

Monte Tots Handbook for Parents



DISCLAIMER

The purpose of this handbook is to bring together in a convenient place a summary of some of the policies that affect parents. Parents should read this handbook and become familiar with the content. Parents should be comfortable referring to the handbook whenever a question arises regarding the services Monte Tots offers. However, the handbook will not answer all the questions parents may have about Monte Tots policies or services.

If the handbook does not answer the question, parents should contact the Program Director of Monte Tots. The handbook revokes and supersedes any prior summaries or statements of policies and procedures. Monte Tots expects to revise and update this handbook from time to time. Monte Tots will advise parents of changes or additions or deletions in policies and procedures covered in this handbook by circulating such changes or additions or deletions either in writing or electronically.

This handbook is not a contract between Monte Tots and the parents of children enrolled at Monte Tots. It does not promise or guarantee any particular benefit, service, or specific action.

NOTICE OF LICENSING NOTEBOOK:

Monte Tots Preschool keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours.

MONTE TOTS PRESCHOOL

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Mission

At Monte Tots Preschool, we recognize the value and uniqueness of each child. Our preschool is designed to promote each child's individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, while fostering a child's natural desire to explore, discover, create, and learn. Our preschool promotes a climate of acceptance and inclusion by enrolling children of varying cultural, ethnic, linguistic, and racial backgrounds who have a range of abilities and special needs. At all times our school and staff nurture a partnership between families and the program.

Philosophy:

Monte Tots embraces a Montessori-based philosophy and believes that children are born ready to learn. Our caregivers strive to create a learning environment that is safe, stimulating and encouraging. The Early Learning Expectations (ELE) contained in the *Michigan Early Childhood Standards of Quality* (2013) serve as the foundation for our curriculum.

Enrollment:

1. Trial Period:

Each child must successfully complete a 2- week trial period, in which we will go week to week, to give time to both your family and us to ensure a good fit for both parties.

2. Health Requirements:

The child must meet existing health requirements. Health regulations of the Michigan State Department of Health are as follows: Each child must have a medical examination performed by a qualified physician a maximum of no more than three months prior to admission to the preschool and every year thereafter. Upon reaching the age of 30 months, physicals may be done every two years. Immunization records need to be updated as new vaccinations are received by the child. A written and signed statement from those parents who object to a physical examination or medical treatment on religious grounds must be provided stating that the child is in good health and that the parent assumes responsibility for the child's safety while at the center. It is understood that the parent will be notified in case of emergencies.

3. Enrollment Fees:

An enrollment fee of \$100 per family is due at the time of enrollment. This one-time fee is non-refundable. Children from the same family that are enrolled at different times will each be charged the enrollment fee. A \$75 supply fee is also charged for each child enrolled. The per child supply fee is billed with the first monthly payment.

4. Forms:

Children may begin care only after the following enrollment forms have been properly filled out, signed, and returned. All forms are subject to yearly renewal. The following forms are required to enroll:

- Monte Tots Preschool Application
- State of Michigan Child Information Record (BCAL 3731)
- State of Michigan Medication Permission and Instructions Form (CCL 1243) – if necessary
- Monte Tots Tuition & Schedule Agreement
- Yearly Physical signed by Physician
- Updated and Current Immunization Record
- Birth Certificate
- Monte Tots Activities & Photo Consent Form

Tuition & Fees:

1. Preschool Program Tuition Rates

- A. Full-time program Monday-Friday 8:30am – 3:30pm: \$250 per week
- B. Part-time program M/W/F 8:30am – 3:30pm: \$200 per week
- C. Half-day program **Tues & Thurs ONLY** 8:30 – 11:30 am: \$125 per week
- D. Before/after school care (7:30-8:30 am & 3:30-5:30pm): \$6 per hour

Note: Our only program enrollment options are 5 days/week Mon-Fri, 3 days/week M/W/F, or 2 days/week Tues & Thursday only.

- Tuition is billed monthly and is due on the first of each month preceding care, regardless of attendance. A bi-weekly payment plan is available for those in the full-time program.
- All tuition and fees must be paid in full prior to care and are non-refundable.
- Full-time preschool is based on a weekly schedule not to exceed 35 hrs./wk. Additional hours are available at provider's discretion and at an additional rate.
- Part-time preschool is based on a weekly schedule not to exceed 15 hrs./wk. Additional hours are available at provider's discretion and at an additional rate.
- Holidays and Closures are already factored into the tuition payment; therefore, tuition amount due will not vary week to week.
- There is a minimum \$35.00 fee for returned checks. Personal checks will not be accepted following a returned check.
- A credit card processing fee of 3% will be added to all credit card payments.

2. Late Fees:

Late fees can result from the following scenarios:

- A. Early Arrival/Late Pick-Up: If you arrive to pick up your child from preschool after your designated departure, or arrive prior to your scheduled arrival, fees may be assessed. Excess Care Fees are as follows: \$15 for every 15 minutes or fraction thereof beginning at your contracted pick-up time. Rates may double for each additional late pick-up and multiple late pick-ups are grounds for termination of care.
- B. Late Payment: If you do not make your full tuition and fee payment during contracted hours on the last day of care each week, late fees may be assessed. Late Payment Fees are as follows: \$10 fee assessed every calendar day beginning at contracted pick-up time on due date. Rates may double for each additional late payment and multiple late payments are grounds for termination of care.

3. Balance:

Children may not attend preschool unless full tuition and all late fees have been paid up to date. Payments must be made during contracted hours. Failure to pay tuition and/or fees is grounds for termination of enrollment.

Scheduling:

With preschool it is important that all parties are committed to the set schedule.

1. Absences:

Because we plan and prepare ahead for each day with staff, materials, and snacks, we are unable to give credits or refunds for missed days. Please call or text prior to your child's scheduled arrival time to alert us of an absence or late arrival.

- A. If your child has not attended preschool for three consecutive days without communicated notice, your child may be dropped from enrollment and any tuition and fees will not be refunded.

2. Contracted Hours:

Each family will designate their required contracted hours, either full-time or part-time, prior to enrollment, and not to vary across weeks. **A new permanent weekly schedule will require a new contract.**

3. Arrival and Departure:

To ensure a well-orchestrated arrival and departure schedule, keep arrivals and departures short and sweet to ensure all schedules are upheld. Parents will park in the drop off and pick up lane along the side of the building or in the parking lot at the rear of the building and walk children to the front entrance and give the child over to their teacher. NEVER leave your child at the door or in a classroom if a teacher is not there. At pickup, teachers will release the children one by one to their parents.

Being prompt is important as you know, our little ones have a hard time waiting. Always leave us a phone number where you or another authorized adult can be reached in case of illness or severe anxiety. At pick-up time, children will ONLY be released to an authorized person, unless other SIGNED, WRITTEN arrangements have been made between parents and the director. When persons other than the usual adult come to pick up your child, they must be listed on the Child Information Form and will be required to show a picture ID to sign the child out. Please make sure to tell the adult about the picture ID. If there are custody issues, we should be aware of, please tell the director about them immediately. If a court order prohibits release of a child to parent or individual, we will need a copy of the order.

4. Holidays and Vacations:

It is the parent/guardian's responsibility to find alternate care if needed during preschool closings. Preschool closings are scheduled yearly. A Yearly calendar is attached. Monte Tots will also close for 5 days of Lakeshore School District's spring break, in addition to the holidays shown in the closings calendar on the last page of this handbook.

5. Closings:

Parents will be notified of an emergency closing as soon as possible via text or phone.

Illness Policy

This Illness policy is in place to keep all children as healthy as possible. Children are excluded from preschool based on a child's presenting symptoms not the underlying cause, and children may be excluded at any time at provider discretion. Please call if you have questions about your child's symptoms regarding these policies.

1. Reasons for Exclusion from Preschool:

A child is considered too ill for preschool if they present any of the following symptoms:

- Fever greater than 100.00 degrees
- Vomiting or diarrhea within 24-hours of care
- Any undetermined skin rash
- Persistent coughing
- Extreme changes in usual behavior, including sleepiness, crying, and lethargy.

Please keep your child at home until presenting symptoms have subsided. Children that have been excluded for vomiting or diarrhea may not return until they have been symptom-free for 24 hours.

Contagious Illnesses that require antibiotics need to be on antibiotics for 24 hours before returning to school. Children with fevers need to be 24 hours fever-free without the use of fever reducers.

2. Illness Pick-up:

If your child begins to present symptoms at preschool, you will be notified immediately to pick up your child within 45 minutes of notification. Late fees will begin accruing 45 minutes after the first phone call.

3. Medications:

Monte Tots staff will not administer any non-emergency prescription or non-prescription medications to a child. If your child is ill and needs medications, please keep him/her home that day. An exception may be made in the case of diaper ointments. If your child has allergies and needs emergency medications such as an inhaler or epi-pen, please contact the Director so we can make the necessary arrangements. In these cases:

- Parent must authorize with written, signed Medication Permission Form. (CCL-1243)
- Only the Director or a Lead Caregiver will administer the medication.
- The medication must be in its original labeled container with instructions from the prescribing physician.
- Please make us aware of any medications that your child has been given at home. Sometimes medications will make your child act differently, be tired, or be overly anxious. By helping us set good health standards, you will be protecting your child and others in the program.

Accidents and Injuries

Accidents and injuries may happen during your child's time in preschool.

1. Notification:

Parents will be notified of accidents or injuries via phone call, text message, and/or accident form.

2. Emergencies:

In the event of emergency illnesses or injuries, you will be notified by phone immediately after emergency medical services have been summoned. Provider cannot accompany any child to the hospital. The preschool does not assume responsibility for any charges incurred by summoning or using emergency medical services.

Safety

Members of our staff are trained in emergency procedures. Safety procedures and evacuation maps are posted in each room. Our primary focus is to always keep the children safe. We routinely practice fire and tornado drills in accordance with the State of Michigan Licensing laws. If in doubt we will err on the side of caution and 911 will be called. Please always keep us updated on changes to your phone information or that of your emergency contact person.

Preschool Care

Preschool can be your child's home away from home, but while striving to provide a nurturing environment and individualized learning, there will be some things about preschool that must be different from home.

1. Routine:

Preschoolers will have a morning snack at 10:30 am, lunch at noon, a scheduled nap between 12:30 – 1 pm, and an afternoon snack at 2:45 pm. Preschoolers will have open play both indoors and outdoors daily, weather permitting. Our complete preschool daily schedule is shown below.



- ♥ 8:30-9:00am Arrival & Indoor Open Play
- ♥ 9:00-9:15am Circle/Story Time
- ♥ 9:15-9:45am Music, Yoga, or Language
- ♥ 9:45-10:00am Bathroom
- ♥ 10:00-10:30am Discovery & Enrichment
- ♥ 10:30-10:45 Snack
- ♥ 10:45-11:15am Outdoor Open Play
- ♥ 11:15-11:30am Tidy Up & Bathroom
- ♥ 11:30am Dismissal for half day tots



- ♥ 11:30-12:00pm Indoor Open Play
- ♥ 12:00-12:30pm Lunch
- ♥ 12:30-1:00pm Rest
- ♥ 1:00-1:15pm Bathroom
- ♥ 1:15-1:45pm Discovery & Enrichment
- ♥ 1:45-2:30pm Outdoor Open Play
- ♥ 2:30-2:45pm Circle/Story Time
- ♥ 2:45-3:00pm Snack
- ♥ 3:00-3:30pm Tidy Up & Bathroom
- ♥ 3:30pm Dismissal

2. Snacks:

Monte Tots will provide your child with a snack at mid-morning, a lunch (provided by the parent), and an afternoon snack depending on the schedule you have chosen for your child.

- A. Please have your child finish breakfast at home as our schedule does not include breakfast time.
- B. Parents will bring a peanut-free, healthy lunch and a labeled water bottle packed inside a labeled, insulated lunch box each day for their child.
- C. Snacks will be simple, healthy, and peanut-free.
- D. Every effort will be made to accommodate food allergies; however, you may choose to provide your own peanut-free, healthy, simple snack to ensure your child's safety.
- E. Please remember to inform and remind us of any food allergies and snack substitution on our registration and child information forms.

3. Clothing & Shoes:

- A. Play Clothes: The preschool schedule allows for activities like outdoor play, painting, cooking, and sensory play. Because of this, children should wear play clothes to preschool: clothes that are comfortable, easily managed, and that are replaceable.
- B. Shoes: For safety reasons, we require shoes with a back. We discourage flip flops and crocs due to the walking and running we do each day.
- C. Children are learning independence in preschool – because of this, children should wear items that are easily managed: pants that are too tight or with difficult snaps or buttons are discouraged, and children may not wear shoes with laces.
- D. Weather: Please dress your child for the coldest part of the day. This way layers can be removed as needed
- E. Accessories: Do not send any accessories that will be easily misplaced or missed if misplaced.
- F. Spare Clothes: Parents must provide a labeled backpack with two full sets of labeled clothes (seasonally appropriate, including socks) to be kept at preschool for accidents and spills. Provide preschool with 2 spare diapers and wipes, if necessary.
- G. Lost Items: All belongings must be labeled with the child's name; we reserve the right to label unlabeled items. The preschool is not responsible for lost items.

4. Behavior/Discipline:

As at home, there are rules at preschool. Children who are not following the rules will be corrected, using positive reinforcement, distraction, peer modeling, proximity supervision, child-led breaks from play or from others, or a calming corner. There shall be no spanking, grabbing, hitting, or other physical discipline of children.

- A. Rules: Be Safe; Be Kind; Be Respectful.
- B. Collaboration: Having parents and caregivers on the same page regarding discipline is very important for children. Please always keep open communication regarding behavior at home. You will receive updates on any issues at preschool.
- C. Extreme Behaviors: In extreme instances of poor behavior, disrespect, or causing harm to other children or adults, parents may be called to pick up the child for the day.

5. Potty-Training:

- A. All preschool children ages 30 months and above must be potty-trained before enrolling in and attending our preschool program.
- B. Potty-training by Monte Tots staff will only be done for children under 30 months of age who are enrolled in and attend our toddler center. However, parents first must be actively potty training the toddler at home and Monte Tots will then match your style of potty training.
- C. Any exceptions to our potty-training policy must be approved by the program director prior to a child's enrollment in one of our centers.

6. Items from Home:

Children should not bring toys, cups, or food from home, with few exceptions.

- A. Snack: On a special occasion, parents may be allowed to provide a pre-packaged snack for all children in the preschool.
- B. Rest Time: Each child may bring one small item to be used only at rest time, and to be kept at preschool.

7. Sign-In/Sign Out:

The person dropping off or picking up each child attending preschool is required to sign the child(ren) in and out each day. The child's name, arrival/departure time, and guardian signature are required twice each day of attendance. Late departures and early pickups will be noted on the sign-in sheet. Please use the preschool clock.

8. Visitors:

Monte Tots welcomes visits from each child's parents or guardians. However, we do request these visits be scheduled in advance to limit disruption to the preschool routine of the other children.









Contract Termination

If during the 2-week trial period the school finds a child is not a good fit for the program all fees will stop the day they are withdrawn from the school and any prepayments will be reimbursed.

One-month advance written notice is required for termination of the preschool contract. No preschool tuition or fees will be refunded.

The provider reserves the right to terminate this contract for any reason. One-month notice will be given under usual circumstances; however, provider reserves the right to immediate termination of services under certain circumstances. Temporary or permanent waiver of any provision of this agreement does not constitute the waiver of any other provision in contract or policy handbook.

MONTE TOTS ANNUAL CLOSINGS CALENDAR

	<p><u>January</u> New Years Day: CLOSED MLK Day: CLOSED</p>
	<p><u>April</u> Easter Monday: CLOSED</p>
	<p><u>May</u> Memorial Day: CLOSED</p>
	<p><u>June</u> Juneteenth: CLOSED</p>
	<p><u>July</u> 4th of July: CLOSED</p>
<p style="text-align: center;">HAPPY LABOR DAY</p> 	<p><u>September</u> Labor Day: CLOSED</p>
	<p><u>November</u> Thanksgiving Day & Thanksgiving Friday: CLOSED</p>
<p style="text-align: center;">MERRY CHRISTMAS!</p> 	<p><u>December</u> Christmas Eve & Christmas Day: CLOSED New Year's Eve: CLOSED</p>

NOTES:

- Monte Tots will also close for 5 days of Lakeshore School District's spring break, in addition to the holidays shown above.
- It is possible that we will close for an additional day before or after a holiday depending on which day of the week the holiday falls.