



## NOVI NORTHVILLE MONTESSORI CENTER

23835 Novi Road

Novi, MI 48375

(248) 348-3033

[nnmc@att.net](mailto:nnmc@att.net)

[www.novinorthvillemontessoricntr.com](http://www.novinorthvillemontessoricntr.com)

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### NOVI-NORTHVILLE MONTESSORI CENTER, INC. PARENT HANDBOOK 2014-2015

This handbook will serve as your guide to the policies, programs and goals of Novi-Northville Montessori Center. We hope you will become familiar with its contents and refer to it when you have any questions.

Our school program is designed to meet the developmental needs of each child. Inherent in this is our understanding that there are differences among children in the rate of their emotional and academic growth and in their reaction to the environment and each other. We respect these differences and work to help each child gain the maximum benefit from the program. We believe that our primary task is to develop within each child feelings of self-confidence, self-worth, respect for self and others, and self-discipline.

#### PARENT RESPONSIBILITIES

As parents of children attending the school, you are encouraged to do the following:

1) Become familiar with Montessori philosophy and methodology by reading such booklets as “The Pink What?” and “A Parents’ Guide to the Montessori Classroom” which are available in our office.

2) Contribute to the operating costs of the school with your prompt payments. Tuition payments for the school year are divided into a registration fee due upon enrollment, a deposit fee due July 1, and nine consecutive monthly payments September thru May. Monthly tuition payments must be received not later than the 5th school day of the beginning of the month otherwise a \$25 late fee will be assessed. The daycare charges are due by the 5th school day following the end of the month or a \$10 late fee will be assessed. All payments are to be sent in or mailed to the school. **TUITION IS NOT SUBJECT TO ADJUSTMENT BECAUSE OF ABSENCE, ILLNESS OR HOLIDAY.** Tuition is based on an annual amount which means you do not pay for any days we are not in session e.g. Christmas, Easter Break, etc. If you go on vacation in the middle of the month, you must pay tuition for the full month. Unpaid absence will result in loss of enrollment; and a new registration fee and pro-rated deposit will be required to re-enroll if a spot is still available. If you cancel enrollment **during the school year**, the registration fee and deposit are non-refundable. Please see the tuition and daycare policy letter included in this handbook for more information.



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### PARENT MEETINGS

Mandatory parent meetings are an opportunity for you to become familiar with Montessori philosophy and with materials your child is using at school. Different topics will be discussed throughout the year and your participation is important. Dates for these meetings will be given in the newsletters sent home in your child's backpack during the year.

### PARENT OBSERVATION

Observations may be scheduled at any time. Observation is limited to no more than 20 minutes. Please call the office to schedule an appointment when you wish to observe in order that we may avoid a scheduling conflict.

### PARENT CONFERENCES

Parent conferences are scheduled twice a year and are listed in the school calendar. Additional conferences may be scheduled as needed. The Directress will be happy to talk over any special problems or questions at any time during the year. Please call to schedule an appointment.

### SCHOOL HOURS

<b>Morning Daycare</b>	<b>7:00 A.M. - 9:00 A.M.</b>
<b>Car Greeting by Staff</b>	<b>8:45 A.M. - 9:00 A.M.</b>
<b>Morning Session</b>	<b>9:00 A.M. - 11:30 P.M.</b>
<b>Full-Day Session</b>	<b>9:00 A.M. - 3:00 P.M.</b>
<b>Car Dismissal by Staff of A.M. Students</b>	<b>11:15A.M. - 11:30 A.M.</b>
<b>Staff and Student Lunch</b>	<b>11:30 A.M. - 12:00 NOON</b>
<b>Outside Play (weather permitting)</b>	<b>12:00-12:30 P.M.</b>
<b>Car Greeting by Staff</b>	<b>12:20 P.M. - 12:30 P.M.</b>
<b>Afternoon Session</b>	<b>12:30 P.M. - 3:00 P.M.</b>
<b>Car Dismissal by Staff of P.M. Students</b>	<b>2:40 P.M. - 3:00 P.M.</b>
<b>Afternoon Daycare</b>	<b>3:00 P.M. - 6:00 P.M.</b>

Your children must be here on time. The start of the school session is 9:00 A.M. or 12:30 P.M.

### ARRIVAL AND DEPARTURE

Please drop off and pick up your child at the school entrance door where a teacher will be present to greet your child. If you are early, please wait in the car and do not come in since teachers need time to prepare the classroom. If you are late in dropping off your child, please walk them to the front door and ring the door bell. Please be prompt in dropping off and picking up your children. They become anxious when you are late. Any students picked up after 11:30 AM, or 3 PM if not



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a currently enrolled daycare child or 6:00 PM will also be charged an additional Late Pick Up fee (see tuition policy on back of booklet). Daycare children have a very long day. Please pick up your child as soon as possible at the end of your working day. Due to the heavy increase in traffic, dismissal times have been changed to 11:15-11:30 a.m. and 2:40-3:00 p.m., respectively. A.M. DAYCARE PARENTS NEED TO COME TO THE NORTH DOOR WITH THEIR CHILD. PM DAYCARE PARENTS NEED TO ALSO COME TO THE NORTH DOOR TO SIGN OUT THEIR CHILD.

### **THE SCHOOL YEAR**

The school year begins in September and runs through the first week of June. We will have a Christmas break, two in-service days for teachers, mid-winter break, and spring break. Daycare is not available during the Holiday season in December. Daycare for mid-winter break in February and spring break in April to be determined.

### **PHYSICAL EXAMINATIONS**

State law requires that a current and complete health form be on file for every child within 12 months of start date at NNMC. This should be completed by a licensed physician **before** the first day of school. Children will not be allowed to attend any daycare or learning sessions until immunizations and health forms are completed as required by law. Parents complete in full PERSONAL and SECTION I and SIGN.

SECTION II - IMMUNIZATIONS can be completed or attached but must be signed by doctor or nurse and the back side of the form SECTION III must be completed for a health checkup and signed and dated by doctor.

### **CHILD INFORMATION FORM**

A Child Information (Emergency) Form must be completed in full for every child enrolled in our program. This form provides essential emergency information and must be filled out completely. This includes pertinent information such as addresses, phone numbers, allergies, medical coverage, names of adults to whom your child may and may not be released to. Please keep this form up-to-date by notifying us immediately of any changes, especially new cell phone and work numbers and email addresses. This information will help facilitate emergency treatment if necessary. We will not release your child to anyone who is not listed on emergency card unless we receive permission from parent and we will require a photo ID if staff not familiar with that person.

### **CLOTHING**

We do not have dress codes at Novi-Northville Montessori Center. Please dress your child in suitable clothing so that it is easy for him/her to put the same on without help in order to encourage maximum independence. We require tennis or rubber-soled shoes with socks to be worn at school. All children will need to have a change of clothes at school. This includes shirt, pair of pants, socks, and 1 or 2 pairs of underwear. All of these items should be labeled and sent to school in a clear, plastic shoebox with lid. The shoebox should also be labeled. If your



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child's clothing is not labeled, we cannot be responsible if a clothing item is misplaced. As the weather changes, please replace the clothing appropriately.

Please note all children must be toilet trained, no pull-ups, and able to take care of themselves. We DO NOT wipe or clean a child if they soil themselves. If the child needs adult aid, we will call a parent to come to the school to care for your child.

All children must have a large backpack - labeled - large enough to hold their snow pants, mittens, boots, and other items they may have made during the day. Check your child's backpack for used clothes that need to be replaced immediately. Please label all clothing (sweaters, coats, mittens, boots, scarves, etc.) with permanent markers or sew-on labels (2 pairs of mittens for full-day children please). Small children find backpacks on wheels are easier to manipulate.

### **EMAIL COMMUNICATION BETWEEN PARENTS AND OUR SCHOOL**

#### **Please check your email daily for any communication or school information.**

DO hand notes or tuition and daycare fees to one of the staff car greeters or bring into the office or place in the black box just outside the South (main) door. Thank you.

Please DO NOT put notes for the school (including tuition and daycare payments) in your child's backpack. The Staff does not have sufficient time to check each child's backpack everyday. Should you have any questions that need to be answered, please email us at [nnmc@att.net](mailto:nnmc@att.net).



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### DISCIPLINE POLICY

Discipline at NNMC is designed to encourage the development of self-control in the child. A child who is in control of his or her behavior is more well adjusted and better able to learn from classroom experiences. The staff at NNMC handles all discipline situations with patience and understanding. Our goal is to nurture and care for the children while emphasizing the positive growth of each child.

### RULES OF BEHAVIOR

- Students are expected to show respect to all staff members at all times.
- Students will follow the rules of safety in the classroom and on the playground as instructed by the teachers.
- Students will follow general rules of polite behavior.
- Students will display no roughness of any kind. This includes pushing, kicking, pinching, hitting back, biting, tripping, tackling, grabbing, etc.
- Students will not use name calling or disrespectful language.
- Students will respect the property of others.
- Students will be expected to follow directions; i.e. – please clean up.

Appropriate behavior is praised and encouraged, however occasionally a child may need to be reminded of what is expected of him or her in the classroom or on the playground.

The following are NNMC's policy and procedure on behavior:

- 1<sup>st</sup> Step: Positively remind the child of what is allowed in the classroom or on the playground. We then will redirect the child to another activity to help them regain control of their behavior. (In effect this is a warning.)
- 2<sup>nd</sup> Step: If the child does not regain control of his or her behavior, he/she may need a few minutes to calm down. (This is consequence for their behavior.)
- 3<sup>rd</sup> Step: If the child continues to have difficulty with self-control the Directress will be notified.
- 4<sup>th</sup> Step: If the Directress warrants it necessary, the parent will be notified and asked to pick up the child for the day.

The teacher will have ongoing communication with the parent of a child with inappropriate behavior. We want each child to be successful at NNMC.

If a child has difficulty in the classroom with self-control, the Directress and Owner will make a decision as to whether to ask the child to leave NNMC.

Print students name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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



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### MORNING AND AFTERNOON DAYCARE

Daycare opens its doors: 7:00 a.m.

Breakfast is served promptly at: 8:00 a.m. – 8:15 a.m.  
(please sign your child up – cost \$1.00/day or \$20/month)

Afternoon daycare hours are: 3:00 p.m. – 6:00 p.m.

The A.M. daycare children will be doing seasonal projects, art, music, stories, and sharing. In the afternoon, the P.M. daycare children will enjoy stories, songs, outside play, indoor playtime, snacks, and music. We will also create art projects.

The daycare staff wishes to remind the parents that the daycare children are instructed that when the parents arrive to pick up their child, their child cleans up their work and puts it away and then leaves with their parents please. We prefer the children not take their daycare snack home with them. We thank you for your cooperation.

Occasional Drop In Daycare (unscheduled) is available at \$10.00/hr and has to be scheduled a day in advance and is available if capacity is not exceeded. Daycare charges will be billed to you at the end of the month and can be paid along with your tuition payment at the first of each month.

For example, September daycare will be billed to you October 1 so the September daycare payment would be made with your October tuition payment. A late daycare fee of \$10 will be due with all payments received after the due date specified in the monthly daycare bill. Daycare is provided until 6:00 p.m. only. Regarding daycare fees, you are charged until your child leaves the building. If there is a delay in picking up your child after regular pickup time -11:30 a.m. for A.M. students, or 3 p.m. for FULL-DAY and P.M. students, or 6 P.M. for Daycare students - there will be a late fee of \$10 for every 5 minutes or part thereof after that. If this occurs more than once, there will be an additional \$25 late penalty in addition to the late fee. If running late, please call us so we know and we can eliminate your child's fear that you forgot to pick them up.



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### ILLNESS

Please keep your child at home if he/she is sick. Your child will recover more quickly at home and those of us at school will thus be protected from infection. Please notify us immediately if your child develops a contagious disease other than a cold. Our office is responsible for the weekly reporting of illnesses to the Health Department. This will enable us to keep other parents informed of the same.

Parents will also be notified if staff or volunteers must be excluded from school due to a contagious disease.

**NNMC defines a fever as any temperature over 100 degrees.** A child who has had fever and/or vomiting needs to remain at home for 24 hours AFTER the fever has broken and/or the vomiting has stopped. Children taking prescription medication (Tylenol or Motrin) should remain at home for 24 hours before returning to school.

Should the behavior of your child seem unusual to us - example; lethargic/malaise, complaining of headache/stomachache/emotional, not eating/drinking - we will contact you to let you know. Sometimes children exhibit behaviors that may let us know they are not feeling well but will not necessarily have a fever associated with it. We will contact you when your child does not seem well. The best interests of your children is our first priority.

### MEDICATIONS

#### **DO NOT PUT MEDICATIONS IN YOUR CHILD'S BACKPACK!**

#### **PLEASE BRING THEM INTO THE OFFICE.**

Medications, sunscreen, insect repellent or any type of special salve applications may not be dispensed without proper completion of a yellow medication permission form available at the school. You must complete the form before these items can be dispensed to your child by the school staff. If you hand these to a teacher or send in with your child without completion of this form, we will not dispense these items to your child and they will be sent home. If your child is only here for a half-day session, please apply the sunscreen before your child comes to school.

If your child becomes sick at school, you will be notified immediately. Please make arrangements to come promptly under these circumstances or have someone you can call to pick-up your child and remember we must have your permission before someone not listed on the emergency card can pick them up.



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### **GENERAL WELL BEING**

Changes in the home environment can affect your child's behavior at school. This includes things such as: prolonged absence of a family member, divorce, serious illness, death of a family member, etc. Please let us know about these events so that we may give special understanding and attention to your child at such times.

### **ABSENCE AND ATTENDANCE**

It is important that children attend class regularly to obtain maximum benefit from the program. If your family is to be out of town, or if your child must be absent for any reason, please notify the school via email at [nnmc@att.net](mailto:nnmc@att.net) on the first day of their absence.

### **TARDINESS**

Consistent tardiness tells your child it is o.k. to be late and your child misses out on important lessons from their curriculum. PLEASE BE ON TIME & EMAIL THE SCHOOL at [nnmc@att.net](mailto:nnmc@att.net) IF YOUR CHILD WILL BE LATE.

### **HOLIDAYS**

We at NNMC do not celebrate holidays such as Halloween and Valentine's Day. We ask that you not send in any cards, costumes, candy or treats on these days. We do art projects related to those special days.

### **SCHOOL CLOSING**

In case of severe weather or tornado activity, please stay tuned to radio stations WWJ (950 AM) or WJR (760 AM) or WXYT (1270AM) or TV stations FOX Channel 2, WDIV Channel 4 and WXYZ Channel 7. If the Novi School System is closed, NNMC will also be closed. If there is a school closing you will be notified via email and a voicemail message will be left on our school answering machine.

### **FIELD TRIPS**

We will plan 4 field trips throughout the year 2 onsite at NNMC and 2 offsite. A parent must accompany their child when a field trip is offsite. Information will be sent home prior to the field trip. It is a lovely way to spend time with your child in an extra-curricular setting.

### **MISSING OBJECTS**

From time to time, objects from the classroom go home in your child's pockets. Please return these items to the classroom even if they seem of no apparent value. The completeness of our exercises is extremely important.





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### HEALTHY SNACK PROGRAM

The Healthy Snack Program involves parents bringing in a snack for their child's class of 26 students and 3 teachers (Rooms 2 and 3) or 18 children and 2 teachers (Room 1) usually for one week (5 days) per year - full day children two weeks per year. The children are very proud to make and share the snack with their class. You will be notified in advance regarding the week you are supposed to bring the snacks.

### SNACK SUGGESTIONS

NNMC is a Nut Free School – no nuts or anything processed in a factory which uses nuts. Dried or fresh fruits or vegetables (washed, sectioned in a covered dish) cheese, crackers, breads, baked goods (e.g. mini-muffins) with a minimum of sugar. Please send in the recipe, especially if you have made it with your child (no cupcakes, pretzels, carrots or raisins please). We have found this program to be the simplest way of ensuring healthful, interesting snacks for our children all year round. Although it takes some coordination on our part and effort on yours, there is no way the teachers could duplicate the energy, talent, and versatility of our parents. Please do not fuss, and keep the snacks simple and inexpensive. Thank you for your cooperation and understanding. If your child has food allergies, please send in a special snack for him/her each day.

### BIRTHDAYS

We will be happy to celebrate each child's birthday with a special snack from home or a donation of a book for the classroom - please check with the teacher first. Please remind the staff a day or two before your child's birthday. Summer birthdays may be celebrated in May (no cupcakes or cakes please). Keeping in mind the well-being of our children, cupcakes or cakes will be sent back. When you wish to invite school friends to a party, please do so by mail or by phone to avoid hurt feelings. Please do not send invitations to the school. Ask the office for a Birthday List with all their classmates addresses and phone numbers. If you prefer to NOT have your child's name and address listed on our Birthday List there is a form available in the office.

### OUTDOOR PLAY

All Full-Day students will go out for recess every day unless the outside temperature including wind chill factor falls below 10 degrees. In other words, the temperature outside may be 20 degrees but with the wind chill factored in it feels like 10 degrees. If the temperature including wind chill factor is 20 degrees or above the children will always go out. Half-day A.M. or half day P.M. children will go out only when the weather and time permit.

**Should you feel that your child is not well enough to go outside for Outdoor Play, we recommend that they stay home. We do not have adequate staffing to keep a teacher/assistant inside with any student not well enough for outdoor play.**



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**ZERO TOLERANCE FOR WEAPONS**

Upon finding a child with a weapon that child will be suspended from the school for at least three days or expelled permanently depending upon the seriousness of the situation.

**NEWSLETTERS**

Throughout the school year, we will provide you with parent updates and quarterly newsletters via email which will keep you informed about the events taking place at the school.

**BABYSITTING SERVICES**

The staff at NNMC are not allowed to baby-sit any students after or before school.

**POLICY OF ADMISSIONS AND WITHDRAWALS**

Novi-Northville Montessori Center is open to all children between the ages of 2-1/2 and 6 years, regardless of their race, color, or religion. Per our license, all our students must be toilet trained and independent. It has always been our policy to provide quality education and care for the children. With this in mind, the Center reserves the right to not accept or dismiss a child under certain circumstances. The first month is a trial month for the child. The guidelines and rules contained in this handbook are solely to benefit your child's health, comfort, safety, and learning experience. Please keep it handy so that you may refer to it regarding our policies.

**PLEASE READ CAREFULLY OUR TUITION AND DAYCARE POLICY INFORMATION SO THAT YOU MAY KNOW THE DEADLINES FOR PAYMENT AND ALSO THE POLICIES REGARDING ANY VACATION OR BLOCKS OF TIME WHEN YOUR CHILD WILL NOT BE IN ATTENDANCE AT NNMC.**

**YOUR COOPERATION IS DEEPLY APPRECIATED.**

**THANK YOU KINDLY.**

**MRS. GEETHA RAO, ADMINISTRATOR, NNMC**

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**PLEASE CUT ALONG DOTTED LINE AND RETURN TO OFFICE. THANK YOU.**

**I HAVE READ THE PARENT HANDBOOK AND I UNDERSTAND THE RULES.**

\_\_\_\_\_  
**PARENT'S NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**STUDENT'S NAME**