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Mission Statement

Children's Academy – “Where Learning Is Unlimited” - provides a nurturing and safe environment for the development of the whole child. Utilizing the Montessori Method, our aim is to enrich minds and inspire dreams in our students to help them develop a lifetime love for learning. A systematic, process oriented classroom environment under the direction of competent and dedicated teachers fosters self-confidence, independence and self-discipline in our students. We provide a foundation of social and global awareness that will enable them to become responsible and compassionate citizens of the world.

History

Children’s Academy, an independent educational community, was founded in 1996 by Sherin Thomas, Yellow Gandhi and Rita Curtis who were inspired by Maria Montessori’s vision of changing the world through the child.

A comprehensive curriculum and a commitment to excellence have made us one of the most respected private schools in the community. We hold our students to the highest academic standards while providing them with the direction and encouragement they need to be successful.

Why Choose Children's Academy

At Children's Academy we are here to give your child the best learning experience.

Commitment to the child

Maria Montessori's quotation "the education of a very small child does not aim at preparing him for school but for life" is woven into the very fabric of our educational philosophy. Our students are provided with exceptionally thorough foundation in all the areas of development in a delightfully personal and joyful atmosphere. We are committed both to academic excellence and to the education of the whole child.

Trained Experienced Staff

All classroom teachers have received their Montessori training and certification. They bring to their classes a wide range of experience and an understanding of the developmental needs of children. Our teachers are passionate about helping each child to reach his/her highest learning potential. The children are nurtured and cared for in an exceptional manner and many parents have commended that Children's Academy is home away from home. Most support staff members are trained in early childhood education.

Educational Excellence

Children's Academy students excel academically and collectively score well above grade level on standardized measures. Our graduates are consistently accepted to both public and private schools of choice, and flourish in those environments.

Our Curriculum

The curriculum is based on the child's inner need to "learn by doing." The teaching objectives are based on insight into how young children develop and how learning takes place. The emphasis is on individualization of instruction – at each stage in the child's mental growth, corresponding Montessori materials are presented that challenge, stimulate and refine his/her abilities.

Environment

The teachers create a safe atmosphere of excitement and anticipation in the classroom that allows each child to excel at his/her own pace. Each classroom is enriched with interesting and meaningful materials.

Our Montessori Prepared environment offers materials and tools that are designed to engage multiple senses at once. The tools are designed so that the child begins with concrete manipulative materials and gradually move on to more abstract exercises as concepts are mastered.

Our Programs

Toddler: The Age of Developing Self Awareness Held at MCA

“The development of the children during the first three years after birth is unequalled in intensity and importance by any period that precedes or follows in the whole life of a child.”

- Maria Montessori

The Toddler Program provides a small group Montessori experience for children 18 months to 30 months of age. The program is tailored to give young children a rich, inviting environment for the development of independence, curiosity and the desire for exploration. The classroom is carefully prepared to meet their unique needs. All furniture is smaller which allows maximum independence and for children to gain mastery over the environment. The room is deliberately kept simple to prevent sensory overload, and consistent routines provide a predictable structure to explore. The materials are designed to be attractive and inviting as well as to stimulate the child mentally and physically.

The curriculum encompasses lessons in practical life (exercises of daily living) that help to refine large and small muscle development, introductory Sensorial materials (that use the tactile, olfactory and auditory senses) and an emphasis on math, language, eye-hand coordination and social skills. This also guides the child to develop order, concentration, coordination, and independence. Children participate in Music and movement activities and a sense of belonging within a community is cultivated through group activities

Preprimary: The Age of the Absorbent Mind Held at MCA/OCA

The Preprimary (Intermediate) program is carefully planned based on the Montessori principles. Each child is honored as an individual and lessons are designed according to their developmental needs and their natural desire to learn. It provides children 3 to 6 years of age an opportunity to enjoy and explore in a nurturing, beautifully "prepared environment" scaled to their size.

There are five main areas of focus: Practical Life, Sensorial, Language, Math and Cultural Studies which includes Geography, Science, Music, Spanish and Art.

Practical Life lessons are designed to provide real and purposeful work which help children develop physically, socially and mentally. These include activities in polishing, sorting, grace and courtesy, personal care, food preparation.

Sensorial lessons sharpen their senses and enable them to understand the many impressions they receive through them. Children do activities with texture, weight, size, color, shape and sound.

In math, children are exposed to counting, decimal beads, proportion and computation; and in language, they begin pre-writing and writing, pre-reading and reading.

The Montessori materials help children build a sense of order, concentration, coordination and independence. Learning patterns established at this age produce confident, competent learners who are ready to move on to their elementary years.

Program Schedule

Children’s Academy offers half-day and full-day Montessori programs for the Preprimary and Toddler students. Daycare is provided before and after classes during the school year. As an additional enrichment, the program also includes Music, Spanish and Gym. Children’s Academy programs are strictly “five days” of the week.

Summer Program

Our summer educational program is offered to both MCA and OCA students. The program runs for 10 weeks and is held at MCA. An exciting theme is planned each week. Students can register for a weekly or monthly program. Weekly registration only applies to summer!

Daily Program Hour Schedule

- | | |
|---|--------------------|
| 1. Preprimary & Toddler Half Day | |
| A. Morning Session | 8:30 AM – 11:30 PM |
| B. Afternoon Session | 12:30 PM – 3:30 PM |
| 2. Preprimary & Toddler Half-day with Daycare | |
| A. Morning Session | 7:00 AM – 12:30 PM |
| B. Afternoon Session | 12:30 PM – 6:00 PM |
| 3. Preprimary/ Toddler Full Day | 8:30 AM – 3:30 PM |
| 4. Full Daycare | 7:00 AM – 6:00 PM |

Typical Classroom Schedule for Pre Primary

Our typical classroom day is as follows:

Time	Daily Activity
8:45 AM - 9:00 AM	Read books, color, water fountain and bathroom break
9:00 AM - 9:15 AM	Take attendance, stand on the line, recite "Pledge of Allegiance" and review calendar
9:15 AM - 9:30 AM	Teacher presents new item then direct children to work. Children are free to choose from activities after they complete their Initial work.
9:30 AM - 11:00 AM	Children are put into small groups for language and math.
11:00 AM - 11:10 AM	Line time
11:10 AM - 11:20 AM	Water fountain and bathroom break
11:20 AM - 12:00 PM	Lunch time
12:01 PM - 12:30 PM	Recess
12:30 PM - 12:45 PM	Water fountain and bathroom break
12:45 PM - 1:00 PM	Line time and nappers prepare for naptime.
1:00 PM - 2:30 PM	Work time for non-nappers
2:30 PM - 3:00 PM	Nappers wake up and workers clean up. Snack time!
3:00 PM - 3:10 PM	Mail distribution and pack up backpacks
3:15 PM - 3:30 PM	Dismissal for PM and daycare students.

Typical Classroom Schedule for Toddler

Our typical classroom day is as follows:

8:30 AM - 8:45 AM	Arrival
8:45 AM - 9:45 AM	Work Time
9:30 AM	Diapering / Potty / Snack
9:45 AM - 10:00 AM	Circle Time
10:30 AM - 11:00 AM	Work Time
11:00 AM - 11:15 AM	Outside Play / Book-Music Time
11:30 AM	Half Day Dismissal
11:15 AM - 12:00 Noon	Lunch
12:00 PM	Nap Prep / diapering / potty/ hand washing
12:00 PM - 2:00 PM	Nap / Rest
2:00 PM - 3:00 PM	Walling / Work time / Snack
3:30 PM	Afternoon Dismissal

Nap

Nap time is available to all students and begins at 12:45 PM. Nappers must bring a clean blanket and sheet labeled with their name in a sealed container at the beginning of each week. On Friday, your child's bedding will be sent home to be cleaned.

Arrival

Arrival time is between 8:15 AM and 8:45 AM. Parents must sign their child in at the time of arrival. Classroom sessions begin at 9:00 AM

Please be prompt in both arrival and dismissal times. When your child arrives late in the morning, he/she misses a VITAL PART of the class, the time during which new materials are introduced and demonstrated. Late students are asked to wait patiently outside of the classroom until one of the teachers comes to greet them.

Dismissal

Dismissal from school is at 3:30 PM with a 15 minute grace period. Parents who abuse the grace period will be charged a late fee. A \$1 late fee will be charged for the first five minutes that you are late picking up your child. An additional charge of \$1 for every minute after the first five will be charged.

When you come later for dismissal, you worry your child and disrupt the dismissal procedures. Day-care students must be picked up by 6:00 PM,

Dismissal Guidelines

1. Children will only be dismissed to a parent, guardian or person identified on the emergency card.
2. **A written note** from a parent is required in order for your child to go home with someone else other than parent or the person listed on the emergency card. The note has to state the person's full name, relation, telephone number and time of dismissal. Identification will be required at the time of pickup.
3. We will not accept Email as permission to release your child to someone who is not their legal guardian or listed on their emergency card.

The liability issues pertaining to the "***Dismissal Guidelines***" are governed for your child's safety and protection.

Holiday Schedule

Children's Academy recognizes all the national holidays and school district breaks:

- Thanksgiving
- Christmas
- New Years Day
- Martin Luther King Jr.
- Mid-Winter Break
- Good Friday
- Easter (Spring Break)
- Memorial Day

School will be closed during all national holidays and scheduled breaks. Supplemental daycare will be offered during these breaks for a fee. Daycare will not be available on the national holiday.

Enrollment Procedure

- Parent must have had a tour and spoke with either Ms. Thomas or the assistant director.
- Receive Enrollment packet
 - Review MCA policies with the Parent.
- Security Deposit
 - Check for tuition deposit which covers the June installment – not refundable (this will also hold their spot)
 - Include Application Fee for new students only
 - Include Material Fee for students in the Preprimary program
 - Toddlers do not pay Material Fee

“Must Have” items for Student’s First Day

- Current Month Tuition Payment
- Completed Forms
 - Application
 - Enrollment Agreement
 - Photo Consent
 - Parent Notification of the Licensing Notebook
 - Emergency Card
 - Health Appraisal (Green form)
 - Immunization Record (Official State of Michigan Immunization Record)
 - Can be submitted via fax by your Doctor
- Extra change of clothes
- Purchase Spirit wear T-shirt
 - Required for Gym, Field Trips & Summer Camp

“Must Have” items for Toddlers

- Clear Box labeled with their name
- Bedding for nap time
 - Sheet
 - Pillow
 - Blanket
- Diapers or pull-ups
- Box of wipes
- One change of clothes

“Must Have” items for Preprimary Nappers

- Clear box labeled with student’s name
- Bedding for nap time
 - Sheet
 - Pillow
 - Blanket
 - One change of clothes

Fees

- Tuition is based on 180 school days along with the program which you have enrolled your child in; half day, half day with daycare, full day or full day with daycare.
 - You are obligated to make your tuition payment regardless of prolonged absence or extended vacation during the academic year.
 - A 2% discount is given if you pay the entire school year tuition in advance.
- Enrollment deposit is collected for the June installment towards the program in which you are enrolling in.
 - Enrollment deposit is non-refundable.
- New Student Registration fee is a one-time fee of \$50 for new students only.
- Tuition is due by the 5th of each month.
 - Tuition received after the 5th will be charged a \$25 late fee.
 - Payments with "Insufficient Funds" will be charged a \$25 fee.
- Material fee is \$50 for Preprimary students.
- Late pickup from daycare is \$1 for the first 5 minutes and \$1 for each minute thereafter and is due at time of pickup.

Family and Military and Law Enforcement Discount

Siblings of children who are currently enrolled with Children's Academy will receive a 10% discount.

Our Military and public service families (Police and Fire Department personnel) are provided a special "Military and Law Enforcement" discount of 20%.

Tuition Express

Tuition Express, part of our ProCare Software management system, allows our parents the convenience of paying their tuition fees online. Tuition Express is safe, quick and efficient. A tuition receipt is automatically emailed to you after you have submitted your payment. This is a wonderful feature for parents enrolled in their companies "Flex Spending Plan" for submitting their reimbursement request.

Withdrawal or Termination

Children are grouped together by age and sex to achieve a balance in the class. New students are accepted on a three week trial basis. If you choose to withdraw your child from the program, a written notice must be submitted 15 days prior to the withdrawal date. In addition, you forfeit your registration deposit.

The school reserves the right to terminate a child who is unable to positively adjust to our program. Prior to termination, a conference will be held with the parent to rectify the problem.

The right to terminate will only be taken if all possible solutions of the dilemma have been pursued and success unachieved.

Daycare

After School Daycare

The daycare program is exclusively for the use of students who are enrolled into that program. It is unacceptable to assume that daycare can be utilized without prior authorization. In an emergency, arrangements can be made for daycare as long as the “child to staff ratio” is compliant. The cost is \$10.00 per hour and prior arrangements must be made with the school.

If a parent is consistently late picking up their child after 3:30, then the director will request the parent to enroll the child into the daycare program. This is a cost effective solution for the parent and allows MCA to schedule the appropriate number of staff to meet our “child to staff ratios.”

Holiday Daycare

Daycare during scheduled holidays will be offered to OCA and MCA students at the MCA facility. The recognized holiday breaks are Christmas, Midwinter break and Easter (Spring Break). Holiday daycare is an additional fee and is not included in your tuition.

Lunch Policy

Children are required to bring their lunch. Please provide the necessary cutlery for your child if it will be needed. Parents are encouraged to send food that is fresh, nutritious and in small portions. The students will receive lessons in the classroom on nutrition. They should be encouraged to choose foods from each nutritional group. Children eat when they are given a choice. We recommend that you **label all items** in your child's lunch with his/her name.

Dining should be an enjoyable social event for everyone. We hope to provide support for such an experience by encouraging choice of nutritious, interesting foods. The important thing is to have an enjoyable, healthy and relaxed lunchtime.

Gum and candy are not allowed in the lunchbox and should *not* be sent to school. Also avoid peanut or products containing nuts. If your child has eaten nuts before coming to school, please make sure he/she washes their hands before entering school.

Heating & Refrigerated Foods

We do not provide refrigeration or heating for lunches. If your child's lunch requires it be kept cold then we recommend a cold pack or even a frozen juice box. A thermos is great for packing warm food.

Snacks

The school will provide SNACKS during morning and afternoon classes. They also are available during the afternoon daycare period. Parents are welcome to send nutritious snacks to share with their child's class once a week. A sign- up sheet will be posted and a note sent home when it's your child's turn.

Pizza Wednesday

Every Wednesday we offer a vegetarian hot lunch for \$5. Lunch includes two slices of cheese pizza, fresh fruit and a juice box. If you're interested in our Wednesday pizza program, then you can pay by the month in cash or with a check when the installment is due (there are three installments throughout the year). If your child is absent on a pizza day and has paid, then his/her payment will be credited to the next unpaid Wednesday.

Lunch Ideas

Packing different lunches keep kids from getting bored with lunch and help ensure they get the variety of foods needed for a nutritious diet. Here are a few ideas to help you “think out of the lunchbox”.

Use different breads or cut them in different shapes

- Wrap a salad or lean meat and cheese in a tortilla
- Make tuna and cheese subs instead of a traditional sandwich
- Stuff mini-pita pockets with different sandwich fillings
- Melt cheese in a pita and spread with pizza sauce
- Instead of bread use lettuce and make a wrap
- Bagel with plain or flavored cream cheese

Serve a salad instead of a sandwich

- Toss leftover pasta with veggies and dressing
- Serve a “salad in a bag” with shredded cheese and low fat dressing on side

Pair vegetables, grains and protein-rich foods

- Cut up fresh vegetables, cheese cubes and whole grain crackers
- Hard cooked eggs and whole grain roll

Fruit for desert

- A banana
- Sliced apple, kiwi, pear or orange
- Seedless grapes (cut in half for safety)

Serve leftovers-many leftovers taste great served cold

- Cold spaghetti
- Chicken pieces
- Baked ziti or other casseroles
- Pizza slices

Send soup or chili in a thermos

- Add a small bag of shredded cheese to sprinkle on top

Make it yogurt

- Put your yogurt in the freezer the night before to guarantee it’s cold at lunchtime
- Yogurt in a tube or drinkable yogurt with a muffin or fruit
- A carton of yogurt with low fat granola and fruit to mix in
- A smoothie in a thermos along with a banana and graham crackers

For more ideas and nutritional facts visit the USDA Food and Nutrition Services web site at:

<http://www.fns.usda.gov/fns/> or <http://www.choosemyplate.gov/>

Birthdays

Celebration of Life Ceremony

We have a very special way of celebrating birthdays in our school. The uniqueness lies in the simplicity of it along with the introduction to a bit of science and history. Children begin to grasp the concept of the passage of time and what a “year” means. Often, a candle representing the sun is lit in the middle of the classroom. Students sit in a wide circle around the sun while the birthday child holds a globe to represent the Earth. The child walks around the sun one time for each year of his/her life while the students sing “the Earth goes around the sun” once for each time the child walks around the candle. Students get a visual understanding of the solar year and the meaning of their age.

“On the Day you were born” by Debra Frasier is a good book that explains how everything celebrated the moment of your birth.

If the child has a sibling in another class we invite him/her to be a part of the celebration.

Treats

Parents may send cookies and milk to be shared in the classroom. Prior to bringing your child’s treat to school, check with his/her teacher to determine the amount needed for the classroom and verify class schedule.

Please **do not** send goody bags to be passed out to the students. To protect the privacy of our students, we will not give out home or email addresses.

Birthday Invitations

Children love birthday parties and enjoy having their friends with them. To prevent children from getting hurt because they were not invited to the birthday party, **ALL** birthday invites will **ONLY** be allowed to be passed out during school hours if the entire class is invited or **ALL** the girls in your daughter’s class or ALL the boys in your son’s class.

Health Care Plan

Hand Washing Procedures

Hands shall be washed with soap under running water. The following procedures are used for washing hands:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 and 120 degrees.
- Moisten hands with water then apply soap.
- Rub hands together with soap vigorously until a soapy lather appears. Continue for a minimum of 10 seconds.
- Rub areas between fingers, around nail beds, under fingernails and behind the hand.
- Rinse hands under running water until free of soap and dirt.
- Dry hands with a clean, disposable paper towel or single use cloth. Turn off water with disposable paper towel or single service towel.

The following are not approved substitutes for soap and running water:

- Hand sanitizer
- Water basin
- Pre-moistened cleansing wipes

Handling Bodily Fluids

The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps used will include:

- Staff will put on gloves
- Clean up bodily fluid/diaper
- Soiled clothing will be placed in plastic bag, sealed and returned to parent
- Wash area with soap and water, rinse and sanitize area
- Wash hands of child
- Take off gloves, dispose in trash and wash hands with soap and water

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and disinfecting soap.
- Rinse surface area with clean water
- Submerge, spray and wipe the article or surface with a sanitizing detergent solution
- Let surface area air dry

Sanitizing Solution

- Water and non-scented chlorine bleach solution with a concentration of one tablespoon of bleach to one gallon of water.
- Commercial sanitizers which specify on the label to be safe for food contact surfaces.

Controlling Infections

- Please refer to “Cleaning and Sanitizing” procedures above.
- Toys that are mouthed will be removed and washed, rinsed and sanitized. Other toys and equipment will be washed immediately if dirty and on a daily basis.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots and mats will be disinfected daily.
- Children who have any type of communicable disease or condition such as “**Head Lice**” will be removed from care. Parents are then called to pick up their child. The child may return to school only with a doctor's note.
- A child who becomes ill will be moved away from the children. Parents are then called to pick up their child.

Controlling Head Lice

Head lice are small parasitic insects that are found on a scalp and in hair. Lice are spread by head-to-head contact, through sharing a hairbrush, comb, hat, helmet, pillows and bedding. Head lice are more common in hot, humid tropical locations. Head Lice does not discriminate between financial status and race.

The following steps are taken when a child has been identified with head lice:

- A school personnel examines students’ hair for head lice.
- Parent is given head lice brochure and advised to contact their pediatrician for chemical treatments to remedy situation.
- Parent is advised to wash the child’s clothes and all bedding.
- We do not advise shaving the child’s head. This will not kill head lice.
- Email notification will be sent to the parents.
- Child is unable to return to school until child is checked by school personnel.

Well-Being

Health Appraisal / Immunization Record

Children's Academy must have an up-to-date Health Appraisal (green form) and the Official State of Michigan Immunization Record form on file from the child's physician upon their first day of school. If there are issues concerning the need for your child's immunization, then please follow the instructions below:

Nonmedical Waiver for Immunizations

If your child is exempt from immunization, then the parent **MUST** call the Macomb County Health Department to obtain a certified "State of Michigan Waiver Form" for nonmedical immunization issues. The parent must make an appointment at the Macomb County Health Department for "waiver education". Call **the School Immunization Program** at 586-466-6840 for an appointment. The parent will present the original certified waiver form to the school within 30 days and a COPY of the waiver will be placed in your child's file.

Medical Contraindication to a Vaccine:

If your child has a medical reason (a true contraindication or precaution) for not receiving the vaccine, a physician must sign the State of Michigan Contraindication form, which is available at your doctor's office. This form **MUST** be completed and signed by a physician before it can be submitted to Children's Academy.

These forms are required by the Macomb County health Department. If these forms are not presented 30 days after enrollment, your child will be excluded from school until all records are submitted to the school office.

Sickness and Communicable diseases

A child / staff member will be excluded from the classroom if they have any of the symptoms listed below. The parents of the child will be called to pick up their child. The staff member will be sent home.

- Fever
- Any excessive discharge from nose
- Sore throat/ear ache
- Vomiting
- Diarrhea
- Unidentified rash or rash with fever
- Severe coughing
- Eye discharge/pink eye
- Any other symptoms of contagious illness; chicken pox, measles, pink eye etc.
- Excessive irritability which prevents the child from participating in class activities.
- Communicable disease (such as chicken pox, measles, lice, ringworm, pink eye, scabies, etc.)

For more information refer to Macomb County Health Department "Starting School, A Guide for Parents" at <http://www.macombcountymi.gov/publichealth/>. Rash and communicable diseases (such as chicken pox, measles, lice, ringworm, pink eye, scabies, etc.) will require documentation from a physician that your child is clear to return to school.

Children's Academy will notify parents of the spread of communicable disease via email.

Medication

All prescribed medication requires specific written authorization from the child's physician and parent, or guardian. The written authorization must be on Children's Academy's Medication form and must contain all of the following information:

- Child's name
- Name and prescription number of medication
- Specific instructions including dosage, possible side effects, and dates medication is to be given
- Reason for medication
- Parent or guardian's signature

All prescription medications must be in the original pharmaceutical container with the child's name on it. Do not put medication or non-prescription drugs in your child's lunchbox.

If your child requires a non-prescribed medication, such as sun screen, parents are required to fill out a "Non-Prescription Medication" authorization form."

We **ARE NOT ALLOWED** to dispense or store fever medications, i.e. Children's Tylenol, Advil, Ibuprofen, etc.

Accidents, Injuries and Incidents

Parents will be notified if their child experiences an injury, accident, or an incident at school. Notifications include:

- Notification will occur at pick-up-time for minor injuries, incidents, or accidents. An incident report / accident report will be completed, and the parent notified, verbally, at pick-up time and provided with the written report.
- Notification will occur immediately via telephone call to parent for serious injuries/incidents. If unable to reach parent, the emergency contact will be notified.

Hearing and Vision Screening

According to the Michigan Public Health Code (ACT 368 of 1978), children entering Kindergarten must have their hearing and vision tested prior to entering Kindergarten. The Health Department provides annual hearing and vision testing, free of charge. Parents and guardians will be notified by the Health Department if the technician detects a problem with your child's hearing or vision.

Absences

All parents must contact the school office if your child will be absent or tardy for school for any reason. Please call the office before 9:00 a.m. We keep a record of absences and tardiness in order to comply with state regulations.

Dress Code

MCA Preprimary students are required to wear school uniforms. Uniforms must be clean, fit well and within our guidelines. Uniforms can be purchased at Land's End located at the Oakland Mall, The Children's Place or Target and other major retail stores.

Girls Uniform

Top	White button down blouse with collar (preferably knit) in short, long or $\frac{3}{4}$ length sleeves. White Polo shirt or turtleneck is acceptable, solid white or navy blue cardigan.
Bottom	Navy dress pants, skirt, jumper or dress. White socks, anklets or tights, Navy tights can also be worn with a dress.
Shoes	Plain black tennis shoes (light ups not allowed).

Boys Uniform

Top	White button down collar dress shirt (preferably knit), Polo turtleneck or cardigan v-neck.
Bottom	Navy dress pant. Navy dress shorts may be worn for the summer. Blue jeans are not allowed. Socks must be solid white or navy.
Shoes	Plain black tennis shoes (light ups not allowed).

Gym Uniform

On the day of gym, the MCA Preprimary students are required to wear their Children's Academy spirit wear T-shirt, plain navy pants, sweat pant or dress short and plain black tennis or athletic shoe. This is required for gym day *ONLY*. If you do not have the spirit wear T-shirt, then you can purchase one for \$10.

Additional Guidelines & Summer

Your child does not have to wear their uniform on their birthday and can wear dress clothes. Hair should be neat, clean and styled appropriately. Your child's hair should not be hanging in their eyes. Dangle jewelry such as earrings, necklace and bracelets are prohibited. Uniforms are not required during the summer program. **Flip flops, sandals, clogs and open toed shoes are not allowed.**

Extra Change of Clothing

Upon starting the first day of school, your child is required to bring a complete change of clothing (uniform) which will be stored in his/her class room in a plastic container with their name on it. Label all articles with your child's name. This is to ensure a change for those times when accidents happen either in the classroom or on the playground.

Show and Tell

Children often want to bring their favorite toy to school. However, toys are discouraged but we do encourage educational learning objects such as books, science and discovery, reading aid or cultural dolls. Make sure the item is labeled with your child's name. Items of value should not be sent to school.

Conferences

There are two formal conferences held each year; one in the fall and one in spring. Parents are notified of the upcoming conference and are able to sign up for a 15-minute conference with their child's teacher to review the child's progress. However, if you have a special concern, you can make an appointment with his/her teacher. Please do not call the teachers during class time.

Field Trips

Field trips are an extension of the classroom and summer program. Students and parents are expected to be on time. A permission slip along with relevant information about the trip will be sent well in advance of the planned date. In order to attend, the child must return the signed permission slip by the date stated on the form.

In the past, we have accommodated parents who drove their own vehicle and met us at the site. We no longer support parents driving and they will not be considered as part of the group.

Transportation is provided by a licensed bus company. Teachers are not allowed to drive. All students are required to attend the field trip unless he/she is sick and cannot make it to school.

For the safety of our children ALL field trip chaperones must have a criminal history background check via (ICHAT) before chaperoning. The background check will be done by the school. In addition to the background check, ALL chaperones will also need to sign a Field Trip Chaperone Agreement.

School Pictures

At the beginning of the school year, our students will have the opportunity to have their picture taken by Kaiser Studio. There are many different price packages to choose from. You can pay with cash, check or charge card. Payments by check are to be made out to "Kaiser Studios." Students are required to wear their uniform on picture day. Uniforms do not apply to the Toddler program.

Discipline

Students are disciplined in a positive manner. We encourage the development of self-control, self-direction, self-esteem and cooperation by establishing a system of clear ground rules with reasonable and logical consequences for inappropriate behavior. The following procedures are used:

1. **Verbal Warning:** The child is made aware of his/her misbehavior and the consequences of the inappropriate behavior. He/she is also given a choice of acceptable behaviors.
2. **Distraction and Redirection:** After a verbal warning the teacher may choose to redirect the child's attention to a more constructive activity.
3. **Time to Reflect:** The child is asked to go to the peace corner to reflect on his/her behavior.

“**Discipline** must come through liberty. . . . We do not consider an individual disciplined only when he has been rendered as artificially silent as a mute and as immovable as a paralytic. He is an individual annihilated, not disciplined.

- Maria Montessori”

Weather

School Closing Announcement

We participate in the “Detroit Media School Closing Alliance” which means that if we close the school due to inclement weather, then all major news and radio media's will broadcast our school closing.

During severe weather, we follow the Troy and Warren Consolidated school districts school closings and post our closing information on the local news stations WDIV-TV, Channel 4; WXYZ, Channel 7 Action News. You can also download an AP for your I-Phone for the respective news stations. The URLs below will take you directly to the school closing pages of the news stations.

- WDIV-TV (Channel 4) <http://www.clickondetroit.com/school-closings>
- WXYZ-TV (Channel 7) <http://www.wxyz.com/weather.school-closings>

Please note, if you call the school and it's closed due to the weather, then we will return your call the next school day. We will send an email from MCA to confirm our closing.

Recess

Outdoor play time is an important part of our program. Children are expected to go outside except if it is raining or 20° and below. If your child is unable to go outside, then you must keep them home until they are well enough to go out. Children need to come to school in the appropriate seasonal outdoor attire. Winter weather requires a warm winter coat, boots, gloves and hat! Label all items with your child's name.

Parking Lot Safety

Your child's safety is extremely important and it's vital that extra attention is given in the parking lot. Sometimes little ones get away and we want to avoid unforeseen accidents. While entering the parking lot we ask that you slow down and observe the surroundings. Use extra caution when pulling into a parking spot and while backing out. The first row of parking in front of MCA is reserved for parents and the back row is for staff.

We ask that you follow and adhere to the following rules for safe arrival and departure at MCA.

1. **STOP ALL CELL PHONE USE before** pulling into the parking lot. Your undivided attention is required in order to be "exceptionally" alert because there is a heavy pedestrian traffic involving our children.
2. **Please do not engage in discussions with other parents** when arriving or leaving. We must keep the vehicle flow moving allowing parking spots to open for other parents.
3. **Please keep your child by your side** when exiting your vehicle to keep them from running into the driving area