

Parent Handbook



Mid-Mitten Montessori

701 E. Maple St.

Mount Pleasant, MI 48858

(989)775-8272

midmittenmontessori.org



Mid-Mitten Montessori 2024-2025 Calendar

August 15	Parent Night from 6-7 pm.
August 16	New students only: Meet the teacher (10 am until 12pm).
August 19	New students only: Half day (7:45-11:45)
August 20	First day of school for all students.
August 30	No school-Labor Day Weekend.
Sept. 2	No school-Labor Day.
Sept. 20	International Day of Peace Ice cream social 6-7:30 pm.
Oct. 11	No school - Teacher Professional Development
Oct. 31	Halloween celebration and parade.
Nov. 5	No School-Election Day. Parent/Teacher conferences
Nov. 7	Picture Day-Guys and Dolls Photography
Nov. 13	Special Person Day
Nov. 27-29	No School-Thanksgiving Break.
Dec. 13	Winter Program.
Dec. 23-Jan. 3	Winter Break.
Jan.6	School resumes.
Jan. 20	No School-MLK Day. Staff in-service and professional development.
Feb. 14	Class Valentine's Day celebration.
Feb. 21 and 24	No School-mid-winter break.
Mar. 7	No School-Parent/Teacher conferences.
Mar. 21-28	Spring Break.
Mar. 31	School resumes.
May 26	No School-Memorial Day
June 4	Last Day of School/End of year celebration
June 9	Summer Program starts

*Special Days and celebrations may be subject to change or have yet to be determined.



Mid-Mitten Montessori Daily School Schedule

- 7:45-8:00 School opens at 7:45 for arrival and drop-off (building will be open at 7:30 for preparing the classroom).
- 8:00-11:15 Morning meeting/free choice, morning snack and Montessori instruction
- 11:15-11:30 Prepare for lunch
- 11:30-12:00 Lunch
- 12:00-12:45 Playground
- 12:30-12:45 Program 1 Pick-up
- 12:45-1:00 Nappers get ready for nap/Extended Day 10-15 minutes of meditation
- 1:00-3:00 Free choice, afternoon snack and Montessori instruction/nap
- 3:00-3:30 Clean up class/ wake up from nap and small snack for nappers
- 3:30-3:45 Dismissal for Program 2
- 3:45-5:30 After School Care with outdoor time. All children picked up by 5:30 p.m.



Mid-Mitten Montessori Contact List

Communication is crucial to a successful academic experience.

Please note the important changes in contact information for employees and board members

kerri@midmittenmontessori.org

- **Primary:** Confidentiality is important to the staff at Mid-Mitten Montessori. If you have a student concern or a matter you would like to discuss with the program director, please reach out to Ms. Kerri directly at the above address.

office@midmittenmontessori.org

- **Primary:** Please utilize this email address for any questions regarding tuition, enrollment, requests for additional care, questions about program changes, or other administrative questions. This account will be accessed by both the program director and office administrator.

ombuds@midmittenmontessori.org

- **Secondary:** If you have concerns that cannot be addressed with the program director or are in need of a parent advocate, utilize this email. Please see the grievance policy for additional information. This is monitored by our ombudsman, elected to the board of directors.

president@midmittenmontessori.org

- **Secondary:** If you would like to contact the president of the board, please utilize this address.

bod@midmittenmontessori.org

- **Secondary:** If you would like to communicate with our parent elected board members as a whole, please utilize this address.



Mid-Mitten Montessori Attendance, Enrollment, and Withdrawal Policies

Enrollment

Children ages 2.75 years to 6 years of age are eligible for enrollment in Mid-Mitten Montessori. Priority will be given to students previously enrolled in the school and siblings of current students. Re-enrollment and sibling enrollment will be open between March 1 and March 31st each year. After this period, enrollment will be open for new students. There is a one-time non-refundable pre-application fee of \$50.00.

Mid-Mitten Montessori maintains an open enrollment process, such that students may be able to start part way through the year if space allows. This will be determined on a case-by-case basis. We will maintain a waitlist of any students who are not able to be placed in the program. These students will be contacted first if a spot becomes available. Your child's spot will be held once you have submitted your deposit and tuition contact.

Withdrawal

If your child needs to withdraw from Mid-Mitten Montessori, we ask that you submit your withdrawal and the reasoning at least 30 days prior to your child's last day. Families withdrawing from the program may be eligible for a partial refund. Additional fees, deposits, and first month's tuition are nonrefundable. Student records can be transferred to another school upon request. Records will not be transferred until any outstanding financial balances are addressed.

Adults engaging in abusive or unsafe behavior may be considered a breach of contract, which could lead to contract termination. Refunds will not be provided under this circumstance.

Attendance

If you think your child is going to be absent from school, please notify us prior to 7:30. Students arriving after 8:00 will be considered tardy. If your child is absent from school due to a medical appointment, please provide documentation of this appointment when you are able for students K-1. For these students, we will follow the MPPS attendance policies regarding absences and tardies.



Mid-Mitten Montessori Discipline Plan

Mid-Mitten Montessori's approach to discipline is to provide gentle guidance to children experiencing strong emotions and encourage self-control, respectful behavior, and cooperation with positive reinforcement. Rules are often referred to as standards for "grace and courtesy." Grace and courtesy standards are consistent, developmentally appropriate, and clearly defined. Time is spent at the beginning of the school year teaching the children about the school's grace and courtesy guidelines.

Positive methods of discipline will be used with the children at all times. Children will be encouraged to learn their own self-discipline as they learn to interact with others in the class. Preventive techniques will be emphasized such as daily scheduling; consistency in the environment and expectations; positive verbal communications; and modeling of respectful behavior. Staff members will avoid the use of competitive situations, comparative remarks, threats, shaming, or labeling children.

Children who need assistance regaining self-control are encouraged to use materials from the peace shelf that aid in self-soothing or to sit quietly on the peace bench. Children may re-engage with the environment when they choose. Children needing additional assistance with self-regulation will be asked to stay with the directress or another staff member, who will help coach the child through the situation.

Staff are prohibited from using any of the following as a means of punishment:

1. Hitting, shaking, biting, pinching, or inflicting any form of corporal punishment
2. Placing substances in the child's mouth including but not limited to soap, hot sauce, or vinegar
3. Restricting a child's movement by binding or tying them.
4. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening
5. Depriving a child of meals, snacks, rest, or necessary toilet use.
6. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubical.
7. Excluding from daily learning experiences, outdoor play, or other gross motor activities

A child who is in danger of harming their body or another person or of destroying objects will be restrained as gently as possible, and / or moved to a safe location. This procedure will stop as soon as it is safe to do so. The child will always be under the direct supervision of a staff member.



Mid-Mitten's Arrival and Dismissal Policies

Arrival:

Drop-off begins at 7:45 am and concludes at 8:00 am. Gates are closed at this time. Please drive through the chain-link gate next to the alley. If it is not open, please feel free to open the gates. The line of cars should stay off the main road. Should it become that long, please drive around the block to enter from Arnold Street so that the line remains in the parking areas in front of the building along Maple Street. Stop at the BACK DOOR. Remain in your vehicle. A staff member will greet you. Children may undo their own seat belts when the vehicle is stopped or parents deem it safe to do so but MUST remain in the car until a staff member opens the door. Children should not hang-out or shout-out car windows. Staff members are required to open doors on the driver side only. DO NOT PASS after entering through the chain link gate for any reason! Should your child experience separation anxiety or other sudden needs, please drive around the building to the end of the line to allow the next car to come forward. Please have your child's Montessori bag packed neatly and ready for your child to carry into the building. Please tell staff members if there is a note inside your child's bag for us to review. No verbal directives, please. Staff members may need to remind or ask parents quick questions, but we will try our best not to hold up the line.

PLEASE - no late drop-offs for any reason unless you have made prior arrangements with Ms. Kerri. The gates will be closed at 8 a.m. Please notify us by 7:45 a.m. if your child will be absent. Please be respectful of staff members waiting outside in the elements for your arrival! If the gates are closed and you are just a few minutes late, please park, escort your child to the front door and ring the doorbell. A staff member will get your child from you at the door and walk them into the classroom. Gates will remain open during inclement weather.

Students may not be dropped off or picked up during the morning three-hour work cycle between 8 am and 11:15 am. Exceptions to this policy may be made for students with health concerns and/or prior arrangements have been made with the director or lead teacher. We reserve the right to request a doctor's note in regard to a child's special needs. Exceptions are not made for students with routine doctor or dentist appointments or a need to "sleep-in" longer.

DISMISSAL:

Families should park in the marked parking spaces along Arnold Street, Maple Street or in the lot on the east side of the building. Do not park in handicap areas or "striped no parking



spaces.” The school is not responsible for parking tickets issued to clientele. Please use the front entry only.

The front doors are locked during class times for safety concerns. Your scheduled pick-up time is based on your contract. Students are expected to be gracious / courteous at dismissal times – walking feet, inside voices, calm bodies, kind words, etc. The fire door should remain closed during pick-up times; however, we do have special permission to prop it open during “heavy usage” such as the 3:30 pm pick-up time. Please do not allow your child to run and “bang” the fire door open as someone could be on the other side! Children must walk with you to your vehicle using the sidewalk. Parents and students must refrain from playing outside on the school grounds after dismissal. This policy meets mandated licensing rules, occupancy regulations as mandated by the City of Mt. Pleasant, and liability insurance protocols.

Your child will only be released to you or those indicated on your Child Emergency Information White Card. We will also accept a signed parent note given to a staff member at the morning drop-off. We are NOT able to accept notes from an individual at pick-up. We are NOT able to release students to another individual not noted on the card via a phone call. All individuals, including grandparents may be required to provide a picture ID.

If you do not feel comfortable entering the building for pick-up (due to illness), please contact Ms. Kerri. We will walk your child to the front door. If you are not feeling well or become ill during the day, PLEASE CALL and REMAIN OUTSIDE. We will walk your child to the front door.

DISMISSAL (12:30 p.m-12:45p.m., 3:30 p.m-3:45p.m. and 5:30 p.m.):

A staff member will open the classroom door when we are ready to dismiss. We will call your child’s name when they are ready. We will shake hands or bump elbows to say goodbye. Dismissal times are very busy. Please hand a note to the staff member at the door to ask a teacher to call you later if you have any questions or concerns. It is helpful if you state how late we may contact you.

Please note that the doors will be locked promptly at 12:45. All pick-ups after 12:45 p.m., 3:45 p.m. and 5:30 p.m. are considered late pick-ups. An additional child care fee will be charged to your account (discussed below).

Please note that we do understand that unforeseen events do occur. Please contact the school, if possible, when you are unable to pick up on time so that we are better able to assist your child. At pick up times, please avoid standing directly in front of classroom doors, coming into



the classroom, talking loudly, or disrupting the class in any way. We are usually conducting a closing community time, singing, reading a story, or giving directives before serving lunch or the afternoon snack.

DISMISSAL (After Lunch, 12:30 p.m.):

Walk into the building to check your mailbox and to retrieve your child's lunchbox and backpack. Then walk to the white vinyl playground gate on the east side of the building along the walkway to retrieve your child. Your child **SHOULD NOT RE-ENTER** the building at this time. Sometimes your child **MAY NOT** be on the playground. Should this occur, please follow the above protocol and wait in the vestibule. Your child may be finishing lunch in the social hall or in the classroom working. All pick-ups after 1:00 p.m. are considered late pick-ups.

DISMISSAL (After School Care 3:30 p.m. to 5:30 p.m.):

Go directly to the classroom door. Enter through swinging doors into the children's coat area. Your child may need a few minutes to replace materials on the shelf or to clean up from some type of art project. Your child will be brought to you. You are welcome to wait on the bench in the coat area. It is also acceptable to help gather belongings or assist your child at this time of the day. The staff member will return to the other children after releasing your child to you. Please **DO NOT** call across the classroom to your child or other children; but we do love smiles and a quiet happy wave! If your child is on the playground, walk into the building **FIRST** to check your mailbox and to retrieve your child's lunchbox and backpack. Then walk to the playground gates on the east side of the building to retrieve your child. Your child **SHOULD NOT RE-ENTER** the building at this time.

*Pick-ups after 5:30 p.m. are considered late pick-ups. (This means you should be entering the building no later than 5:25 p.m. to retrieve your child and their belongings. All children should be off the playground and out of the building BY 5:30 p.m.)

LATE PICK-UPS

If you arrive after your scheduled pick-up times, you will automatically be charged a late fee, which will appear on your next month's tuition statement. This fee schedule is as follows:

- Pick Up after 12:45 - \$5.00
- Pick Up after 3:45 - \$5.00
- Pick Up after 5:30 - \$40.00



If you have not arrived by 5:30 to pick-up your child and have not contacted the school in advance, school personnel will attempt to contact all caregivers on your child's white card. If

school personnel have not been able to contact anyone by 7pm, the appropriate authorities will be notified. Your child may also be removed from the school.

ADDING DAILY TIME

If you would like your child to stay late on an occasional basis, please fill out the extended care request form, seen on the following page. A QR code for the electronic version of this form as well as a paper version is located in the vestibule. A link to this form is also available on our website. We ask that when possible, forms be turned in the day PRIOR to when your child will be staying late. Mid-Mitten Montessori reserves the right to refuse any requests for additional programming time. Fees for staying late are listed below, and will be added onto your tuition statement for the following month.

- Adding afternoon programming up to 3:45 - \$20.00
- Adding aftercare - \$5.00
- Adding both afternoon programming and aftercare: \$25.00
- Late requests (same day) will be charged an additional \$2.50

ATTENDANCE

Regular attendance is an important component of building both responsibility and academic success. Attendance is taken daily. Please notify the school before 7:30 a.m. if your child will be absent. Please notify us immediately if your child is absent due to a communicable please notify us in advance if you are planning an extended vacation at other times during the course of the school year. There is NO REFUND for time missed due to illnesses, vacations, or early departures at the end of school year. It is very important that students arrive at school on time. Students arriving after 8:00 a.m. are marked tardy. Students entering late can miss out on important lessons and disrupt the flow of learning for themselves and other students. Parents are encouraged to schedule medical, dental and other necessary appointments at times other than during the school day. (Please note that the MPPS District Attendance Policy requires that the name of any student, 6 years and older, with absences and/or tardies over 10, to be forwarded to the area Truancy Officer. While we are not affiliated with MPPS, we strongly recommend fostering good attendance practices now.)



Mid-Mitten Montessori School Closing Policy

SCHOOL CLOSINGS AND SNOW DAYS

Mid-Mitten Montessori will implement the following delay or closing schedule due to inclement weather or emergencies:

1. When Mt. Pleasant Public Schools delay, we will still open at 7:45 a.m.
2. When Mt. Pleasant Public Schools close, we will decide on a case by case basis. All families will receive a text message early morning with the decision of closing or not.
3. When Central Michigan University is delayed and Mt. Pleasant Public Schools close, we will CLOSE. If CMU is NOT in session (January) and Mt. Pleasant Public Schools close, we will CLOSE.
4. When Central Michigan University is closed, we will CLOSE.

Mid-Mitten Montessori reserves the right to close as deemed necessary. We will make every effort to be open to serve those families in need of childcare. However, parents who are able to stay at home with their children are urged to use their own judgment about traveling on snowy or icy roads. A staff member will call you if we conclude that a closure is imperative, and CMU is still in operation. We use the phone numbers provided on your emergency child information card.



THE MONTESSORI CURRICULUM

The education of even a very small child does not aim at preparing him for school, but for life.
Maria Montessori

After many decades of caring for children worldwide, Dr. Maria Montessori concluded that education must be an *aid to life*, a collaboration with nature. The adult's role is to prepare the physical, mental and spiritual environment, continually observing the child, but leaving each child's potential free to reveal itself. Dr. Maria Montessori believed that no human being is educated by another person. He or she must do it by him or herself or it will never be done. A truly educated individual continues learning long after the hours and years spent in the classroom because that person is motivated from within by a natural curiosity and love for knowledge.

Dr. Montessori felt, therefore, that the goal of early childhood education should not be to fill the child with facts from a pre-elected course of studies, but rather to cultivate the child's own natural desire to learn. In the Montessori classroom, this objective is approached in two ways: first, by allowing each child to experience the excitement of learning by their own choice rather than by being forced; and second, by helping the child perfect their natural tools for learning, so that the child's abilities will be maximized for future learning situations. The Montessori materials have this dual, long-range purpose in addition to their immediate purpose of giving specific information to the child.

PRIMARY PROGRAM

Mid-Mitten Montessori's child-centered program features the traditional multi-age approach to early childhood education aspired to by Maria Montessori. A carefully prepared environment exposes children to materials and experiences which enhance the growth of intellectual, physical, psychological, and spiritual development. Hands-on activities are designed to help the three to six year old develop a sense of order, concentration, coordination, independence and an internal motivation to learn in a joyful child-centered community. Children in the primary program possess what Dr. Montessori called the absorbent mind - the ability to absorb all aspects of one's environment or culture without effort. As an aid to this period of the child's self-construction, individual work is encouraged. The following areas of activity cultivate the children's adaptation and ability to express and think with clarity:

PRACTICAL LIFE

Practical Life exercises instill care for self, for others, and for the environment. Activities include tasks children see as a part of their daily routine such as preparing food, washing dishes, polishing wood, or brushing their hair, along with exercises of grace and courtesy. Through these tasks children lengthen their span of



concentration, develop muscular coordination, learn good working habits and become more independent.

SENSORIAL EXERCISES

Sensorial materials serve as tools for development which help children to distinguish, categorize, and relate new information to what they already know. Children build cognitive skills and learn to order and classify impressions by touching, seeing, smelling, tasting, listening, and exploring physical properties of their environment. Dr. Montessori believed that this process is the beginning of conscious knowledge. It is brought about by the intelligence working in a concentrated way on the impressions given by the senses.

MATHEMATICS

Dr. Montessori established that if children have access to mathematical equipment in their early years, they can easily and joyfully assimilate many facts and skills of arithmetic. On the other hand, these same facts and skills may require long hours of drudgery and drill if they are introduced to them in the abstract form. Dr. Montessori designed concrete materials to represent all types of quantities, after she observed that children who become interested in counting like to touch or move the items as they enumerate them. By combining, separating, sharing, counting, and comparing children demonstrate to themselves the fundamentals of mathematics. Children in a Montessori class never sit down to memorize addition and subtraction facts; they never simply memorize multiplication tables. Rather, they learn these facts by performing the operations with concrete materials. Activities provide a solid understanding of basic principles, while preparing children for later abstract reasoning and developing problem-solving capabilities.

LANGUAGE

Language development is vital to human development. The Montessori prepared environment is rich in oral language opportunities, allowing the child to experience conversation, stories, and poetry. Language materials provide phonetic foundations which help the children to link sound and symbol recognition effortlessly. Children learn the phonetics of the letters before the alphabetical names. Phonetics are introduced first as these are the sounds heard in words that they will later read.

Individual presentations of language materials allow the teacher to take advantage of each child's greatest periods of interest. Exercises encourage the development of written expression and reading skills. Interest in reading and writing is never stifled by monotony. Rather, it is cultivated as their most important key to future learning. Children are encouraged to explore books for answers to their own questions, whether they are about frogs, planets, stars, or other cultures. To further reading development, children are exposed to the study of grammar.



GEOGRAPHY AND HISTORY

Through manipulating concrete materials children develop an early understanding of essential physical geography fundamentals. The large wooden puzzle maps are among the most popular activities in the Montessori environment. At first the children use the maps simply as puzzles. Gradually they learn the names of many of the countries as well as information about climate and products. The maps illustrate many geographical facts concretely. Children also learn the common land formations such as islands and peninsulas by making them. Children learn about people and cultures in other countries with an attitude of respect and admiration. They experience and feel connected to the global human family and to the cosmic universe. Children are given concrete examples, stories, and pictures of people all over the world in order to build a foundation rich in geography and history. The seeds of the study of history are given through experiences, such as ethnic foods and music, and through objects, pictures, and books. Numerous multi-cultural celebrations are integrated throughout the school year.

ARTS AND CRAFTS

Art is a way of approaching life, of moving and speaking, of decorating a home and school, of selecting toys and books. It cannot be separated from every other element of life. We cannot “teach” a child to be an artist. However, Dr. Montessori says we can help a child develop:

*An Eye that Sees
A Hand that Obeys
A Soul that Feels*

Art in the prepared environment strives to maintain the great joy the child finds in creating something of their own. Children have the freedom to explore their imaginations by using a variety of mediums for self-expression. The importance of process is stressed at this time, not the end product. Children benefit from always having a variety of quality art materials available to them and a space to work, uninterrupted, when they are inspired. From time to time, children are invited to create an “arts and crafts” project in correspondence with a particular celebration.

MUSIC AND CREATIVE MOVEMENT

Music and creative movement are an on-going flexible process that integrates itself into the academic program of Mid-Mitten Montessori. The musical element of primary appeal to young children is rhythm and the natural response to rhythm is physical; therefore, the body is the child’s first instrument through which the movement in music is reflected and interpreted. Singing provides opportunities for understanding scales, expression of feelings, and understanding of other cultures. It also gives practice in language, new words, poetry, and historical information. Listening to music relates to music appreciation and aptitude. The feeling expressed by a piece of music, such as a folk song, or composition of a great composer, can be absorbed and recognized by children. This in turn leads to quiet listening, contemplation, and appreciation.

Specific Montessori materials foster the development of pitch and ear training, rhythm, music notation, composition, self expression, and more!



YOGA AND MINDFULNESS

Yoga (meaning *union* or *yoke*) is the practice of accessing and integrating our true nature - all aspects of body, mind, and spirit - in pursuit of inner harmony. Yoga introduces cornerstone values such as non-harming, truthfulness, moderation, cleanliness, gratitude, and self-discipline. Meditation thickens the cortex, where we make decisions, analyze, feel more connected to others, and dream. There are five key areas that children benefit from the practice of mindfulness and yoga which improves their overall well-being and offers specific healthcare benefits:

1. It develops focus and concentration.
2. It enhances physical strength, balance, coordination, and flexibility.
3. It fosters self-regulation, self-control, and helps to control stress.
4. It boosts self-esteem and confidence.
5. It strengthens the mind-body-spirit connection.

SCIENCE AND NATURE

Natural curiosity is stimulated through discovery projects and experiments in biology, botany, zoology, physics, and chemistry. Children learn the functioning of the galaxies, the universe, the formation of Earth; seasons; natural wonder; the weather; and rocks and minerals through exploration. Lessons that make deep impressions come from firsthand experiences, experiments and observations with real plants and animals inspiring a reverence for all life. These lessons, while based upon much acquisition of factual knowledge, foster a profound sense of awe and wonderment while helping the children to contemplate unfathomable questions that abound in the cosmos.

OUTDOOR EXPLORATIONS

It is important for children to spend time outdoors experiencing nature every day - in all kinds of weather and during all seasons. The playground is utilized as a science extension, providing additional experiences with nature and gardening. Children enjoy structured and unstructured play. Large motor equipment allows children to foster large muscle coordination.

How often is the soul of man, especially that of the child, deprived because one does not put him in contact with nature. There is no description, no image in any book that is capable of replacing the sight of real trees, and all the life to be found around them, in a real forest. Something emanates from those trees which speaks to the soul, something no book, no museum is capable of giving. The wood reveals that it is not only the trees that exist, but a whole, interrelated collection of lives. And this earth, this climate, this cosmic power are necessary for the development of all these lives. The myriad lives around the trees, the majesty, the variety are things one must hunt for, and which no one can bring into the school.

Maria Montessori



KINDERGARTEN / FIRST GRADE

Children in kindergarten/first grade want to know how everything came to be, the history of the universe, the world, humans and why they behave the way they do. Children work together to do research, plan and execute projects, and share them with other members of the class. They work in multi-age and multi-ability groups, using the interests and abilities of all community members - excellent preparation for adult life in a peaceful society.

Except for state required curriculum, which takes very little time when children work individually at their own pace, lessons in the elementary grades are offered - not required of the children. They learn to be responsible for their own education.

There are certain ages when we have found that children are often interested in a given subject, but the wise adult follows the child, knowing that the human mind works on its own, guided by a power within. Therefore, the curriculum is constantly evolving based on the inspirations and explorations of the students. Specific Montessori materials in mathematics, language arts, social studies, science, the arts, and practical life are presented to students.

Mid-Mitten Montessori implements first grade at the discretion of the directress from year to year. The school may or may not offer first grade each year.

The Michigan Department of Education (MDE) provides Grade Level Content Expectations (GLCE) booklets for families of children kindergarten through eighth grade. GLCE state in clear and measurable terms what students in each grade are expected to know and be able to do. They also guide the design of the state's grade level M-STEP tests required in the No Child Left Behind Act (NCLB) legislation. Mid-Mitten Montessori strives to meet or exceed GLCE in both kindergarten and first grade to ensure that students transition positively into their next educational institution. The school does NOT implement standardized tests, including the NWEA or M-STEP.

In June 2010, the State Board of Education adopted the Common Core State Standards (CCSS) as the new standards for K-12 Mathematics and English Language Arts. These standards established clear and consistent goals for learning and allowed Michigan to work collaboratively with other states to provide curricular support to schools and educators. To learn more about the Michigan Curriculum Framework and CCSS, visit www.michigan.gov/mde.



Food Service Policy for Mid-Mitten Montessori

In General:

The daily meal program includes lunch and two snacks. Mid-Mitten Montessori provides all grains and some optional items for snacks. Parents assist with purchasing vegetables and fruits for snacks. Lunch is provided by the school, or by the parents.

Snacks are served in the annex (vinyl floor area) of the main classroom. Lunch is held in the social hall (basement area outside of kitchen) at tables set for four to six children. NO food is to be brought into or eaten in the entryway, vestibule, coatroom, or classroom areas. We respectfully request that all individuals refrain from “walking around with food” This includes children and adults. It is also important that children wash their hands and faces after consuming food before classes begin.

Mid-Mitten Montessori implements a parent/school provided morning snack and an afternoon snack for all students in the after-school program. Parents purchase fruits and vegetables for a week once or twice during the academic school year. Snack is available for all students starting at 8:30 a.m. and will be cleaned up and put away at 10:30 to 10:45. Snack includes one serving from the fruit/vegetable group and one serving from the grain group. Additional servings from the protein or dairy group may be offered. In addition to snack, children may enjoy using the practical life exercises of food preparation, including, but limited to banana slicing, cracker spreading, orange or lemon juicing, and pickle cutting, etc.

All lunches will be provided by the school or the parents. If parent provided lunch, it should be brought to school in a leak proof and closeable lunch container or bag labeled with their name. Students will place their lunch bag into a basket as they arrive for the day, and a staff member will take them and place them into a refrigerator located in the kitchen area on our lower level., no later than 8:30 a.m. Students will unpack their own lunches onto a plate provided for them, as well as eating utensils and glasses for beverages if needed. Children will clean up their areas, wash their hands and face, and be ready for the next part of their day. Parents are highly encouraged to provide a balanced and nutritious lunch for their child. Sugar free, dye-free, and preservative-free options are best. **Mid-Mitten Montessori is a PEANUT and TREENUT FREE ENVIRONMENT.** Mid-Mitten Montessori also cannot warm up any foods brought to lunch.

We will use the following division of responsibility for meal times, consistent with the Ellyn Satter Institute.

- WHAT food to pack - Parent’s job
- WHEN & WHERE kids eat - School’s job
- WHETHER & HOW MUCH to eat - Child’s job



All school lunches must be ordered per semester or in some special cases, monthly. Our lunch program is new, so there may be amendments to the menu from time to time. All lunches are served with a main course, fruit, vegetable, and a side, and served with 2% white milk or water. By special request, a sun butter and jelly sandwich can be made in place of the main course. Please let a teacher know if your child will need this. All families wanting to participate in our lunch program must fill out the specified Hot Lunch Program Sign-up Form, which is located on our website, or in hardcopy in the vestibule by the parent mailboxes. Prices for our Hot Lunch Program may be changes, depending on price of food as well as amount of families signed up. The Program Director will let you know of these changes by email should these occur.



2024-2025 Hot Lunch Program Sign-Up Form

Parent/Guardian Information:

- **Student(s) Full Name:** _____
 - **Parent/Guardian's Full Name:** _____
 - **Email Address:** _____
 - **Phone Number:** _____
-

Hot Lunch Program Enrollment:

- **\$20/Weeks for 18 weeks during the Fall semester (August-December)**
 - **Total Cost for Fall 2024 Semester:** \$360 per student
-

Payment Schedules:

- **Biannual Payment Plan:** \$360 due Friday, August 23rd
 - **Annual Payment Plan:** \$360 due Friday, August 23rd
 - **Monthly Payment Plan:** \$360 divided into 5 monthly payments of \$72 each (added to monthly invoice) *First payment due Friday, August 23rd
-

Acknowledgment and Agreement:

By signing below, you acknowledge the following:

1. **Non-Refundable Sign-Up:** The fee for the hot lunch program is non-refundable, and this payment is for the entire semester.
2. **Payment Plan Details:** Your selected payment plan will be billed consistent with the payment plan you have chosen for tuition payments.
3. **No Drop-In or Alternative Pricing:** Due to cost tracking and considerations, drop-in, weekly, or monthly pricing options are not available at this time.

Parent/Guardian Signature: _____

Date: _____



Mid-Mitten Montessori's Toileting Procedures

All children should be potty trained, or very close to being potty trained. Children use the bathroom in the classroom when they need to, so the child must have "awareness" of when they need to go. If a child has proven that they are not ready for potty training, a meeting with the teacher and/or director will be made to discuss a plan of action. A probationary period may be set. If a child is still struggling, we may ask for removal of the program or a delayed start. It is IMPERATIVE that parents and teachers work together with those children that need extra help. Pull-ups are great for preventing messes, but they lock all moisture away from the skin preventing the child from feeling when they are wet. Thick training underwear or plastic lined briefs are best. Pull-ups may be worn at naptime if needed.

Older children may use the bathrooms in the front entry with permission and supervision by a parent or staff member.

Bathroom etiquette will be discussed with the children, including but not limited to: How to use the toilet, how to clean/wipe, how to wash hands, how to ask for help, etc.

Children will wash hands before returning to the classroom

Staff Policies for Assisting with Toileting In General:

- Wear disposable rubber gloves when assisting a child.
- Hand lotion and sanitizer gel is provided as an extra barrier, but is not a substitute for wearing gloves or hand washing.
- Sanitize all contaminated areas/surfaces immediately.
- Dispose of all contaminated material (i.e. wipes, gloves) into a designated tightly covered plastic container lined with a disposable trash bag. Trash will be emptied at least once daily.
- Never place items contaminated with body fluids into regular garbage containers. If this should occur, garbage must be taken to the dumpster immediately.
- Wash hands thoroughly. Hand washing procedures are posted in the bathroom.
- Cloth towels may be used once and immediately placed into the laundry hamper after use.

The changing area for an "oops" will be:

- Away from food preparation, storage and serving area.
- Conveniently located to hand washing facilities.
- A smooth, non-absorbent surface or a plastic covered pad with no cracks or tears.
- Washed and sanitized immediately and between each child's use.

Soiled clothing will be handled as follows:



- Dispose of loose fecal material in the toilet.
- Place clothing in a plastic bag that can be closed securely.
- Store clothing in a place away from food and out of reach of children.
- Write the child's name on the outside of the plastic bag and attach an Oops! slip onto the bag.
- Wash hands thoroughly.

We ask that all soiled clothing be taken home that same day. If your child had to borrow an item of clothing from us, we ask that you launder the item borrowed and return it promptly to the school.

All extra clothing belonging to children will be checked periodically by teachers to ensure weather and size appropriateness.



Mid-Mitten Montessori's Health Care Plan

HEALTH POLICY

The Health Appraisal Form must be completed by your physician and returned before the first day of school for all new students. Returning students need a new form within 30 days following the expiration date of your child's last annual physical. All forms must be validated by a MD or DO doctor and have a clinic stamp. All students are required to provide the school with a new copy of immunizations (or waiver) before the first day of school. Waivers must be obtained from your child's doctor (medical reasons) or from the local health department (all other reasons). An appointment may be required by either entity. Schools are not able to accept waivers without a clinic or health department validation stamp. (Effective January 2015.) The Child Information White Card must be filled out and returned prior to the first day of school. Allergies and chronic health problems must be noted on all forms. The school reserves the right to ask for forms in advance in order for additional forms/paperwork to be completed for licensing purposes before the first day of school. All medical needs including, but not limited to, allergies or chronic health problems for each child are posted in a conspicuous place to be viewed by all staff members. An emergency plan for each child with special needs is posted in a conspicuous place to be used in the event of an emergency.

GENERAL ILLNESS AND SICK CARE POLICY

The clinical symptoms which indicate that a child is too sick to participate in normal activities and/or may be a source of communicability to the health of other children (even if a fever is NOT present) include ANY of the following:

FEVER: A fever is defined as any temperature over 99 degrees; less if a child feels badly or acts listless or out-of-sorts. Children must be fever free for a minimum of 24 hours without the aid of fever reducers, before returning to school. (This is the "normal policy" – not current COVID guidelines.)

RUNNING NOSE	UNDIAGNOSED RASH	PERSISTENT COUGH	PAIN	
CONJUNCTIVITIS	DIARRHEA	EAR OR TOOTH ACHES	PALE OR FLUSHED SKIN	
SORE THROAT	RED ITCHY WATERY EYES	LICE	UPSET STOMACH	VOMITING
ANY DRAINING SORE	RINGWORM	COMMUNICABLE DISEASES	SCABIES	



Mid-Mitten Montessori reserves the right to require a signed doctor's diagnosis and approval for re-admittance if a child has ANY of the above symptoms or other illnesses

including, but not limited to, communicable diseases, any rashes, scabies, lice, ringworm, pink eye, strep throat, or other chronic conditions. When children are ill, parents will be contacted. Ill children must be picked up immediately. Children will be comforted by a staff member while being isolated from the other children until a parent arrives. There is no refund or credit for illness. An incident/illness report will be filed. Please inform us if your child is going to be absent due to an illness. We must be advised promptly if they have a contagious illness or condition. Children with immunization waivers are required by the local health department and State of Michigan to remain at home if exposed to a vaccine preventable communicable disease for the duration of the incubation period.

If you or your child becomes infected with COVID-19 and have tested positive, even if they do not have symptoms, isolation is used to separate people who are infected with COVID19 from those who are not infected.

- You quarantine when you might have been exposed to COVID-19. This is because you might become infected with COVID-19 and could spread COVID-19 to others. Isolation Guidance for All Staff and Children in Child Care Children and staff who test positive for COVID-19 and/or display COVID-19 symptoms (without an alternate diagnosis or negative COVID-19 test) should isolate regardless of vaccination status: or isolate at home for the first **5 days** (starting with the day after symptoms began or day after test was taken for those without symptoms). After 5 days, if symptoms have improved or no symptoms developed, return to normal activities, while wearing a well-fitted mask, for the next 5 days to protect others.
 - If the individual has a fever, stay home until fever free for a period of 24 hours without the use of fever reducing medications before returning to normal activities while wearing a well-fitted mask, until the 10-day period is complete.

The above has been taken from the LARA website. You may access this website with other information about Covid-19 protocols at [Child_Care_Guidelines_COVID19.pdf](#).

MEDICATIONS

We are required to use State of Michigan Permission to Administer Medication forms. This form must be filled out by a parent for both prescription and over the counter drugs. We are unable to administer any kind of medication including sunscreen (use sunscreen authorization form) and topical ointments without this form on file. Permission via the phone is not allowed. **Do not send medications in a child's lunch box or backpack.** Please hand



medications to a staff member. All medications must be sent in original containers. All medications must either be prescription medications or accompanied by a written and signed note from your child's physician. We will waive a physician's note for the following over the counter medications: diaper rash ointments, anti-itch creams for bug bites, sunscreen lotions, vitamins, Tylenol (if

NOT for the purpose of lowering a fever) and Claritin or Zyrtec (if it is to be used to relieve allergy symptoms).

SUNSCREEN POLICY

Parents are responsible for applying sunscreen to their child prior to arrival at school. Proper application of sunscreen requires it to be applied at least 30 minutes prior to exposure. Parents wishing for sunscreen to be re-applied to their children while at MMM must provide sunscreen for their child for staff to re-apply later in the day. The parent must complete an authorization form.

Sunscreen **MUST BE PABA FREE AND NUT FREE** (no macadamia, coconut or almond oils). Sunscreen must be in the original container with ingredients and expiration date clearly noted on the container. If the product is new and unopened, staff may write the date the sunscreen was brought into the program and it may only be used for the duration of one academic year. If the product is not new and has no expiration date, it **MAY NOT** be used at school. All sunscreen will remain in staff's care and will be stored on-site. Each child **MUST** have their own sunscreen, including siblings. Sunscreen is child specific and may only be used for that child. Sunscreen will be applied to all areas of exposed skin including, but not limited to: face (except eyelids), tops of ears, nose, arms, legs, shoulders, neck, chest. Sunscreen **MUST BE** in the form of a **SPRAY** for general body areas. A sunscreen "stick" is acceptable for the face.

Some sunscreens that meet the above criteria are Aveeno, Coppertone Water Babies, Neutrogena, Banana Boat Baby, Banana Boat Kids, and Blue Lizard Australian. It is the parents' responsibility to test sunscreen on a small spot on their child's face and arm before sending it to school for use. Some children may have a photosensitivity to sunscreen, which means they develop a rash after sunscreen is applied and skin is exposed to sun OR may develop an allergy to sunscreen over time. Should this happen while your child is at school, staff will gently use warm water and a clean cloth to wash areas with sunscreen applied. A parent will be contacted immediately if deemed necessary or at pick-up. An incident report may be filed.



FLU, PANDEMIC ILLNESS, COMMUNICABLE DISEASE OUTBREAK POLICY

This policy is enacted when we are notified by the Central Michigan District Health Department about diseases/cases in our area (such as COVID, swine flu, bird flu, pertussis, measles or other viruses in general) or when staff members and/or parents become concerned about the general health and safety of the children at school. When this policy is enacted, a note is posted in the vestry and/or parents are notified by a letter from the Administrator about the situation or specific illness. A letter from CMDHD may also be posted and/or sent home.

If a child exhibits ANY of these symptoms keep them home: headache, fever, sore throat, body aches, cough, runny nose, or upset stomach.

If a child becomes symptomatic at school, he/she will need to be picked-up immediately. An ill child will be isolated from other students and will wear a mask if deemed safe. Staff members assisting the student will also wear a mask.

Call your family doctor or pediatrician if your child is ill. A DOCTOR'S RE-ADMITTANCE NOTE is needed for your child to return to school.

If your child is suspected of having COVID, swine flu, bird flu, enterovirus, H1N1, a communicable disease or another pandemic disease, YOU AND YOUR OTHER FAMILY MEMBERS should STAY HOME as well as your child. Children exposed to a confirmed case of swine flu, bird flu, or another pandemic disease should not attend school for at least 3 full days and for COVID at least 10 full days. If symptoms do not develop, they can return to school. The School reserves the right to request a negative COVID test and/or a doctor's note before re-admittance for any pandemic illnesses.

Children WITH A CONFIRMED CASE of swine flu (or other types of influenza) can return to school 7 days AFTER the onset of illness. Children WITH A CONFIRMED CASE of enterovirus or COVID can return to school 10 days AFTER the onset of illness.

ALL STUDENTS MUST BE A MINIMUM OF 72 HOURS SYMPTOM FREE. Therefore, students with pandemic illnesses may be absent much longer than 7 or 10 days.

EMERGENCIES...ACCIDENTS...INCIDENTS

In the event of an accident or sudden onset of serious illness, the school will not hesitate to seek proper care for a child. The child's individual emergency instructions (the Child Information White Card) on file at school are consulted immediately and the parents are called. If necessary, the child will be transported to McLaren Hospital in Mt. Pleasant by the City Police



Department, Isabella County Sheriff Department, or an ambulance, and if possible, accompanied by a staff member. It is IMPERATIVE that you keep emergency contact information up to date. We are unable to release children to anyone other than the parent(s) or individuals specified on the Child Information White Card without prior written consent by the child's parent. It is the policy of Mid-Mitten Montessori to respectfully request proof of identification from individuals picking up children other than the parent(s). Please inform grandparents and others of this policy.

INCIDENTS: Incidents may include minor cuts, bumps and bruises. Staff will follow the following guidelines:

- Comfort the child and check the extent of injury.
- Gently wash and treat injury.
- Apply a cold pack or ice and use needed aids from the first aid kit on the designated shelf.
- Call parents if deemed necessary.
- Promptly record the incident on an incident form.
- Keep a separate file for "incident reports."
- Parents must sign a form upon pickup and a copy given to the parent.

EMERGENCY MEDICAL CARE: Staff will follow the following guidelines:

- Comfort the child and check the extent of injury.
- If a child is seriously injured, any life-threatening situations must be addressed prior to calling 911.
- The teacher will stay with the child until the rescue squad arrives.
- Assistant should call 911 as soon as possible. Give directions to the school, the address, and briefly describe the nature of the problem. Assistant should pull the child's EMERGENCY WHITE CARD and give it to the teacher when the rescue squad arrives. Assistant should use the child's card to notify parents. Notify emergency backup substitutes for any needed help at the school.
- If possible, the teacher should go with the child in the ambulance. Be sure to take the child's file with you. Remaining adults should calm and reassure other children with appropriate activities (familiar song, story, etc.)
- File a report with the DEPARTMENT OF HUMAN RESOURCES and child's parents on the appropriate form.



Naptime at Mid-Mitten Montessori

REST TIME

Children who stay for the full or all-day program will be given the opportunity to rest. Whenever possible the decision to nap or not is left up to the child with guidance from the teacher and parents. Children needing to sleep will nap in the social hall in a designated area on a cot that is supervised by a staff member. Older children that wish to rest may do so in the large classroom on a mat. Mid-Mitten Montessori provides a cot or mat. Children that rest daily are provided with a fitted sheet that fits our cots, a beautiful handmade quilt, a small pillow appropriate for the children's head and neck development and a cotton pillowcase. Children use the same cot and items for the year. Nap items remain at school and will be laundered on a regular basis by a staff member. Cots are cleaned and sanitized weekly or more often if needed. Children may bring a SIMPLE and SMALL stuffed animal that REMAINS AT SCHOOL FOR THE WEEK for nap time. After being “tucked in”, a short story may be read. Children may also listen to soothing music. From time to time, a staff member may rock or rub a back to help comfort a restless child. Whenever possible, children who fall asleep will be allowed to sleep until they wake up or until 3:00 p.m. Older children that do not nap or rest regularly are still offered a quiet time. During this period a “chapter book” is often read. Children may also listen to soothing music. Children enrolled in kindergarten / first grade may opt to nap on any given day if needed.

TOYS

Aside from rest time, stuffed animals, personal toys, favorite blankets, and other items are best left at home. Please do not put staff members in the uncomfortable position of informing a child that their items need to stay in the car or at home. Real or toy guns and weapons are NEVER to be sent to school for any reason. We are not responsible for lost, broken, or missing parts. Students that nap daily may bring ONE soft toy for rest time. Students may also bring special cultural items to school for our special interest table or a celebration with PRIOR permission from the teacher.



Mid-Mitten Grievance Policy

GRIEVANCE PROCEDURES AND VOCALIZING CONCERNS

The key to any grievance procedure is to anticipate difficulties BEFORE they get to the grievance stage. Gentle and prompt intervention in an anticipated parent or staff problem is important. Most concerns, questions, challenges or problems are cured with good communication. Parents and staff members should always model grace and courtesy when children are present!

Parents are encouraged to hand notes to a staff member at morning drop off directed to the program director should there be any concerns or questions. Please indicate on the note the best time of day to reach you. Please keep in mind that return calls need to be made outside of class time or in the evening. Parents should always be thanked and encouraged to voice their opinions. However, the doorway, entryway, vestibule, classroom are NOT areas in which to discuss issues with other parents or staff members. If a parent feels their concerns have not been addressed, they are welcome to contact the school ombudsman to discuss their concerns.

Support staff members are NEVER allowed to comment on specifics regarding your child. Assistants should NEVER be addressed about school related policies or issues on school grounds, at school social events, or in public institutions. All concerns or questions are VERY important and should be addressed directly by the directress. Support staff are able to answer general questions about routines, belongings, nap time, daily food served, upcoming events, etc.! School social events are NEVER a time to discuss parental concerns with ANY staff member or with other parents at the event.

MONTESSORI ON MISTAKES

In studying the phenomenon of error, it becomes apparent that everyone makes mistakes. This is one of life's great realities, and to admit to it is already to have taken a great step forward. So, it is well to cultivate a friendly attitude towards error, to treat it as a companion inseparable from our lives, as something having a purpose, which it truly has. Mistakes bring us closer and make us better friends. Fraternity is born more easily on the road of error than on that of perfection. - MARIA MONTESSORI



GRIEVANCE PROCEDURE

Level I:

A phone call should be made directly to the teacher at the first indication of a problem. Assistants are not allowed to discuss issues or questions about the children with parents. Many problems can be discussed on the phone or in an informal meeting and resolved at this stage.

Level II:

Written notification should be given to the teacher explaining the problem and to request a conference. After said conference, if the problem still exists, the school / parent(s) will have the option of re-evaluating the issues and plans made or request the withdrawal of the child.

Level III: All “hypothetical” grievances with the Director should be addressed with the Director himself, or if there is no resolution, Ombudsman from the Board of Directors can step in.

NON-COMPLIANCE WITH GRIEVANCE PROCEDURES

Non-compliance with grievance procedures and/or failure to conform to School policies and procedures constitutes a material breach of contract that may result in contract termination. This includes any incidence of verbal abuse (inflicting mental or emotional chastisement, such as humiliating, shaming, or threatening language) or physical abuse (non-accidental physical or mental injury; sexual abuse/harassment, sexual exploitation, or maltreatment) directed toward school personnel or other persons associated with the school. Contracts canceled for non-compliance are not subject to refund policies, and all financial obligations of the contract shall remain in effect. Should a request for withdrawal occur after an incident of noncompliance with School policies and procedures, all financial obligations of the contract shall remain in effect.



Mid-Mitten Montessori Dress Code

CLOTHING

Play clothes are encouraged - simple, washable, sturdy and easy to manage. Children that are still working on becoming independent with bathroom and personal needs should wear clothing that allows them to be as independent as possible. No snaps, overalls, or onsies. Avoid belts for children still experiencing difficulty with potty learning. Students need to be able to move freely and sit comfortably on the floor. Avoid tight fitting clothes. Children from birth to age six are in the first plane of development. Their brain perceives all aspects of the environment as "reality." Avoid clothing with scary or aggressive figures or weapons. Character clothing is allowed as long as it is appropriate and not distracting.

Outdoor shoes should be appropriate for the weather and allow your child to run and engage in outdoor activity. Rubber soled shoes work the best. Sandals, flip flops, crocs, patent leather shoes and clogs are NOT appropriate footwear for the playground. Rubber boots are excellent for Spring and Fall days. We love to rake leaves, work in the garden, and walk through water puddles. A raincoat or waterproof jacket for "drizzle" days is nice. We almost ALWAYS go outside every day. Hats and mittens are often needed as early as October. Cloth finger gloves are acceptable in the fall, but NOT for snow. Be sure to purchase thermal waterproof mittens for winter weather. Snow pants are a must! Winter boots (not rubber rain boots) are also needed. Please be sure your child's name is clearly labeled on EVERY item. It is very easy for children to "mix-up" their belongings with others as they are getting dressed.

A complete set of extra clothes including underwear, pants, shirt, socks, and slippers should be kept at school in a plastic bag that is usually kept in the bathroom. We recommend keeping a sweater or sweatshirt at school. Clothes may be switched out throughout the year for the seasons or for larger sizes.

A pair of indoor shoes are also required. Tennis shoes with velcro or ties are best. Shoes that are simple and allow your child to explore without being distracted, uncomfortable or frustrated are optimum. Shoes must fit properly in order for your child to work and to sit comfortably on the floor. Slip on shoes are allowed if the shoes do not slip up and down on the back of the heel. A "ballet-type leather slipper" with a leather sole is also acceptable. PLEASE AVOID THE FOLLOWING: slippers with large characters, sandals, shoes with laces for toddlers, shoes with high heels or buckles, "Mary Jane" shoes with heels and hard black soles, shoes with excessive amounts of glitter and shoes that light up. Indoor shoes MUST stay at school. THIS INCLUDES ON THE WEEKENDS. Please label each shoe on the outside or inside with your child's name.

Mid-Mitten Montessori Birthday Celebrations

BIRTHDAYS

Birthday celebrations are a wonderful tradition in our classroom. It is a time to celebrate the creation of a single life and to awe at its uniqueness. We dedicate a time when classmates and family can gather to hear the Big Story - a story about our planet Earth and the natural wonders of the cosmos - of things that go on, and on, and on! Each of us has a part in the Big Story. Parents read a short excerpt about their child's life, year by year, as their child "orbits the sun." This is an exceptional concrete history experience for the children and a beautiful memory to reflect on for many years to come. Parents are invited to attend the ceremony which begins shortly after 8 a.m. Absolutely NO cupcakes of any kind. A package of cookies, wafers, organic fruit snacks, etc. will suffice. You may also provide festive paper plates and napkins for the occasion if you wish. Please refrain from bringing "treat bags" or individual gifts. If you wish to bring "a gift" for all of the children to enjoy, please consider purchasing a new book for our classroom library or another simple item.

We respectfully request that private birthday party invitations to your child's personal party be mailed or emailed to other students. Under no circumstances should personal invitations to a select group of students be handed out on school premises. This includes outdoors at pick-up, using family mailboxes, and placing in student cubbies or personal bags.





Mid-Mitten Montessori Transportation Plan

Parents will transport children to and from school. Children will only be released to individuals identified on their emergency contact cards.

Any field trips may be walking trips or students will be transported by their individual parents/caregivers.

All trips will be chaperoned by volunteer parents and staff. Field trips will be announced in advance. Parents will be informed of the time, date, and place (including full address), and nature of the field trip. All children must have a signed permission form on file at school before participating. Permission to attend a field trip may not be given over the phone. All volunteers must be of responsible character, must READ AND SIGN a *Volunteer Transportation Form*, must complete an *Application to Volunteer*, and must meet the minimum requirements and complete the screening procedure as stated in the Abuse Policy (p. 29, R 400.5102: Effective July 1, 2000). Child Emergency White Cards, a First Aid Kit, all emergency medications such as epi-pens, and a cell phone are brought with us on all excursions and field trips.



Mid-Mitten Volunteer Policy

Parents, alumni, and friends of Mid-Mitten will have several opportunities to volunteer throughout the year. Volunteering opportunities may include sharing about an area he/she is an expert in, assisting with story-time, or assisting with special events. Upcoming opportunities will be shared by email and/or school newsletters. If you are interested in participating, please contact the school administrator to sign up.

All volunteers in the classroom must complete a central registry clearance with DHHS and volunteer application prior to participating in the classroom. The school will conduct an iCHAT background check on all volunteers. Volunteers may be required to be fingerprinted and/or submit proof of a negative TB test depending on the nature of their involvement in the classroom. Any individual registered on the Michigan Public Sex Offender Registry is prohibited from having contact with any child in care (R400.8125(4)) A sex offender registry check (PSOR) on EVERY volunteer will be run and Mid- Mitten Montessori will keep documentation of when someone volunteers and documentation that a PSOR check through and that it came back with no violations. Any individual that is present on this site certifies that he or she is NOT prohibited by a court from being in the presence of minor children for any reason including:

1. A sentence based on a conviction of an offense listed in section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722 as amended;
2. A felony involving harm or threatened harm to an individual within the 10 years immediately preceding today's date; or:
3. Any other court order, judgment, sentence, or other court-imposed instruction that prohibits an individual from being in the presence of minor children.

It is the policy of Mid-Mitten Montessori that all volunteers will be supervised at all times by either the director, or the lead teachers in the classroom.

Parent Notification Policy

Parents will be notified by phone in the event of any adverse incidents, including injuries, illness, or school evacuation. At this time, parents will be advised of the nature of the situation and the expected course of action. If a parent needs to pick up their child, it is expected that this will be done immediately.

In the event of a school closure due to inclement weather, parents will be notified by email by 7:00 AM. Please make sure that the school has an email address that you check regularly in order to obtain this information. Parents will also be notified via email of any other adverse events that lead to a school closure (e.g., power outage, COVID exposure).