsolability
- Injury that requires a doctor's immediate attention.

In the event of a serious accident or emergency, the child will be taken to the hospital by ambulance. Every effort will be made to contact parents immediately. If parents cannot be reached, the School will attempt to reach the emergency contacts and then the physician listed on the *Enrollment Information Form*. In the event the child's physician cannot be reached, an assigned member of the staff will stay with the child and secure needed medical treatment.

Illnesses

To protect the health of all children the School follows the guidelines of the American Academy of Pediatrics for exclusion. For Kids' Sake Montessori requires that a child, teacher, or volunteer with the following conditions be excluded from the Center until his/her recovery has reached a stage conducive to inclusion in regular School activities. The following illnesses or conditions shall result in exclusion from the School:

- Fever of 100° F or above as measured in an auxiliary position (under the arm). Child must be fever free for 24 hours without fever-reducing medication.
- Diarrhea – uncontrolled diarrhea, increased number of stools, increased water and/or decreased form that is not contained by the diaper or toilet use; until 24 hours after the diarrhea stops
- Vomiting – vomiting illness is defined as two or more episodes of vomiting in the previous 24 hours: until vomiting resolves or physician determines it to be non-communicable and the child is not in danger of dehydration; until 24 hours after the vomiting stops
- Pink eye (purulent conjunctivitis) – after the condition has been evaluated and treated
- Streptococcal pharyngitis (strep throat) – until 24 hours after initial treatment, and no fever for 24 hours
- Rash with fever or behavior change or rash that spreads or from unknown cause – until a physician determines that it is not a communicable disease

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- Impetigo – 24 hours after treatment is begun
 - Head lice – 24 hours after treatment is begun and nits are no longer present
 - Ringworm or Pinworm – 24 hours after treatment is begun
 - Scabies – 24 hours after one treatment with prescription cream
 - Mouth sores – with drooling unless a physician or health official determines the condition as non-infectious
 - Viral or bacterial infections – until treated and released by physician
 - Chicken Pox – until seven days after onset of rash or until all sores have scabbed over
 - Roseola – after rash and fever are gone
 - Symptoms of possible severe illness, such as unusual lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs – until medical evaluation indicates inclusion.

The Director, in consultation with the child's teaching team, will determine if a child is exhibiting any of the above illnesses or symptoms. If it is decided your child should be sent home parents will be asked to pick their child up promptly. A reasonable amount of time (no more than 60 minutes) will be allowed for parents' arrival. If the parents of an ill child cannot be reached or do not respond to the School's request to pick up their child, the emergency contact identified on the child's Enrollment Form will be asked to come in their stead.

If your child is sent home with an *Exclusion for Illness Form*, its terms are strictly enforced. It is very important that all communicable illnesses be reported to the Center. A statement from a physician denoting the type of illness and the date when the child or adult may return to school may be required for contagious illnesses. Contagious illnesses will be reported to DSS and/or DHEC if there are concerns that it is occurring in epidemic proportions.

The goal of the school is to prevent the spread of illness. Parental cooperation is essential in this effort.

(Note: Tuition is still due in all cases of illness that warrant a child's absence from school.)

Medications/Treatments

The School requires written authorization to administer any medication or medical treatment. *Medication Forms* are available at the front desk. Completed forms are kept in a medication log. Over-the-counter medicines must be in their original containers. Medicine will be administered for only one day with a parent's authorization by an administrative personnel at a specific time daily, unless a physician instruct otherwise. Continued usage requires a physician's written authorization.

The use of sun screens, bug sprays, lotions, chap-sticks, etc, require a medical permission slip as well and can be administered on a continuous basis with parent permission.

In case of prescription drugs, parents will complete the *Medication Form* requesting and authorizing administration of the medication and specifying in writing the dosage and times of day the medication is to be administered. The medicine must be in its original container. An administrator will check the name and date of the prescription to be sure the medication is prescribed for this specific child and is current. The prescription label or doctor's note should also indicate the nature of the condition being treated. Any errors in administration of medication will be reported immediately to the family and to the Department of Social Services.

Parents may also come to the school to personally administer medications to their children. The School shall not be responsible for medications administered by parents.

Absolutely no medicines of any kind (this includes over the counter medications, prescription medications, sun screens, bug sprays, lotions, chap-sticks, peroxides, ointments, etc) will be administered to a child with out the expressed written permission of parents.

For minor injuries only clear water, soap, ice, basic first aid techniques, and TLC will be used for treatments.

Confidentiality

All children and families have the right to expect that all information about their family will be kept confidential. A child's behavior and development should be discussed only with his or her teachers and parents. A parent does not have the right to know who injured their child (pushing, biting, etc.); they do, however, have a right to know the circumstances and how both children were cared for or disciplined. All staff members are committed to abiding by the NAEYC Code of Ethical Conduct regarding respect and confidentiality.

Children's records are stored in secure file cabinets and computer files at the School. Only authorized personnel will be given access to personal information.

Photographs and Recordings

All children may be photographed or recorded to develop videos, published material, to display throughout the center, on the website or news releases, with the understanding that a family's privacy will be respected and honored. Teachers and students may also photograph or record children for the purpose of course assignments or for educational or scholarly purposes. Parents must notify administrative personnel in writing if they do not consent to having their child's photo displayed.

Withdrawal/Termination of Services

Except in the case of an emergency, it is expected that parents will notify the School in writing at least two weeks in advance of withdrawing from the program. If this advance notice has not been given, tuition for the two-week notification period will still be due.

Parents are invited to request an exit interview with a member of the School's Director upon their withdrawal from the School.

Service may be terminated, by the School, when a pattern of any of the following becomes excessive:

- Habitual late pick-ups
- Requests for special accommodations that School staff cannot meet
- Failure to pay tuition in a timely manner
- Failure to comply with School policies concerning ill children
- Being unreachable and out of touch by phone
- Failure to provide documentation requested by Center staff and/or required by DHS regulations
- Failure to keep immunization records current
- Failure to provide emergency contact updates
- Extreme behavior that prevents the child from participating safely with peers
- Failure to adhere to school policies and regulation

Our philosophy of terminating services reflects that found in the NAEYC Code of Ethical Conduct.

PROGRAM INFORMATION

Staff Positions

The School Director reports to the President and Chief Executive Officer of For Kid's Sake and is responsible for the curriculum, staff, and program at the School. The Director is expected to provide comprehensive leadership in developing and maintaining a state-of-the-art child development center, offering quality programs of full-day group care and education for the young children and families, and for overseeing the provision of after-school and summer programming for the school-age children who are enrolled.

The Associate Director is to aid and support the Director. Specifically, the Associate Director is responsible for management of staff and oversees matters related to the curriculum and physical environment at the School. In the absence of the Program Director, the Associate Director is responsible for the School. In the absence of both directors, a lead teacher will serve as the designee for managing the School for short periods of time in accordance with DHS regulations.

For Kids' Sake utilizes a differentiated staffing design combined with a "team approach". Each classroom team consists of a Lead Teacher and a Teacher supported by Assistants, Aids, and/or Volunteer Workers.

Lead Teachers are the instructional leaders of the classroom. They are to assume a leadership role in curriculum development and implementation and to guide and mentor their associate Teacher as well as classroom volunteers.

Teachers, Assistants, and aids are partners in care-giving and instruction. They are to work to support and enhance the Lead Teacher to ensure a smoothly run, positive environment that enhances young children's development, growth and learning.

Child Assessment

Continuous assessment of each child's development is carried out at the School. Informal and formal teacher assessments are used to gain insights into each child's social, emotional, cognitive, and physical growth and development. Each classroom performs routine observations and collects checklists, developmental assessments, work samples, photographs, and anecdotal records to place in each child's developmental portfolio. This information is used to make informed curricula and planning decisions so as to provide appropriate activities that will enhance each child's development. These assessment strategies also guide lead teachers and teachers as they share information on the child's learning, growth and development with parents.

Parent-Teacher Conferences

Lead Teachers will hold regularly scheduled conferences with parents for the purpose of sharing and gathering information about the children in their care. Such conferences will occur twice a year or at the time of transition. Teachers view themselves as important resources for each child and family. While parents are the child's most important teacher, sharing information about development and learning is a primary way to partner for success.

Parents may request a meeting with their child's teacher or primary caregiver at any time.

Birthday Celebrations

Many families eagerly anticipate celebrating their young children's birthdays and enjoy making it a memorable day for the family.

The School welcomes birthday celebrations, but asks that classroom parties remain age appropriate and simple. We encourage healthy snacks, special fruit or muffins instead of snacks full of sugar.

Parents may want to commemorate their child's birthday by presenting a book or puzzle to the classroom in their child's honor. Teacher's birthdays may be recognized in a similar manner as children's birthdays.

Please remember latex balloons and helium balloons are not permitted.

Toilet Training

Children must be physically, cognitively and emotionally ready if they are to be successful learning to toilet independently. The child's primary caregiver will follow the family's lead and will partner with the family to make toilet learning a relaxed and successful process that builds children's self confidence and self esteem. The process usually begins when children are about 24 months old. Children are expected to be toilet trained and out of pull-ups by 4 year olds.

Health Care Policies and Procedures

Hand washing policy for Children:

- Upon arrival to the center
- Whenever hands are visibly dirty
- After playing outside
- Immediately before & after eating
- After using the restroom or having diaper/pull-up changed
- After sneezing or coughing on their hands (which is discouraged)
- After touching any pets, bugs or animals
- After any activity or project that makes hands messy
- Before leaving the center for the day

Hand washing policy for Staff:

- Upon arrival to the center
- Immediately before & after handling food, preparing bottles or feeding children
- After using the restroom, assisting children in the restroom or changing diapers/pull-ups
- After touching any pets, bugs or animals
- After coming in contact with any body fluids (spit, vomit, wet/soiled diapers, mucus, etc.)
- Whenever visibly hands are dirty
- Before administering any medication, first aid or ointment
- Before leaving the center for the day

Hands are to be washed immediately after removing gloves regardless if hands do not appear to be visibly contaminated. The use of gloves does not substitute wash washing and does not prevent contamination of hands or spread of germs.

The proper way to eliminate germs is by rubbing hands together with a liquid soap solution under warm running water. Wipes, pre-moistened towels or hand sanitizers are not to be used as a substitute for washing hands with soap and running water. Wipes are appropriate for cleaning baby's bottoms during diaper changing or to clean food or residue from an infant's face. If water is not available, wipes can be used as a temporary substitute until hands can be washed under running water.

Our Hand Washing Procedures are:

1. Wet hands and apply a small amount of liquid soap to hands.
 2. Rub hands together vigorously until a soapy lather appears. Continue for 15 seconds. Make sure to wash between fingers, around the top and palms of hands and under fingernails.
 3. Rinse hands under warm running water, Leave the water running while drying hands.
 4. Dry hands with a clean, disposable towel, being careful to avoid touching the faucet handles or towels holder with clean hands.
 5. Turn the faucet off using the towel as a barrier between your hands and the faucet handle.
 6. Discard the used towel in a trash can lined with a plastic bag.
- Always use warm, running water and a mild liquid soap.
 - Hand lotion helps prevent chapping or cracking of hands, which is an entrance for infectious germs.

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- Teachers are to assist younger children with hand washing (until they are old enough to wash on their own) by holding the child or having the child stand on a safety step so that their hands can hang freely under the running water. After assisting the child with the above steps, then wash your own hands.

Bodily Fluids

Whenever incidents involving blood and/or bodily fluids occur, staff is to treat all situations as if an infection is present. Therefore, staff members are REQUIRED to wear gloves and any other protective items, when attending to an injured or ill person. Staff must disinfect all surfaces that may have been contaminated by blood, vomit, urine, stool or any other bodily fluids. Gloves are not required for wiping running noses, but staff must follow the hand washing guidelines afterwards.

- If staff is assisting a child in wiping their noses:
 1. A disposable tissue must be used and immediately placed into a lined trash container.
 2. Staff must wash their hands using the hand washing guidelines listed above.
- If staff is assisting an injured child:
 1. Staff must put on gloves before coming in contact with the injured child.
 2. Staff must use a disposable towel, saturated with soap and water to wipe the wound.
 3. Then a dry band-aid should be placed over the wound to prevent the spread of infectious diseases.
 4. Gloves and disposable towels must be placed in a separate plastic bag, tied and then placed in the lined trash container.
 5. Staff must then wash their hands following the hand washing guidelines after all materials have been properly discarded.
- If staff comes in contact with vomit or any other bodily fluid, any area that came in contact with the fluid must be washed following the hand washing guidelines.
- Staff will be dismissed from work, in order to change clothes and return to work, if blood, vomit, urine or stool comes in contact with a staff's clothes.
- Materials that are soiled by bodily fluids must be placed immediately in a hamper to be washed.

Guidelines for handling spills or bodily fluids:

1. Staff must remove all children from the area immediately
2. Staff member cleaning the area must first put on disposable gloves and all other necessary protective barriers.
3. Disposable paper towels must be used to wipe up as much of the contamination as possible. Afterwards placing the soiled towel in a properly sealed plastic bag and disposing.
 - a. If the spill occurs on the carpet, immediately blot the area with paper towel and spot clean the area with a disinfectant detergent. (Do Not use a bleach solution) Additional carpet cleaning may be necessary.
 - b. If the spill occurs on a solid surface, the entire area must immediately be disinfected with a bleach solution. (1/4 cup bleach to a gallon water) Leaving the bleach solution on the surface long enough to effectively disinfect the area.
4. After finish cleaning and disinfecting the area, placed the contaminated gloves into a plastic bag & tie the bag, then dispose of in the lined trash container.
5. Staff must wash their hands and the children's hands that were involved in the incident following the hand washing guidelines.

Sanitizing and cleaning of classroom furniture and toys

We clean and sanitize all objects and surfaces the children and staff come in contact with on a daily and weekly basis to reduce the spread of germs and infectious diseases.

For most cleaning and sanitizations, the state required 4 step method is used: wash with warm soapy water, rinse with clear water, disinfect, and allow to air dry for at least 5 minutes.

Cleaning and Sanitizing Requirements:

Toys (that have not been mouthed) are to be cleaned with soap and water, rinsed with water, sanitized and air-dried at least twice a week or if dishwasher safe, run through a full wash and dry cycle bi-weekly.

Toys (mouthed) will be cleaned with soap and water, rinsed with water and sanitized between uses by different children, including cloth books and machine washable toys. Toys that are dishwasher safe may be run through a full washer and dry cycle. Only washable toys will be used in the infant and toddler rooms, with an ongoing rotation system for mouthed toys.

Cloth Toys and Dress-Up Materials will be laundered weekly or more frequently as needed.

Sensory Tables (containing liquids) will be emptied and sanitized after each use or daily. Sensory tables (containing non-liquid material) will be emptied, washed and sanitized weekly. Children will be closely supervised while playing and must wash their hands before and after playing.

Laundry will be washed on hot cycle as needed, with bleach (for additional sanitation) to loads that will not be harmed by the bleach.

Tables will be cleaned with soap and water, rinse with water, and then sanitized before and after each meal or snack, at the beginning of the day and at the end of the day. The tables will be sprayed with a sanitizer and allowed to air dry at the end of the day.

Chairs will be cleaned with soap and water, rinsed with water and then sanitized weekly. All visible food and dirt will be cleaned off of the chairs daily. The chairs will be sprayed with a sanitizer, stacked on the table tops and left to air dry at the end of the day.

Infant Feeding Chairs will be cleaned with soap and water, rinse with water, and then sanitized before and after each use and when any visible food and dirt are on the chairs.

Furniture, Rugs, and Carpeting: Carpeting and rugs will be vacuumed daily. Any carpeting that has been soiled by food or any other item is to be cleaned and sanitized at the time of incident. Carpets will be cleaned (shampooed) monthly in infant area and every three months in the other classes, or more frequently as needed. All furniture is to be cleaned with soap and water, rinsed with water, and sanitized weekly. Any visible dirt, paint, etc. that is on furniture will be cleaned off daily. All furniture is to be sanitized and air-dried at the closing of each day.

Hard Floors will be swept and mopped with a cleaning detergent, then sanitized daily.

Bathroom and Utility Mops will be cleaned with soap and water, rinsed with water, sanitized and air-dried in an area with ventilation to the outside and inaccessible to children at the end of the day.

Cribs/Cots will be washed with soap and water, rinsed and sanitized weekly or before use by a different child or after a child has become ill. Cots will be sanitized and air-dried daily.

Bedding will be sent home with parents to be washed on a weekly basis or washed on the hot cycle as needed. Children's items, such as coats, bedding, etc. will be stored separately.

Bouncy Seats/Fabric Covering will be washed on hot cycle weekly or as needed.

Classroom Mats are to be cleaned with soap and water, rinsed with water, and sanitized at the end of the day or after each use. All mats are sprayed with sanitizer and air dried after the center is closed.

Art Supplies/Easels will be washed on a daily basis. They will be washed with soap and water, rinsed with water, sanitized, and air-dried at the end of each day or more often if needed.

Mirrors and windows will be cleaned with soap and water, rinsed with water, and sanitized daily and or as needed.

Bathrooms will be cleaned at least 2X Daily and when ever soiled. Potty seats and diaper changers will be cleaned and disinfected between each use.

General Cleaning of the entire center will be completed as needed. All wastebaskets will have disposable liners and will be emptied at the end of each day or as necessary. Diaper and food waste containers will have a secure fitted lid. Doors handles, telephones, and drinking fountains will be cleaned at least once a day or more often if children & staff are ill. Any cracked or broken items will be removed from the children until repaired or discarded if unable to repair. Vacuuming and sweeping with a broom are acceptable while children are present at the center.

Professional Cleaning will be complete after business hours to reduce the exposure of chemicals and dust to children and staff. Every effort will be made to only use items that can be cleaned and sanitized in the setting.

FKS will increase its regular cleaning and sanitation if an outbreak of a contagious or infectious disease occurs in the center.

Controlling infection and Universal Precautions

Some bacteria that cause diseases are carried in the blood or in bodily fluids that contain blood, such as Hepatitis B and HIV. **Universal Precautions** of the federal Occupational Safety and Health Administration's (OSHA) requires practices to be followed to assure safe measures are taken when handling blood and bodily fluids to prevent the spread of disease and increase infection control. It is very important that all precautions and procedures are followed when administering to a situation that any blood or bodily fluid that may contain blood is present and treat the situation as though an infection is present.

- Staff must wear disposable gloves while handling or cleaning any incident of bodily fluids. These gloves are to be worn only once and disposed of in a plastic bag immediately following the situation. The bag must be sealed or tied tightly before being discarded.
- Disposable gloves are to be worn during all diaper changing procedures.
- To safely remove disposable gloves, use the following procedures:
 1. Use the fingertips of a gloved hand to grasp the other glove near the cuff.
 2. Slowly pull the glove down while removing your hand. Turn the glove inside out as you pull
 3. Drop the contaminated glove into a plastic bag.
 4. Use the fingertips of the ungloved hand to grasp the INSIDE of the gloved hand near the cuff.
 5. Slowly pull the glove down while removing your hand. Turn the glove inside out as you pull.
 6. Drop the contaminated glove into a plastic bag.
 7. Wash your hands immediately following disposal of gloves.
- All spills must be cleaned with disposable paper towels, which are to be placed in a separate plastic bag and tied or sealed tightly.
- All areas that have come in contact with blood or bodily fluids must be disinfected immediately following the cleaning.
- Any mop that is used to disinfect an area must be washed, rinsed and disinfected following clean-up
- Place all contaminated clothing in a plastic bag and secure tightly.
- Wear gloves when rendering first aid to any cut, scrape or wound, unless the amount of blood or bodily fluid is so small that the material used for cleaning can easily contain it. This includes wounds that have no visible blood. Bacteria and viruses can be carried in the watery discharge from wounds.
- Wash your hands after drying tears or wiping discharge from the nose or mouth.

Heath Related Resources:

Additional heath-related information can be obtained from the following listed numbers or websites.

American Red Cross- www.redcross.org

Beaumont Hospital (248)-964-5000- www.beaumonthospital.com

Crittention Hospital (248) 652-5000- www.crittenton.com

Pontiac Hospital (248) 858-1280- www.oakgov.com/health

www.webmd.com
www.aap.org
www.osha.gov

TUITION and FEES POLICIES

Application Fee

There is a \$55.00 non-refundable Application Fee for families with one child. The fee is \$35 for each additional child. The Application Fee becomes the Registration Fee upon full enrollment.

Enrollment Fee

There is a \$55.00 annual Enrollment Fee that is due in September of each year for families with one child. The fee is \$35 for each additional child.

Security Deposit

\$150 Per Child (Deposit will be deducted from last week's tuition with written withdrawal 14 days in advance – otherwise deposit will be considered forfeited without proper notice).

Extended Enrichment Care 6:30am – 8:30am or 4:00pm-6:00pm

(One Extended care is included in Full-Day- an additional care is \$25.00 per week)

School Hours: Full-Day 6:30am – 4:00pm or 8:30am – 6:00pm
Half-Day 8:30am- 11:30am or 1:00pm – 4:00pm

Infants Program: 6 weeks to 15 months (6:30am – 4:00pm/ 8:30am to 6:00pm)

5 Full Days- \$215 per week (\$903 monthly)

Part time is \$65 per day (Based on Availability)

Toddler Program: 15 months to 2.8 years

Full Day (6:30am – 4:00pm/ 8:30am to 6:00pm)

5 Days \$210 Per Week (\$882)

4 Days \$200 Per Week (\$880)

3 Days \$195 Per Week (\$819)

Half Day (morning or afternoon)

5 Days \$140 per week (\$588)

4 Days \$125 per week (\$525)

Preprimary (Preschool and Kindergarten 3 to 6 years)

Full Days (6:30am – 4:00pm/ 8:30am to 6:00pm)

5 Days \$195 per week (\$819)

4 Days \$190 per week (\$798)

3 Days \$165 per week (\$693)

2 Days \$135 per week (\$567)

Half Day (morning or afternoon)

5 Days \$110 (\$462)

4 Days \$100 (\$420)

- 10 Monthly Tuition Payments (42 weeks divided into 10 equal payments): **Sept. 1 – Jun. 1**
- Tuition is due the first of the month. There is a seven day grace period. A \$20 late fee will be applied to tuition if payment exceeds the 7th day.
- 10% Sibling Discount for families with two or more full time students
- Full time rates include either breakfast or one snack, and lunch and/or supper
- Kindergarten annual book fee \$40.00
- Late pick up \$2.00 per minute after 6:00pm (or after 4:00pm for those children not enrolled in pm enrichment)

Vacation Credits

***FKS does NOT offer vacation credits.**

Tuition Payment/ Late Fees

All payments are due first of the month and tuition must be paid Monthly. Credit is not given for sick days or vacation days. While we understand that a child's education and care can be a financial burden on most families, timely payments are very

important to ensure quality service. A late fee of \$10.00 will be imposed if tuition has not been paid by Tuesday morning of the current week. If payment or a suitable arrangement is not made by Thursday of that week, the child will not be allowed to return to the School. Re-application to the school may be made as long as the regular fee, late payment fee, and new application fee accompany the application. However, there may be a waiting list.

Returned Check Fee: \$35

If your check is returned for non-sufficient funds or any other reasons, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms and conditions.

Equal Opportunity

For Kids' Sake Montessori provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability or veteran status.

SCHOOLAGE RATES FOR PUBLIC SCHOOL CLOSINGS:

If space is available

Full day attendance: Additional \$35.00 per day fee.

Half day attendance (pickup mid-day) Additional \$25.00 per day fee

Weekly school closings: \$165

ANNUAL ENROLLMENT/ REGISTRATION FEE: At initial registration, and annually thereafter.

NON REFUNDABLE

One Child \$55.00

Additional Children \$3

5.00 Each

DROP-IN FEE \$36 per day on a space available basis

Child Guidance and Discipline Procedures

The purpose of guidance and discipline is to teach a child to have self-discipline. The emphasis of any set of procedures should be to teach the child to learn how to control themselves in various situations.

For Kids' Sake Childcare and Learning Center does not permit ANY FORM of corporal punishment.

For Kids' Sake Childcare and Learning Center follows procedures as outlined below in encouraging self-discipline:

Infants and Toddlers

When working with infants and toddlers, teachers will use such strategies as: prevention, distraction, encouraging, modeling, and enticing the child to a new activity. Infants and toddlers should never be put in time out because it is developmentally inappropriate.

Three, Four, Five Year Olds, and School-age children

Techniques such as prevention, redirecting, humor, reminding, encouraging, modeling, discussion, problem-solving, and conferencing will be used to address issues related to guidance and discipline.

Calm down time may be used as a behavior management technique to assist in solving an on-going or habitual behavioral problem for this age group. Calm down time will be no longer than one minute per year of the child's age. Calm down time will be followed by redirection and positive encouragement.

* * *

I understand For Kids' Sake Childcare and Learning Center's Policy on Child Guidance and Discipline Procedures and I agree to support and/or follow these procedures.

Parent/Teacher Signature Date

NOTE: **This policy is the same for Parents and Children's Center Staff.**

Parent and Guardian Permission Form

The relationship that evolves between parents and teachers contributes tremendously to the sense of trust that is developing in each child. Parents and teachers have important complimentary roles and responsibilities in making a young child's experience in group care of the highest possible quality. Therefore, the Center will provide developmentally appropriate care and instruction for all students.

Please read the following conditions for participation in For Kids' Sake Childcare and Learning Center. If you feel that you are able to accept them, sign and return the form to the Center.

1. I agree to participate fully in parent-school activities, including scheduling parent-teacher conferences. I will do my best to keep teachers informed of changes at home and to work with suggestions made by the instructional staff.
2. I understand that my child will be observed and will participate in training and research projects approved by the Center. I will be informed of any special projects in which he/she may be involved, particularly if he/she will interact individually with the researcher.
3. I give the Center permission to photograph and use photographs of my children in the development of videos, published materials or new releases with the understanding that our privacy will be respected and honored. I also give teachers and students permission to photograph or video my child for the purposes of classroom assignments. Photographs may not be used on the Internet without my explicit permission.
4. I understand that if my child is totally unable to function in a group setting, he/she may be asked to undergo diagnostic assessment and may be referred to another agency for assistance. If these resources are not able to provide the necessary assistance, alternative sources for care will be suggested.
5. I understand that For Kids' Sake Childcare and Learning Center will strive to provide high quality care for my child. I know that I am encouraged to observe and participate in my child's classroom at any time and am expected to communicate daily with the staff.

Child's name: _____

Parent/Guardian Signature: _____

Administrator's Signature: _____

Date: _____