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## **Our Philosophy**

Here at OCA, we believe academic success is the natural by-product of a well planned, orderly environment where gifted teachers are free to implement the insightful methods taught by Dr. Maria Montessori. As educators, we believe it is our responsibility to help the child discover for himself the joy and satisfaction of learning. Dr. Montessori said it best: “The child’s greatest work is to create the adult he will become”. We are here to help him along the path.

## **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 classroom 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 "learning 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**

### **Preprimary/Intermediate: The Age of the Absorbent Mind**

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 include: 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 and 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.

### **Elementary: The Age of Imagination**

“The secret of good teaching is to regard the children’s intelligence as a fertile field in which seeds may be sown, to grow under the heat of flaming imagination. Our aim, therefore, is not merely to make the children understand, and still less to force them to memorize, but so to touch their imagination as to enthuse them to their innermost core.”

- *Maria Montessori*

The elementary program gives children, 6 to 12 years of age, an opportunity to continue being involved in their learning. They discover, visualize, and finally abstract information from the materials they are using. They become self-directed, independent thinkers and problem solvers.

Children at this age are more eager to learn, develop cultural knowledge, and are capable of organized activity. They have an unlimited interest in our universe and their place in it and are keen to explore the world around them.

The elementary curriculum, designed to capture the sensitive periods of this particular age-group, encompasses Natural Science, Geography, Language Arts, Mathematics, Spanish and Physical Education.

Lessons are individually structured according to the child’s developing skills and interests. A broad range of resources are used – manipulative materials, books, charts, collections of specimens, Albanese Language and Math, Montessori curriculum, and computers.

The teacher structures the environment, presents the key lessons and then acts as a guide. Through the day, there is a combination of individual, small group and large group activities. The mixed age group gives the children many opportunities for peer teaching and support.

The elementary program provides a holistic education that nurtures curiosity, independence, creativity, self-motivation, thinking and reasoning skills. For Dr. Montessori, an important aspect of the elementary program was for children to understand the world around them and their responsibility toward it. She saw education as the means for transforming our world into a place of peace.

## **Summer Program**

Our summer educational program is offered to OCA students as well as MCA students. The program runs for 10 weeks and is held at MCA. An exciting theme is planned each week. Weekly registration only applies to summer!

## **Program Schedule**

Children’s Academy offers half-day and full-day Montessori programs for Preprimary. Intermediate and Elementary programs are full day only. 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.

Our hours of operation are Monday – Friday from 7:00 A.M–6:00 P.M

## **Daily Program Schedule**

- |                                       |                    |
|---------------------------------------|--------------------|
| 1. Preprimary & Half-day              |                    |
| A. Morning Session                    | 8:30 AM – 11:30 PM |
| B. Afternoon Session                  | 12:30 PM – 3:30 PM |
| 2. Preprimary & Half-Day with Daycare |                    |
| A. Morning Session                    | 7:00 AM – 12:30 PM |
| B. Afternoon Session                  | 12:30 PM – 6:00 PM |
| 3. Preprimary/Intermediate Full Day   | 8:30 AM – 3:30 PM  |
| 4. Elementary Full Day                | 8:30 AM – 3:30 PM  |
| 5. Full Day with Daycare              | 7:00 AM – 6:00 PM  |

### Typical Classroom Schedule for Preprimary/Intermediate

<b>TIME</b>	<b>Daily Activity</b>
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

### Nap

Naptime is available to Preprimary/Intermediate 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 Fridays, your child’s bedding will be sent home to be cleaned.

### Typical Classroom Schedule for Elementary

<b>TIME</b>	<b>Daily Activity</b>
8:30 AM	Unpack, put away lunch bag, books, homework, sharpen pencils & get ready for the day.
8:45 AM – 10:00 AM	Groups start simultaneously at both teacher’s tables (Groups roughly last between 30-40 minutes.)
10:00 AM – 10:15 AM	Snack time!
10:15 AM – 12:00 PM	Second work period
12:00PM – 1:00 PM	Lunch & recess (half hour each in that order)
1:00 PM – 3:15 PM	(Specials – Music, Gym, Spanish & Computers) As children go in smaller groups to the teacher for specials, those not in specials get lessons in: Geography, History & Science
3:15 PM – 3:30 PM	Pack up and line up for PM dismissal & daycare students

## **Arrival**

Children must be escorted into school and are not allowed to enter or exit the building on his/her own.

Arrival time is between 8:15 AM and 8:45 AM for Preprimary & Intermediate. **Elementary Students have to report to class 8:30 AM SHARP!** If Elementary Students come in after 8:30 AM they will be marked tardy. If your child is in daycare, and you bring them before 8:15 AM, then you must sign in your child. Students who are not in the daycare program are required to arrive between 8:15 AM and 8:45 AM.

**Please be prompt in both arrival and dismissal times.** When your child arrives late in the morning, he/she miss a VITAL PART of the class, the time during which new materials are introduced and demonstrated. Late students are asked to wait patiently in the hall way 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 pick-up.
3. We will not accept an Email as permission to release your child to someone who is not their legal guardian or listed on their emergency card.

The ability 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 national holidays.

## **Enrollment Procedure**

- Parents of prospective students must have had a tour of the facility before applying for admission. Please contact the school office to schedule a tour or to receive additional information about the programs offered.
- Children from ages 2.5 and potty trained are accepted in the pre-primary classroom. Students move onto the Intermediate classroom based on their ability and at the recommendation and discretion of the teachers. The Montessori curriculum is tailored to fit the developmental needs of the students.
- Receive Enrollment packet
  - Review with Parent the policies of OCA
- Security Deposit
  - Check for tuition deposit which covers June installment (not refundable)  
(This will also hold your spot)
  - Include Application Fee for new students only
  - Include Material Fee for students in Preprimary and above

## **“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 Preprimary/Intermediate 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 in which you have enrolled your child; 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.
  - 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 5<sup>th</sup> of each month
  - Tuition received after the 5<sup>th</sup> will be charged a \$25 late fee.
  - Payments with “Insufficient Funds” will be charged a \$25 fee.
- Material fee is \$50 for Preprimary through Intermediate and \$100 for Elementary.
- Late pick-up from daycare is \$1 for the first 5 minutes and \$1 each minute thereafter and is due at time of pick-up.

## **Family Discount**

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

## **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 company’s “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 parents 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**

### **Afterschool 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 OCA to schedule the appropriate number of staff to meet the “child to staff ratios.”

### **Holiday daycare**

Daycare during scheduled holidays will be offered to OCA students at the MCA facility. The recognized holiday breaks are Christmas, Mid-Winter break and Easter. 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. **All items in your child’s lunch-box have to be labeled with your child’s first and last 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.** Please do not send nuts 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 have the convenience to refrigerate or heat up 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 foods.

### **Snacks**

The school will provide snacks during mornings 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 are interested in our Wednesday pizza program, you may pay by cash or with a check when the installment is due (there are 3 installments throughout the year). If your child is absent on 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 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 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 a 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 or smoothie in a thermos with crackers

For more ideas and nutritional facts, visit the USDA Food & Nutrition Services web-site at:  
<http://www.fns.usda.gov/fns/> or <http://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 “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 Fraiser 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 kids 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:

- 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
- 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 of 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 on page 14.
- 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 do 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.
- Student is taken out of classroom and the parent is called to pick up their child immediately.
- 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.
- E-mail 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 Immunization:**

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 record.

#### **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 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 Disease**

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.macombcounty.gov/publichealth/> Rash and communicable diseases (such as chicken pox, measles, lice, ringworm, pink eye, scabies & etc.) will require documentation from a physician that you are 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 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 a sun screen, cough drops, vitamins, etc., 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 & Incidents**

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

- Notification will occur at pick-up time for minor injuries, accidents and incidents. Staff will complete an injury, accident, or incident report, and notify parent at pick-up time verbally as they are provided with a written report.
- Notification will occur immediately via telephone call to parent for serious injuries/accidents/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 AM. We keep a record of absences and tardiness in order to comply with state regulations.

## **Dress Code**

*ALL* 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 at Oakland Mall, The Children's Place or Target.

### **Girls Uniform**

Top	White button down blouse with collar (preferably knit) in short, long or ¾ 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 shoes without decoration. Plain black tennis shoes (light ups not allowed) are required to participate in gym.

### **Boys Uniform**

Top	White button down collar dress shirt (preferably knit), polo turtleneck or cardigan v-neck.
Bottom	Navy dress pants. Navy dress shorts may be worn for summer. Blue jeans are not allowed. Socks must be solid white or navy.
Shoes	Plain black dress shoes without decoration. Plain black tennis shoes (light ups not allowed) are required to participate in gym.

### **Gym Uniform**

On the day of gym, *ALL* students are required to wear their Children's Academy spirit wear T-shirt, plain navy pants, sweat pants or dress shorts and plain white tennis shoes. 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 Program**

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, Preprimary & Intermediate students are required to bring a complete change of clothing (uniform) which will be stored in his/her classroom 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.

For Elementary students, the school will set aside a few extra clothes.

## **Show and Tell**

Children often want to bring their favorite toy to school. However, toys are not allowed 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. **CHAPERONES MUST RIDE THE BUS TO AND FROM THE FIELD TRIP!**

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

Elementary teachers will schedule field trips for their students at their discretion. We encourage parents to chaperone in order to keep costs down.

**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. All payments are made out to "Kaiser Studios." Students are required to wear their uniform on picture day.

## **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 out:** The child is removed from the group and is asked to sit in a chair to gain control and think through his/her behavior. (The child will sit for one minute for every year of age). The child is released by the staff member who placed him/her there after a short discussion of the reasons for the time out, and positive alternative for inappropriate behavior is offered.

“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, bad weather, we follow the Troy and Warren Consolidated school districts school closings and post our closing information on local news stations WDIV-TV 4, WXYZ 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 page for

WDIV-TV 4 <http://www.clickondetroit.com/school-closings>

WXYZ-TV 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 business day. We will also send an email from OCA 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 degrees and below. If your child is unable to go outside, then you must keep him/her home until they are well enough to go out. Children need to come to school in the appropriate seasonal outdoor attire. Please watch the weather reports and dress your child accordingly; warm winter coat, gloves, hat and boots to keep their little feet warm! 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.

Please be advised that parking, standing or stopping is prohibited at the student entrance. If you are accompanying your child into the building, you must park your car in the designated parking area.



Notice of License as of May 28, 2010:

For child-care centers, each parent must sign a document that includes all of the following statements:

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during the regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing web-site at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the text above and understand it is meant only “For My Information.”

**Child Name:** \_\_\_\_\_

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Parent/Guardian

Date

License Inspection