



STUDENT HANDBOOK

WELCOME TO DAYCROFT MONTESSORI SCHOOL

8/15/14

We're glad you're here!

The start of school is an important time in a child's life. We are pleased to provide you with information that will help your child have a successful school experience, and we look forward to the important and rewarding partnership that begins with your child's enrollment at Daycroft.

The home-school connection is very important to us at Daycroft and we wish to continue to build a strong community at our school. In order to accomplish this, it is essential that parent-teacher communication be open, honest, and professional. We welcome you to our school and to partner with us in preparing your child for life. Only by the close cooperation and tandem effort of home and school can the mission and values of Daycroft be realized. We welcome your conversations and visits to the classroom. I would encourage you to talk to your child's teacher, Michele Buchanan, Associate Head of School, or with me, about any questions, considerations, or concerns you may have.

It is our hope that this handbook will help you participate in setting your child up for success. Please review it carefully and keep it handy as your guide to program policies and procedures. We look forward to seeing you in school!

Seth Kopald, PhD
Head of School

August 15, 2014

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MISSION STATEMENT

At Daycroft Montessori School our mission is to provide a personalized learning environment that appreciates individual differences, nurtures the whole child, and enables students to develop at their own pace and achieve to their full potential.

VISION

- We are preparing children to become successful global citizens who have a life-long love of learning and a strong set of core values. From this, they will be able to demonstrate leadership and achieve excellence
- Our excellent teachers and staff are dedicated and energized; they work together to further our mission and assure a personalized learning environment that nurtures the whole child – emotionally, intellectually, socially and physically.
- Individual learning styles are met through a low student to teacher ratio and the Montessori approach, complemented by traditional and progressive teaching methods, which successfully prepare them for the challenges of further education and life's experiences.
- We work for the betterment of our school and the global community through collaborative projects that demonstrate compassion and caring for others. We partner with others to provide unique learning opportunities for our students.
- Our solid financial health allows us to build a strong foundation for future growth and to achieve our strategic goals.

VALUES

Learning:

- Our children gain a life-long, ingrained love of learning. They love to achieve and learn from their experiences, both positive and negative. They value the ability to continue to grow and develop.

Integrity:

- We value honesty. We wrestle with the tough, ethical issues to determine the right thing to do, now and in the long term. We do the right thing, even when no one is looking. We are dedicated and loyal.

Self confidence:

- We believe in ourselves. We can accomplish anything we come up against. We nurture our children so they develop a strong sense of self esteem.

Work ethic:

- We work hard and we work smart to be productive, both individually and as a community. We don't give up; we show perseverance and tenacity.

Kindness:

- We are kind to one another and treat others the way we want to be treated. We are compassionate and we respect one another. We help those in need.

Diversity:

- We appreciate one another and value individual differences. We celebrate our diversity. We help students become effective global citizens.

SCHOOL ORGANIZATION

Understanding the organization of Daycroft is important for parents. The school is a 501c3 non-profit independent school whose revenue is based on tuition, annual giving, and fund-raising activities. It is governed by a board of trustees.

ACCREDITATION

Daycroft is accredited by the Independent School Association of the Central States (ISACS)

AFFILIATIONS

Daycroft is affiliated with and/or follows the guidelines of:

- American Montessori Society (AMS)
- North American Montessori Teacher's Association
- Michigan Montessori Society (MMS)
- Association of Independent Michigan Schools (AIMS)
- Independent School Association of the Central States (ISACS)
- National Association of Independent Schools (NAIS)
- Child Care Network/Washtenaw Regional 4C
- Michigan Department of Education
- Department of Human Services of Michigan

NONDISCRIMINATION POLICY

Daycroft Montessori School does not discriminate in employment, enrollment, or in the administration of its educational policies, admissions policies, financial aid, and athletic and other programs on the basis of race, color, national and ethnic origin, religion, age, sexual orientation, physical characteristics, gender, disability, or any other characteristic protected by federal, state or local law.

ADMISSIONS AND ENROLLMENT

Daycroft admits students of any race, color, national and ethnic origin, religion, gender, to all the rights, privileges, programs and activities generally accorded or made available to students. When enrolling a child for the first time, an application must be filled out and sent in along with a non-refundable application fee. You will then be contacted to schedule a visit to the school. A visit with the child and classroom teacher is required before formal admission. A transcript from the child's current school is also required before a decision to admit the child to the elementary program.

If the school staff believes that Daycroft can meet the needs of the child and family, the child will be formally invited to enroll. You will then receive an enrollment packet. The student's enrollment contract must be completed and submitted to Daycroft along with the non-refundable Reservation Deposit. For all students who complete the entire ten-month school year, the Reservation Deposit will be applied to your tuition for June of the school year which the contract covers.

NEW STUDENTS

A child who does not currently attend Daycroft will be enrolled when:

- The student application is completed, an elementary transcript has been received, if applicable, and the application fee has been paid;
- The prospective student has visited the school and had an orientation/interview;
- The enrollment contract is completed;
- The non-refundable Reservation Deposit has been paid.

Upon enrollment, the child may attend classes when:

- A signed statement that the child is in good health is on file
- A current health appraisal, signed by a physician with all inoculations up-to-date, or a completed waiver form is on file;
- The child information card is completed (two are needed) and are on file;
- All advance fees are paid in full;
- Previous school records are on file at Daycroft (where applicable).

CURRENT STUDENTS

A child who currently attends Daycroft will be re-enrolled when:

- The enrollment contract is completed;
- The non- refundable Reservation Deposit has been paid.

Upon re-enrollment, the child may attend classes when:

- A signed statement that the child is in good health.
- A current health appraisal, signed by a physician with all inoculations up-to-date, or a completed waiver form is on file;
- The child information card is on file (two are needed);
- Past due accounts are paid in full.

Additional forms to be submitted are:

- Permission to Photograph form
- Field Trip Permission form/Walking Trip form
- Sunscreen Permission
- Directory Permission Information sheet
- Discipline Policy

WAIT LIST

At times, Daycroft maintains a wait list for its classes. To be on the wait list, one must fill out the student application form and return it to Daycroft promptly with the application fee. Parents will be contacted as openings occur. Please note Daycroft strives to fill openings to maintain a balance within each classroom, which, in turn, provides a positive educational environment for each child. Therefore, administrative discretion will be used to make the final decision on enrollment.

If the number of students who wish to enroll in a class exceeds the limit of that class size, the following criteria will be used to help determine which child would be able to enroll.

- A child is a staff member's child;
- A child has been enrolled at Daycroft for the most consecutive years;
- A child has a sibling enrolled in Daycroft:
 - The child has a sibling or siblings who have been enrolled in the school for the most consecutive years.
 - The child has a sibling in the elementary program.
- A child has a parent who actively participates in school functions including fundraising and classroom programs/projects. The parent's involvement shows the child that "school is important."
- A child will be enrolled on a first come/first serve basis after the criteria above have been considered.

WITHDRAWAL POLICY

If you must withdraw your child from Daycroft, we require a written notice. The Reservation Deposit will not be refunded. In addition, as stated in the **elementary** enrollment contract, it is understood that withdrawal after the date specified in the contract obligates payment of the entire academic year's tuition, whether paid or outstanding. Please note that the **preschool** contract may be cancelled with 60 days written notice; however the obligation for tuition during such 60 day period will remain.

Daycroft reserves the right to request that a child be withdrawn from the school if it is clear to the Daycroft staff that Daycroft is not a positive setting for the child or the child's family_either socially, emotionally, academically, physically, or developmentally. In that event, the parents would be released from the obligation to pay the entire year's tuition and would only be charged for the child's actual time attended plus the non-refundable reservation deposit.

FEES AND CHARGES

APPLICATION FEE

Application fees are \$50.00 per child and are non-refundable. The application fee, application, non-refundable reservation deposit and the enrollment contract must be received by the office to reserve your child(ren)'s place on our class lists.

RESERVATION DEPOSIT

A non-refundable Reservation Deposit, which is equal to 1/10 of tuition, is due upon enrollment. This is applied towards your tuition.

TUITION

Tuition is due for the entire time a child is enrolled, including student absences, "snow" days, and extended vacations. Tuition charges are based on the total number of school days over a 10-month academic year excluding the following: winter break, mid-winter break, spring break, professional development days, and legal holidays. A current tuition schedule may be obtained in the office. Tuition collection is handled through FACTS Tuition Management if a full year payment is not made.

SIBLING DISCOUNTS

Families with more than 2 students attending Daycroft simultaneously will receive a \$2,000 tuition discount on the third and subsequent students.

ANNUAL GIVING

As an independent school, Daycroft Montessori operates with a budget that is supported by tuition, our annual giving campaign and other fundraising events. Each year we ask parents to help support the school by contributing to Annual Giving. Annual Giving provides additional resources that are used to bridge the gap between tuition revenue and operating expenses. It is important to the success of the school that we receive participation from every family attending Daycroft. We ask that each family give what they feel is appropriate.

FINANCIAL ASSISTANCE

Financial assistance is available for qualified families in kindergarten through sixth grade. Please see our website for details or contact the Finance and Business Director for further details at 734-662-3335.

OVERDUE ACCOUNTS

Accounts 2 months overdue will be referred to the Finance and Business Director for action. The Director will establish a payment plan or whatever action, including the use of a collection agency, is required to collect the debt. Failure to pay tuition may result in the dismissal of the child from Daycroft. The child will not be able to attend before or after school; enrolled for the following school year or the summer camp program until all past due accounts are paid. In the event that the child transfers to a new school, the child's school records will not be transferred until all accounts are paid in full.

BEFORE/AFTER SCHOOL FEES AND POLICY

Oakbrook Campus

Monday through Friday. Before School is from **7:30 - 8:30 a.m.** After-school is **3:30 p.m. – 5:30 p.m.** and is billed at the rate of \$6.00 per hour or fraction of an hour **per child.**

Zeeb Campus

Monday through Friday. Before School is from **7:30 - 8:00 am** and is billed at the rate of \$6.00 per hour or fraction of an hour **per child.** After School is from **3:30 pm - 6:00 pm** and is billed at the rate of \$6.00 per hour or fraction of an hour **per child.**

If you arrive late to pick up your child after these hours, there will be a charge of \$5.00 per minute per child for the first occurrence. If you arrive a second time after hours, the charge is \$10.00 per minute; the third time, \$15.00 per minute. For each subsequent infraction thereafter, the charge will continue to increase by \$5.00 per minute. Staff will check "time" on their cell phones to ensure that pick-up times have been accurately recorded. This service will be discontinued for those families who chronically disregard these policies.

ATTENDANCE & TARDINESS

CLASS TITLE	AGES	HOURS
HALF DAY PRESCHOOL	33 mos. to 5 yrs.	8:30 - 11:20 a.m.
FULL DAY PRESCHOOL	33 mos. to 5 yrs.	8:30 – 3:30 a.m.
KINDERGARTEN:		
Zeeb:	5 to 6 yrs.	8:15 – 3:30 p.m.
Oakbrook:	5 to 6 yrs.	8:15 - 3:30 p.m.
ELEMENTARY	Grades 1 through 6	8:15 - 3:30 p.m.

ATTENDANCE POLICY

Good attendance by students is a priority at Daycroft Montessori. In order to form good habits that will be useful for life, we urge parents to make sure their children are at school every day and on time.

Even though Montessori is self-paced, a student who misses inordinate time in school loses out academically, socially and personally. Academically, the student misses lessons, gets out-of-step with small group learning, and misses follow-up work. Socially, the student does not have the consistent contact with other children; this is the basis for stable social relationships. Personally and psychologically, self-esteem suffers when a student does not maintain reasonable academic progress or loses touch in social relationships. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Your child is part of a larger classroom community and his or her attendance is important to the functioning of the classroom. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. The importance of regular, daily attendance as a basis for academic achievement cannot be over-emphasized.

In the event of an absence, the parent/guardian must contact the school office as soon as possible to report the child's name, class, reason for the absence, and approximated or anticipated duration of the absence.

All schoolwork missed due to the absence must be completed.

We encourage scheduled appointments (i.e., doctor, dentist) to be made outside of school hours, if at all possible.

TARDINESS POLICY

Being on time is a life skill important to each child's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students and affects school performance. Promptness to school allows the teachers to begin the instruction on time for everyone.

At Zeeb, attendance is taken at 8:15 a.m.

At Oakbrook, attendance is taken at 8:45 in the Y5/K room and 9:00 a.m. in the Preschool rooms.

At Zeeb, when a student is tardy, we request that the parent or guardian accompany the child into school and check in through the office to assure that we note his or her arrival for our records. Your child will be given a late arrival slip. Your child will then hand that slip to the teacher upon his or her arrival.

PROCEDURES FOR EXCESSIVE ABSENCES AND TARDINESS

1. As each child and situation is unique, we rely upon the teacher's professional judgment to determine whether absences or tardiness are adversely affecting an individual's or the group's performance. Should a teacher believe that a student's absences and/or tardiness are affecting performance, that teacher will notify parents, by letter, email or telephone.
2. Should the absences and/or tardiness continue, a meeting with parents, teacher(s), and the Head of School and or Associate Head of School will be held.

Parents should be aware that attendance and remarks concerning attendance are recorded on report cards and on each child's CA60, their permanent record that follows them from K – 12th grade.

HEALTH AND SAFETY CONCERNS

EMERGENCIES

Accidents at school do happen from time to time. A Child Information Card (emergency data form) is on file for each child enrolled at Daycroft. In the case of an emergency, teachers and staff will attend to the comfort of the child and notify the office of the incident. We will make every effort to contact you using the emergency information you provided on the Child Information Card. If you cannot be reached, we will contact the alternate name you have listed on the card. **Please keep the information up-to-date.** In the event your child must be taken to the hospital, you will be notified to meet the child and a Daycroft staff member at the hospital emergency room. Our staff is required to prepare written reports of all accidents. You will be provided with a copy of the report.

The Child Information Card also lists the persons to whom your child may be released; please list at least two other adults along with their daytime phone numbers. If your child is to be picked up by someone other than yourself, you must complete a form naming that person and the date for which the release applies. Pick-up permission forms are in the classrooms or can be obtained in the office.

ILLNESS

From time to time, children become sick while they are at school. If a Daycroft staff member should notice that your child is not feeling well, he or she will take your child's temperature using a digital thermometer. If the reading indicates a fever, you will be contacted to pick up your child as soon as possible.

Daycroft reserves the right to refuse attendance to a child whom they believe to be chronically sick or not yet ready to return to school after an extended illness. Please ensure your child is

fever free for 24 hours prior to returning to school. A doctor's note indicating the child is not contagious to others may be requested from the parent before the child can return to school.

OTHER REASONS FOR EXCLUSION:

1. Illness prevents the child from participating comfortably in program activities.
2. Illness results in greater care needs than the staff can provide without compromising the health and safety of the other children present.
3. The child has the following conditions: fever, lethargy, irritability, persistent crying, difficult breathing, or other signs of possible severe illness.

MEDICATIONS

1. Medication or individual special medical procedures shall be given or applied only with prior written permission from the parent/guardian. Forms are located in the office.
2. Medication shall have the original label indicating the child's name, name and strength of the medication, instructions for age appropriate dosage to be given, and a recent date.
3. The container must be given to the office staff for safekeeping. Please notify your child's teacher of any allergies she/he may have.

BLOOD EXPOSURE AT SCHOOL

O.S.H.A. has mandated that schools must develop a policy regarding student's and teacher's exposure to blood. The policy for Daycroft is as stated below:

1. Daycroft personnel will call you if your child has been exposed to another person's blood or exposes someone to their blood. (Most common would be biting incidents or bloody noses.) Please note you will be called if your child comes in bodily contact with another child's blood or visa versa.
2. Daycroft will then request that you contact your child's pediatrician and inform them of the blood-related incident. She/he may or may not request that your child's blood be drawn to check for the presence of Hepatitis B or HIV, depending on the circumstances. At this time, Daycroft will ask if pediatrician's names may be shared so that professionals may handle the situation further.
3. Daycroft staff will wear gloves when involved with any cleaning of cuts, bloody noses, bites, etc.
4. Daycroft staff will encourage the children to use practical life skills such as hand washing, covering mouth when coughing, wiping their own nose, and not touching other people's blood.
5. Accident reports sent home will indicate if blood was present during accidents, and if so, if there was blood exposure to others.

You should be aware that exposure to Hepatitis B and HIV are very rare under the circumstances at Daycroft; however to protect all children and staff we are required to enforce these policies.

STUDENT GROUNDRULES

- Be respectful of yourself, others and the environment
- Walk in the hallways

- Use quiet voices inside
- Appreciate and include everyone
- Think before you act
- Always try your best

STUDENT CONDUCT/DISCIPLINE POLICIES

The goal of self-discipline is foremost in our character-building emphasis. Initiative and responsibility are expected of the students and are continually cultivated. Counseling and assistance is provided by the faculty and staff to help children use good judgment, make wise choices, and demonstrate good citizenship. Student discipline is established and maintained by the teacher within the classroom and on field trips.

Courtesy should characterize interactions and students are expected to be polite and cooperative, and to obey requests of teachers promptly. At all times, in school, in car pools, on field trips, during lunch and special classes, students are expected to express thoughtfulness and consideration. Respect for the rights, properties and feelings of others are an imperative standard.

For the younger children, Daycroft is often the first experience in a structured environment with other children. The classroom is organized so that the children quickly learn what kinds of work and activities take place in the different areas of the room and what is expected of them at different times of the day.

The staff relies on preventative measures, such as having an orderly classroom, engaging learning opportunities, clear and consistent classroom rules, and positive reinforcement as a child management tool at all levels. Inappropriate behavior is addressed in several ways, depending on the circumstances. For example, negative behavior might be ignored while attention is paid to positive behavior. If the child's behavior is disruptive to the group or is dangerous to the child or to others, the child may be required to leave the group until he or she is ready to participate in a prosocial manner. Corporal punishment is never used.

At Daycroft, we will not allow children to hurt themselves, others, or the classroom/school materials. There is no hitting and no hurting. This includes, but is not limited to the following: intentional biting and pinching, assaulting or threatening others either physically, emotionally, sexually or mentally, and using abusive or vulgar language. These rules of behavior are applicable to all children regardless of gender, size or culture.

Steps taken in instances when a *student exhibits unacceptable conduct* are as follows: Please note that any given level may be used more than one time at the teacher's discretion.

Level 1: Reminder of classroom and school rules and discuss rationale. We will have the student restate what the rule is and explain his or her understanding of the rule. With younger students, we may redirect their activity and provide more appropriate choices.

Level 2: Removing a child from the situation that is challenging. For instance, a child may be asked to leave an activity if he or she is exhibiting unacceptable behavior.

Level 3: Child sent to Head of School / Associate Head of School to be counseled about behavior.

Level 4: Phone call to parents to seek help in resolving the issue

Level 5: Conference with parents and teachers and Head of School and or Associate Head of School.

Level 6: In-house suspension – child will spend time in the office

Level 7: 1-3 day home suspension, depending on circumstances

Level 8: Student will be asked to withdraw

Biting incidents will be moved immediately to level 4 as parents must be notified of such incidents.

In extreme cases, suspension or expulsion may be immediate. Expulsion will be immediate, if a child brings a weapon or drugs to school.

School ground rules and classroom rules* will be clearly stated and sent home within the first month of each school year. A behavioral contract** will be sent home and must be signed by students and parents each year. Contracts at the preschool level may be signed by parents only. Parents are encouraged to discuss discipline concerns with the teacher first, and then with the Associate Head of School or the Head of School.

* Class rules will be established in each classroom with student participation.

** Attachment A

COMMUNICATIONS/PUBLICATIONS

The home-school connection is vital. It is important that parent-teacher and school office communications be easily accomplished and be professional in tone and manner. Daycroft provides numerous avenues for the exchange of information. For routine questions and help, parents can call or stop in at the office. The Business Office is available to answer questions about billings and financial matters. The Administrative Assistant can help you with the particulars of admissions, school functions, appointments and messages. Arrangements to meet with the Head of School and or Associate Head may be made personally or via email.

DIRECTORY AND SCHOOL CALENDAR

The Daycroft Directory and school calendar are available to download on our website at www.daycroft.org. The directory includes classroom lists, a staff organization list, and the names of Board members and Parent Guild officers.

JUNE PACKET

A packet is sent out in June, which contains all the necessary documents that must be returned before admission is finalized.

AUGUST LETTER

A letter is sent home from the Head of School containing important information to prepare for a smooth transition to the new school year. It also contains important forms that must be completed and returned before the start of the new school year.

NEW PARENT ORIENTATION MEETING

At least one member from each family should be present at the New Parent Orientation Night. Parents meet with Daycroft's Head of School to review important information that enables them and their child to make a smooth transition into our school.

PARENT EDUCATION NIGHT

At least one member from each family should be present at the Parent Education Night. Families new and old meet with the Head of School and Faculty. Class meetings are held at each level where information is shared about classroom policies and curriculum.

CLASSROOM NEWSLETTERS/WEB PAGES

Every classroom posts a weekly newsletter on the classroom web page with information specific to that class.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

The Daycroft academic year consists of three marking periods. Pre-school evaluations are sent home twice a year and kindergarten through sixth grade report cards are given three times. The dates of each evaluation and report card are noted on the calendar. Parent conferences are held twice a year and individual special conferences are arranged as needed throughout the year.

STUDENT RECORDS

Student records are maintained in the school office. Parents/guardians may have access to their children's records. They have the right to inspect and review files but files may not be taken from the office. A request for modification may be made if information is inaccurate or violates a civil or privacy right.

- a) If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the teacher and Head of School and or the Associate Head to amend the record
- b) The Head of School shall decide whether to amend the record as requested within a reasonable time after receiving the written request
- c) If the Head of School decides not to amend the record as requested, he or she shall inform the parent or eligible student of his/her decision.

Parents/guardians may prevent disclosure of "directory information" including:

Address	Attendance	Extra curricular Activities
Telephone	Other schools attended	Awards received
Birthdate/place	Photographs	

BOARD OF TRUSTEES MEETINGS

The Board of Trustees meets every other month. Parents interested in the Board of Trustees should contact the Head of School.

GENERAL INFORMATION

LUNCH PROGRAM

Parents have the option of ordering lunch selections from our lunch program provided by local vendors or parents can provide a lunch from home. Lunches are ordered on-line at store.daycroft.org.

PARENTS' GUILD

The Daycroft Parents' Guild actively supports the school and its mission. The school is strengthened by the organization's efforts to create a community among parents and with the faculty and staff. They sponsor various activities that complement our program. All parents are members and are invited to participate.

PARENT PARTICIPATION

Parents are invited to participate in various facets of the school's program, including helping with field trips, special class projects, cultural events and fund-raising. Parents with special skills, talents, or expertise are encouraged to share them in the classroom. In order to volunteer at school, a parent is required to have a criminal history check completed and attend a volunteer orientation meeting.

DRESS CODE

A neat and well-groomed appearance adds to a good educational environment and conveys a message of value, personal pride, and self-esteem that is worthy of cultivation.

Children are expected to be clean, neat and appropriately dressed for the school day. This includes being prepared for outdoor play by having with them clothing appropriate for the temperature of the day and proper outdoor hand, head, and footwear. Please save dress-up clothes for special events.

There are times when a change of clothing is needed. Parents are asked to send to school a complete change of clothes for each child in a gallon size Ziploc bag with the child's name on it. When accidents happen, the clothing will be sent home and your child will be wearing his/her "extra" clothes. Be sure to replace used "extras" promptly. From time to time fresh "extras" are not available or they no longer fit; we will do our best to find suitable "loaners" from the school clothes box. Be sure to launder and return "loaners" promptly.

BE SURE TO PUT YOUR CHILD'S NAME ON EVERYTHING BROUGHT TO SCHOOL. Use a laundry or indelible marker and don't forget to put names on spare socks, underwear, mittens and hats!

OUTDOOR RECREATION AND FIELD TRIPS

A part of each day is spent in outdoor recreation except in extreme weather. Be sure your child is appropriately dressed for outdoor play. Children will not go outside if the temperature or

wind-chill is below 10 degrees. **A Doctor's note must excuse your child from outdoor recess, without exception.**

From time to time, classes take field trips related to classroom topics under study. A permission slip is sent home in advance of each trip. Parent permission must be on file before a child can participate (except for those neighborhood-walks described in the "walking trip permission slip" signed during registration).

Parents often help drive on field trips. Please refer to the transportation guidelines and driver information forms provided by the teacher. The Department of Human Services has stringent regulations regarding field trips, which must be observed by parents and staff.

EMERGENCY DRILLS

We schedule emergency drills on a regular basis. We try to schedule the drills for warm, dry days. In the event of a fire, it is essential that the children know how to leave the building quickly and safely. In the early spring the children will be shown what to do in the event of a tornado or severe storm. The staff will introduce these drills very carefully so that the children will be neither overly alarmed nor silly. Your support and cooperation in interpreting these drills to the children is essential. **Please do not call and jam the phone lines. We need the lines open for emergencies.**

CRISIS INTERVENTION

Should children's safety be threatened by external or internal intrusion, siege, etc., staff will guide students to designated "lockdown areas." In cases of emergency, a crisis intervention team comprised of fire, police, and medical experts, along with school psychologists and counselors are prepared to support the needs of the school community.

SCHOOL CANCELLATIONS

In cases of inclement weather (snow, ice, fog, etc.) school is sometimes canceled or closed early. Families will be notified of school closings through a telephone operated voice broadcast program. In addition, TV stations **WXYZ/Channel 7, Fox 2, and WDIV/TV 4** announce local school closings. Generally, if three out of five of the following school districts close, we will also close: **Ann Arbor, Saline, Dexter, Chelsea, and Ypsilanti.** School closings are usually broadcast beginning with the 6:00 a.m. news. If the weather forces a mid-day closing, the school will implement the voice broadcast system, or you may call the school. We also announce the close of school on Daycroft's voice mail, which picks up after four rings.

TOYS/TRADING CARDS/VIDEO GAMES/CD & RADIO HEADSETS

Daycroft requests that children do not bring toys, trading cards, video games, ipods, cell phones or CD and radio headsets to school. While we understand how difficult the morning rush can be, please take time to remember to leave these things behind. This practice helps to protect treasured possessions against breakage, trading or selling, and keeps peace among children concerned about ownership and sharing.

CELEBRATION AND HOLIDAYS

Children love celebrations - they are times to anticipate and enjoy and learn about one's self and one's heritage. At Daycroft we observe many special days as we study different cultures and events in human history. The religious and/or political dimensions of holidays are left to the family to teach according to its beliefs.

Birthdays are an important time in a child's life. You may bring in a small treat if you desire. Please make sure to verify these arrangements with your child's teacher. Please do not send party invitations to school. Daycroft is not the place for making such arrangements, and the classroom teacher or office staff should not be involved in the distribution of invitations, etc.

SNACKS, CANDY AND LUNCHES

We do not serve breakfast at Daycroft, nor do we permit children to eat their breakfast at school. We ask that children eat breakfast before they arrive at school.

Snacks are available every day to all children. In the Montessori classroom snack time provides an opportunity for children to share in preparing, serving, and clearing snacks. Children are encouraged, but not required, to have a snack every day. We do not punish children by withholding snacks nor do we use food as a reward.

- At our Zeeb Campus students we have an individual snack policy. All students should bring in their own snack each day.
- At our Oakbrook Campus we will have group snack. Parents will be given a list of recommended snacks. Snacks should be healthy and not include refined sugar.
- Special treats will be reserved for birthdays, and special occasions only i.e. holidays, 50's day, Reading month celebration.
- Parents will be given the option to have their child opt out of special treats. (See Attachment B)
- Parents are advised to bring in a small individual portion for a birthday treat. (No sheet cakes, etc.). We encourage the use of low sugar natural popsicles.
- No candy is allowed in the school for children during school hours. This includes classrooms, lunchroom, before care and aftercare. If a student brings in candy for lunch she/he will be told to leave it in the lunch box.
 - On occasion candy may be used for a special project or special message. It will be sent home for the parents to decide if the child can eat it.

BUILDING USE POLICY

Daycroft buildings are for programing purposes and school events only. Family parties and gatherings such as birthday parties in the building are not permitted. Other building uses may be permitted if prearranged, such as: tutoring, music lessons, after school activities, etc only if they are school sanctioned activities. For building rental, please contact the Head of School for more information.

PARKING CONSIDERATIONS

Pick-Up and Drop-Off Procedures

- We offer a pick-up and drop-off service for transfer of care during arrival and dismissal times.
 - **Drop-off times are 8:00 - 8:15am for kindergarten and 8:30 – 8:45am for preschool at Oakbrook and 8:00 – 8:15am at Zeeb.**
 - **Pick-up times are 11:20 – 11:30am for half day preschool, 3:15 – 3:30pm for full day preschool and 3:30 - 3:45pm for kindergarteners at Oakbrook and 3:30 – 3:45pm at Zeeb**
- When using this service move forward in line, in order, directly behind the preceding car so that the line keeps moving. Please do not bypass other cars or skip into empty spaces out of turn.
- Let the teachers bring your child to you or help your child get out of the car. Children should leave and enter the car on the curb side. Please do not get out of your car to help your child.
- When picking up, please drive past your child if the traffic flow along the curb is moving. A teacher will direct you when to stop.

Pick-Up and Drop-Off Policies

- **Please do not talk on your cell phone while driving in the parking lot**
- Please do not park in front of the school.
- Do not leave children unattended in your parked car under any circumstances.
- Please do not leave your car running while you bring your child into the school.
- Please use sidewalks and crosswalks when you are walking.
- If you need to enter the school, please park in the designated spaces. At Zeeb, please do not park next to the soccer field. This space is meant to help the flow of traffic at pick-up and drop-off times.

Please Note – At the Zeeb Campus please watch for instructions from our safety patrol students at the crosswalk when driving or walking.

YEARBOOK

A memorable school yearbook with class pictures and events is available for purchase at the conclusion of the school year.

CONCERNS OF SPECIAL INTEREST TO PRESCHOOL PARENTS

SNACKS AND LUNCHES

- Keep it simple - these are little tummies.
- Pack what they like, but keep the sweets for home.
 - Some examples: 1/2 sandwich (meat, cheese, butter); a slice or stick of cheese; a piece of fresh fruit (applesauce, pear, apple); vegetables (carrots, celery, or cucumber slices); breads (crackers, pita bread, or bread sticks).
- Avoid dried fruits, especially raisins. They have very high sugar content and can contribute to tooth decay if teeth are not brushed right away.

- Please observe our list of unacceptable foods. Please do not send these foods to school with your child: CANDY, POPCORN, PEANUTS, RAISINS, MARSHMALLOWS, and GUM. Such foods have the potential to cause choking.
- If your child has a dietary problem, food allergies, etc. let us know so that we can address that need.

REST TIME

The Department of Human Services requires that all children, ages 3 years to 5 years, who are at school for five or more consecutive hours, must have a scheduled rest time. Please send a small blanket and a small pillow to cover your preschool child on a cot. Be sure to label the blanket and any stuffed toy or security item your child brings to rest with. Your child will not be required to sleep, but she/he will be asked to rest quietly on a cot. Children who consistently do not sleep will be accommodated in another room where they may engage in quiet activity. Rest time for Preschoolers is 1 hour.

TOILET TRAINING

Children attending Daycroft Montessori School are encouraged to be toilet trained; however, the preschool teachers are willing to work with your child if they are at the final stages of training.

ATTACHMENT A

Behavioral Contract for Daycroft Students Print Student's name: _____

Daycroft's school rules are designed to ensure that the rights and responsibilities of all students are protected. These rules are designed to promote a learning environment that responds to individual needs and guarantees dignity, respect, and safety. It is Daycroft's commitment and responsibility to ensure that these rights are being protected for all students in our school.

This contract is an agreement and promise to make good choices and follow our classroom and school rules. It also informs students of what the consequences will be if their behavior contradicts these rules.

At Daycroft, we hope children learn to make friendly choices and have self-control. We want them to become responsible citizens and to always respect themselves, each other, their teachers, their parents, and their school.

Consequences of misbehavior:

Please note that any given level may be used more than one time at the teacher's discretion.

Level #1: Reminder of classroom and school rules and discuss rationale. We will have the student restate what the rule is. With younger students, we may redirect their activity and provide more appropriate choices.

Level #2: Removal of child from the situation that is challenging. For instance, a child may be asked to leave an activity if he or she is exhibiting unacceptable behavior

Level #3: Child sent to Head of School / Associate Head to be counseled about behavior

Level #4: Telephone call to parents to seek help in solving issue

Level #5: Conference with parents, teachers and Head of School and/or Associate Head

Level #6: In-house suspension, child will spend time in the office

Level #7: 1-3 days home suspension , depending on circumstances

Level #8: Student will be asked to withdraw

Biting incident will be moved immediately to Level 4 as parents must be notified of such incidents. In extreme cases suspension or expulsion may be immediate.

I understand these rules and promise to try my best to always make good choices.

Student _____ Parents _____
Teachers _____ Date _____

ATTACHMENT B



Special Treat Approval

Many parents have voiced concerned about the amount of snacks with sugar their child has in the classroom. We will be limiting treats with sugar to birthdays and special occasions only.

Please indicate below whether your child can have a special treat on birthdays or special occasions, sign and return to your teacher by the first day of school.

_____My child can be given a birthday or special occasion treat.

_____My child should not be given a birthday treat.***

_____My child should not be given a special occasion treat.***

***Please make sure you tell your child about your decision.

Child's name

Classroom

Parent Signature

Date