



# LIGHT OF THE WORLD MONTESSORI PRESCHOOL PARENT HANDBOOK

## **PHILOSOPHY**

Light of the World Montessori Preschool is a ministry of Shalom Lutheran Church. We believe that each child is a gift to us, created and loved by God. We believe that learning is life long. Light of the World Montessori Preschool provides a Christ-centered learning environment in which both children and parents feel welcome. We believe that education involves the whole person - emotionally, socially, intellectually, spiritually and physically.

We believe in the uniqueness, worth and dignity of the individual. We believe that positive self-image is basic to all learning. Our academic preschool program is based on the philosophies of Dr. Maria Montessori. The Montessori classroom is a prepared environment in which all children learn through an individual approach. Children are provided with an atmosphere in which they will learn from their peers. They develop self-discipline and learn respect for each other and their environment. The children become self-motivated and self-directed and very independent as they work at their own individual academic level.

No child is stifled and no child is pushed to move on before he or she is ready. Under the guidance of a carefully trained teacher, the students are challenged at their own individual levels. Light of the World Montessori Preschool is equipped with a full range of specialized materials that encourage manipulation, questions, discovery and knowledge about the world. We stress the process of learning rather than the end result. Children learn not to fear mistakes, instead viewing them as an opportunity for learning. We believe that our focus is meeting the child's needs, helping him gain an inner discipline, spiritual knowledge and respect for rights of others is preparing a child for life. At Light of the World Montessori Preschool, your child will be introduced to sensorial and practical life activities, math, reading, art, music, geography, foreign language, science and spiritual education. And most importantly, a love of learning that will last a lifetime.

We are located at Shalom Lutheran Church at 1740 E M-36, Pinckney, MI 48169

## **ADMISSION PROCEDURE**

No child will be denied admission because of gender, race, religion, national origin or ethnicity.

When you submit your child's application, please be sure to include a check payable to "LOTWMP" for the following:

- \$35 Application Fee (non-refundable)
- \$50 ProCare Fee (if you plan to make monthly payments)

## **TUITION POLICY**

- All students must register each year. The application fee is per family and is nonrefundable.
- Tuition is based on the academic year: September through June. No tuition or schedule adjustments can be made for vacations, holidays, school closings, discipline actions or absences.
- A two-week written notice of withdrawal must be given. Tuition responsibility continues until the official date of withdrawal. Checks returned for insufficient funds are subject to a \$30 fee.

## **TUITION SCHEDULE**

5 full days	\$7,970	\$932	\$8,390
5 half days am/pm	\$4,640	\$543	\$4,885
3 full days M-W-F	\$5,386	\$630	\$5,670
3 half days am/pm M-W-F	\$3,168	\$370	\$3,335
2 full days T-Th	\$3,700	\$430	\$3,875
2 half days am/pm T-Th	\$2,540	\$297	\$2,675

## **WEATHER CLOSURES**

- We are closed due to inclement weather when the Pinckney Community School District is closed.

## **HEALTH POLICY**

- It is essential to provide a record of all food allergies your child may have. Children must be fully potty-trained before enrolling. If a child has a discipline problem that cannot be resolved, after all attempts are exhausted, the director has the discretion to dismiss the child (see Discipline Policy). If your child receives regular medication or EpiPen, a current signed permission slip must be on file.
- LOTWMP staff will apply sunscreen and/or insect repellent to your child as needed. Application and time will be noted on daily attendance sheets. If your child requires a specific sunscreen and/or insect repellent, please provide Light of the World Montessori Preschool with supply – make sure to clearly label container with your child's name.

## **Parent Notification of the Licensing Notebook**

- All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.
- Light of the World Montessori Preschool maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.

- The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **DISCIPLINE POLICY**

- It is the policy of the Light of the World Montessori Preschool to use only positive means of behavior direction with any child in attendance. We encourage the child to verbalize their feelings using “their” words and offer acceptable ways of expressing those feelings. Time-outs are used as a separation time, or as a time to find a more appropriate activity. Time-outs are not used as punishment, but as a chance for the child to regain self-control.
- Negative methods of behavior control are never used in our school. Negative methods specifically prohibited are spanking, hitting, shaking, slapping or restricting movement. Children will not be shamed, humiliated or threatened. It is our goal to assist each child in developing socially acceptable methods of expressing their feelings, and to modify behavior in a positive means of redirection and age-appropriate expectations.
- If negative behavior cannot be corrected, the director will call a conference to work out with the parents a method to best help the child. If the plan of action fails to correct the child’s negative behavior and it’s having an irreversible negative impact on the staff and other students, the director has the discretion to suspend or terminate the student’s enrollment.
- Light of the World Montessori Preschool keeps on file a complete list of references to help with special needs and behavioral issues. We are happy to assist in providing these references to our parents if deemed necessary.

## **SCHOOL HOURS**

8:45 AM – 3:30 PM - Full Day Session

8:45 AM – 11:45 PM - Morning Session

12:30 PM - 3:30 PM - Afternoon Session

## **LUNCH HOUR**

11:45 PM - 12:30 PM

Students bring a packed lunch from home. A microwave oven is available for the staff to heat lunch food for students.

## **TYPICAL DAILY ROUTINE**

8:45AM – 9:00AM – Circle Time

9:00AM – 11:00AM – Work Time

11:00AM – 11:15AM – Circle Time

11:15AM – 11:45AM – Outside Time

11:45AM – 12:30PM – Lunch Time

12:30AM – 1:00PM – Outside Time

1:00PM – 1:15PM – Circle Time

1:15PM – 3:15PM – Work Time

3:15PM – 3:30PM – Outside Time

## **BEFORE AND AFTER CARE**

7:30 AM – 8:45 AM - Before School Care

11:45 AM - 12:30 PM - Lunch

3:30 PM - 6:00 PM - After School Care

- Our program is designed to provide children with a safe, well-supervised environment until an adult is able to pick them up. This acts as a transition time between the regular school day and home. The activities include art, reading areas, games, outdoor and indoor play. Our program

encourages a relaxed environment for the child who is in school all day. An invoice separate from tuition will be emailed to you on a monthly basis.

- If your child is dropped off or more than ten minutes before the start of their class or picked up more than ten minutes after the end of their class, you will be billed.
- Cost: \$8/hour (one hour daily minimum and then billed in half-hour increments).

## **REPORTING ABSENCES**

- If your child will not be attending class, please call the school office at 734-878-3301.

## **MEDICATION**

- All medication must be held by the teacher or in the school office. No student should carry his/her own medication or take medication unsupervised.

## **SPARE CLOTHING**

- Please send a seasonally-appropriate change of clothes (undergarments too!) in a clearly labeled Ziploc bag to the classroom for the occasional accident or playground spill. Sometimes wet sleeves or socks can be too distracting to work through.

## **LOST AND FOUND**

- Please label your child's belongings. We always seem to have an overflowing abundance of the "Found". Please check the bin often. At the end of each season, all items unclaimed by the owner in the "Lost and Found" will be donated.

## **SNOW DAYS**

- When the Pinckney Community School District calls off school due to inclement weather, we are also off that day. Listen to 93.5 FM WHMI for school closing information.

## **PARENT CONFERENCES AND PROGRESS REPORTS**

- We strongly encourage you to take advantage of parent conferences as a major way to communicate with the teacher about your child's progress. The purpose of conferences is constructive communication. The parent-teacher-child triangle of accurate communication is key to your child's progress. Lack of unity between parent and teacher causes conflicts for a child.
- If you have concerns about your child or any aspect of the class or school, please contact your child's teacher first to set up a meeting. When problems occur, the goal is to find solutions. If there is a concern that is not resolved with the teacher, then please contact the administrator. Parents are welcome to come to the administrator at any time. Appointments may need to be scheduled. However, we will welcome spontaneous communication whenever possible. Open yet confidential communication is necessary for solving many issues such as child behavior, parent concerns etc.

## **OBSERVATIONS OF CLASSROOMS**

- We strongly encourage parents to observe in their child's class to get a good idea of the Montessori Program and to learn more about what their children are experiencing. Parents are formally invited to observe in the classroom once the first months have passed. We have many visitors to the classroom including teachers, student teachers and prospective parents, so please call the teacher to arrange a time to observe.
- When observing, please sit quietly in the designated area and do not initiate contact with children unless they contact you. Soon the children will forget that there is an observer in the classroom and they will begin their work. In this way, you can see the children naturally interact in the classroom.

## **FORMS FOR THE BEGINNING OF SCHOOL**

- Licensing requirements and school policies require the certain forms and releases to be received by August 31st .The forms are mailed to parents in mid-summer or supplied by other contact. These forms must be on file in the office prior to your child's first day of attendance.

## **STAFF SCREENING**

Light of the World Montessori Preschool requires a comprehensive background check for all employees and unsupervised volunteers. This must be completed through the Child Care Background Check System.

## **VOLUNTEERS**

Light of the World Montessori Preschool requires all volunteers that have not completed a comprehensive background check to be supervised by a staff member. A public sex offender registry (PSOR) will be completed for all supervised volunteers, including volunteers who are parents of a child in care. Any individual registered on the PSOR is prohibited from having contact with any child in care.

## **MULTI-AGED CLASSROOMS**

A very important facet of a Montessori school is the creation of a mixed aged environment for the students. As such, here at Light of the World Montessori Preschool, all of the children are in the same room together sharing their learning experience. Montessori classrooms combine children from 2 ½ years to early 5. Michigan Child Care rule 8182(5), (6), (7) require us to notify you of this practice and keep your permission on file.

## **CPR AND FIRST AID**

All staff members have been trained in first aid and CPR in accordance with Department of Social Services guidelines. This enables our staff to be knowledgeable in recognizing and treating symptoms of illness and injury.

## **ARRIVAL**

1. Parents of students should let their children off in the morning at the playground entrance to the care of the classroom Teacher or Assistant.
  2. Parents should make their “good byes” brief. This is especially important for younger children and new students since a prolonged farewell creates uncertainty and makes separation unnecessarily difficult for the child.
  3. Please have your child to school on time.
- Children brought for Daycare should park and escort the child to the daycare area, sign the child in, and make contact with the daycare staff.

## **DISMISSAL**

- Children are expected to be picked up at their scheduled time by their regular drivers.
- For your child’s protection, we only release children to the authorized people listed on the Emergency Card. Parents must inform us in writing if someone not listed on the Emergency Card will pick up their child, including the dates which apply and permission to add them to the Emergency Card. A photo ID is required of the authorized person when they are picking up your child for the first time.
- Please avoid picking your child up from school during class times unless absolutely necessary. We try not to interrupt the children during their work. You are always welcome to pick up your child and take them to lunch, as your schedule permits.
- At the end of class time please do not enter the class to pick up your child, but wait until the class is dismissed.
- The end of the day can be a hectic time with children gathering work and belongings to take home, cleaning up their class and getting ready to leave school. It may be a bad time for parents to have prolonged conversations with the teacher. Please contact your child's teacher by note or phone to

set up an appointment.

- Parents must pick up their child at the place of dismissal. No child is permitted in the parking lot unattended.

## **OFFICIAL CUSTODY**

- If one parent has official custody of the child, legal papers to this effect must be on file in the main office. Without legal papers, the school cannot refuse to release a child to either parent.
- Please work out clear visitation arrangements between mother and father and/or grandparents without putting the school or the child in a difficult position.

## **REMOVAL OF STUDENTS**

Staff is prohibited by State Licensing rules for Child Care Centers, Rule R-400, 5107,

- Hitting, shaking, biting, pinching, or inflicting a form of corporal punishment.
- Restricting a child's movement by binding or tying.
- Inflicting mental or emotional punishment such as humiliation, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Non-severe discipline or restraint may be used only when reasonably necessary, based on a child's development to prevent a child from harming himself or herself or to prevent a child from harming another person or property, excluding those forms of prohibited punishment set forth above.

If you witness any action against a child by any staff member that is not consistent with our school's discipline policy, you should report it to the administration immediately.

## **HEALTH CARE PLAN**

Infection control is a major priority of a safe and healthy environment. All staff is required to adhere to the following practices in a unified effort to minimize the risk of exposure to viral & bacterial infection and to reduce the spread of infectious diseases.

### **1.) Hand washing-Staff**

- . a.) Wet hands with warm water
- . b.) Apply liquid soap.
- . c.) Rub hands vigorously for at least 15 seconds, covering all surfaces.
- . d.) Scrub nails by rubbing them against palms of hand
- . e.) Rinse hands with water.
- . f.) Dry hands with paper towel.
- . g.) Turn off faucet with paper towel.

Staff should apply lotion when necessary to prevent chapped skin.

### **2.) Hand washing-Children**

- a.) Staff should ensure that children wash their hands often, especially after bathroom and before eating following guidelines presented in staff hand washing. Children should sing "ABC's" to ensure a good length of scrubbing time.

### **3.) Handling of bodily fluids**

- . a.) Staff should always put on proper protective equipment.
- . b.) Assume that material does contain infectious agents and always follow guidelines learned in Blood borne Pathogens Training.

### **c.) Clean up spills ASAP**

- . d.) If sharp objects are present, use a broom and dustpan or 2 pieces of cardboard.
- . e.) Dispose of absorbent material used to collect spill in a double layer of plastic garbage bag labeled clearly as "Bio-Hazard".
- . f.) Flood area with bleach/disinfectant solution (1 part bleach/10 parts water). Allow to stand 10 minutes.
- . g.) Absorb solution and dispose as in "e".

#### 4.) Controlling Infections-Precautions

- a.) Children who develop a fever, vomiting or diarrhea are to be isolated and picked up from school as soon as possible.
- b.) Children must be fever free (without fever reducer medication) for 24 hours before returning to school. Children are to be free of vomiting or diarrhea for at least 24 hours before returning to school.
- c.) Staff is to inquire as to cause of child absence from school in an effort to identify potential infections.
- d.) Staff will notify parents and send home information sheets when children have been exposed to infectious diseases in their school environment.
- e.) Staff will instruct children in appropriate:  
\*Hand Washing\* Toileting\* Sneezing/Coughing \*Tissue use.

#### **ILLNESS**

- Please contact the school office if your child will be absent due to illness.
- If your child is absent because of a communicable disease you must inform the office immediately. The Department of Health requires that a child be kept home for any of the following:
- Common Cold, Chicken Pox, Whooping Cough, Scarlet Fever, Scabies, Sore Throat, Influenza, Impetigo, Mumps, Pneumonia, Tuberculosis, Pink Eye, Head Lice, Measles, Vomiting, and Ring Worm.
- A child should remain home if he or she has had a temperature of 100°F or above or if they have vomited in the past 24 hours. Children who return to school after a communicable disease need a physician's written statement.
- If your child becomes sick in school and has a fever or other symptoms that require him or her to leave, we will call you with the request that your child be taken home.
- In the event of an emergency, the school will call 911 to transport your child to an emergency treatment center. A school staff member will accompany your child to the emergency room and you will be notified to meet them there. Please make sure your Emergency card is accurate and up to date. If we are unable to reach you using the information you provided, we will contact the alternate names you listed on the Emergency card. Our staff is required to prepare written reports of all accidents; you will be provided a copy.
- Please be sure your child has a good breakfast and a good night's sleep before coming to school.
- If your student requires medication in school, you must complete the Medication form located in the main office and list complete instructions. All medications must be in their original containers. Students may not administer medication to themselves.

#### **PHOTOGRAPHS AND PUBLICITY**

- Photographs of the children participating in our programs may be taken from time to time and may appear on our website and in newspapers, magazines, brochures, yearbook, and other publicity materials. You have the right to grant or deny permission for your child's photograph to be used. See policy form.

#### **DISASTER PREPAREDNESS**

- The School maintains Tornado and Fire procedures that are posted within each classroom in plain sight. Regular drills are held to accustom the children to disaster emergency preparedness. We try to arrange the drills on good weather days...however we are required to have fire drills every season.

#### **CRISIS MANAGEMENT LOCKDOWN/SHELTER IN PLACE PLAN**

Lockdown will be signaled through a whistle or cellphone.

1. Teachers will stay with students at all time.

2. Lock your door and pull your shades. Shut off your lights.
3. Move students to the predetermined place in the room, away from doors and windows.
4. Take attendance.
5. Children will be advised to proceed to the closest classroom when they hear the lockdown signal. If a teacher has a student does not belong in their classroom, use cellphones to advise the other class.
6. Parents will be contacted via email, text message and phone calls.

#### **IF STUDENTS ARE OUTSIDE DURING A LOCKDOWN**

1. Teachers will hear the emergency whistle that we are on lockdown.
2. Do not return to the building or the classroom.
3. Get students' attention, let them know we will do the lockdown procedure, and we must leave the property.
4. Walk immediately to M-36 and head east to Pathfinder School.
5. Take attendance.
6. Use cellphones if a student is missing.
7. Wait until someone of authority lets you know that the lockdown emergency is over.
8. Call all parents to inform them where to pick up their child via text message and phone calls.

#### **IF STUDENTS ARE OUTSIDE AND A "SUSPECT" COMES TO THE PLAYGROUND**

1. Teachers will get the students' attention, let them know the playground is not safe. Proceed to the closest door.
2. If shots are fired, drop immediately to the ground and crawl to the closest door.
3. Direct students immediately back to classroom and go their pre-determined lockdown area in the classroom.
4. Take attendance.
5. Once the area is deemed safe, teachers will call parents to come pick up their kids.

#### **CHILDREN WITH CHRONIC MEDICAL CONDITIONS DURING AN EMERGENCY**

1. Each teacher will be assigned to a student with special needs or a chronic medical condition.
2. This teacher will ensure all medications are with each child if they need to leave the premises.
3. This teacher will assist their child in any and every way possible to ensure their safety.

Each classroom has a representative to alert the office and 911 if a true lockdown occurs. Once the class is safe, teacher will use cellphone to alert the office staff, and then call 911.

#### **BOMB THREAT**

In the event of a bomb threat:

- 1.) Upon receipt of a bomb threat, the staff member who has received the bomb threat will pull the alarm.
- 2.) The children and staff will evacuate the building as practiced for a fire drill.
- 3.) Once outside the staff member will proceed to the same meeting place we use for fire drills – the tree on the southwest side of the playground.

Other staff and classes will follow.

- 4.) The staff will inform 911 of a bomb threat including the school name and address.
- 5.) Staff will take attendance.
- 6.) Staff will await further instructions by the Police and Fire authorities.
- 7.) Once the school is deemed safe, parents will be contacted via email, text messages and phone calls.



The Light of the World Montessori Preschool Parent Handbook is yours to keep for reference throughout the year. Please return only this form stating that you have received and read the parent handbook.

**PARENT HANDBOOK REVIEW CONFIRMATION FORM**

Please sign and return this form to the office on or before your child's first day of school.

Child(ren) name:\_\_\_\_\_

I have read and understand the contents of the Light of the World Montessori Preschool Parent Handbook and agree to abide. By the policies set forth therein.

Parent/Guardian Signature:\_\_\_\_\_

Date:\_\_\_\_\_