



PARENT HANDBOOK

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Philosophy

We are a Montessori community dedicated to providing a learning environment that guides, nurtures, and enriches the individual. The Montessori Philosophy and method of education was developed in 1896 by Maria Montessori, an Italian physician. The premise of her work is that children interact with materials and learn from their environment, not from the teacher. Maria Montessori developed what she called “the prepared environment.” Among its features is an ordered arrangement of learning materials in a noncompetitive atmosphere which helps each child develop at his/her own rate. Children learn through doing. A child’s play is a child’s work. At Charlevoix Children’s House, the process, not the product, is taught. The ultimate goal is that each child be responsible for his/her own education.

Questions & Answers about Montessori

Who was Dr. Maria Montessori?

She was the first woman to receive a medical degree in Italy. As a physician and psychologist, she was drawn to the study of education through her scientific observation of children. She then devoted her life to this work and her educational approach is now known and practiced throughout the world.

What is the purpose of the Montessori experience?

The purpose of the Montessori experience is to help each child to develop within him or herself the foundations for a lifetime of creative learning and living. To do this, the classroom becomes a place which constantly seeks to discover and meet the basic needs of each child: physical, emotional, social and intellectual. It is actually the “children’s house,” for this is a place where their work is viewed as important and their dignity is respected. As the Montessori house provides ways for each child to meet his/her needs, he/she begins to show a tremendous appetite for learning and discovering, a sense of order, great powers of concentration, initiative, consideration for others, self-discipline, self-confidence and great joy.

Since each child is an individual with specific needs and interests, he/she is free to work at his/her own pace with material that is appropriate and challenging. A child’s “work” is never graded or compared to that of others. The learning approach occurs naturally for each child at the proper moment, giving each individual the chance to fulfill his/her potential to become an independent, secure and balanced human being.

What is the “prepared environment?”

A child from birth to age six learns in a much different way than an older child or adult. The young child does not select and choose that which he/she wishes to learn. Rather, that child “absorbs” or “soaks up” all that is within his/her environment, both good and bad. Therefore, the adult should “prepare the environment” by providing the means for the child to meet his/her own needs and by removing any obstacles which would hinder development. A Montessori environment is orderly, beautiful, loving, joyful and rich in those materials and activities through which the child can construct his/her personality and view of the world in a most positive way.

A very important part of all Montessori environments is the other children. A class is carefully composed of a mixed age range which acts as a small community. The child’s environment is immeasurably enriched with opportunities for cooperative work with various ages and for help or comfort spontaneously offered by another child.

What is the role of the Directress?

True learning takes place when a child interacts with their environment and “discovers” what he/she needs to know. The teacher is called the “Directress” because she seeks to aid and guide the work of the child rather than be the “source of knowledge.” She is trained to be a skilled observer, to recognize the needs and sensitivities of the child, to be aware of his/her periods of readiness, and then to “link” the child with the activities which will best meet his/her needs at a given moment.

The method is “indirect” in that the Directress neither imposes upon the child as in direct teaching nor does she abandon him/her as in a non-directive, permissive approach. Rather, she is actively alert to the direction in which the child has indicated he/she wishes or needs to go and actively seeks ways to help him/her accomplish these goals.

What are “sensitive periods?”

By observing children, Dr. Montessori saw that, at certain times in a child’s early years, he/she shows unusual interest and capability in acquiring particular skills. She termed these times “sensitive periods” and they exist in the early lives of all children, regardless of their cultural heritage or environment. These are periods when a child is especially attuned to learning or acquiring a particular idea or skill; if the child’s environment is not prepared so as to “feed” this sensitivity at the proper time, it will require more effort for him/her to acquire the same skill later.

The Montessori Directress is trained to recognize the sensitive periods and the class environment is prepared to enable the child to acquire the skill or idea toward which he/she is so irresistibly drawn. For example, the sensitive period for writing is between 3 1/2 and 4 1/2 for most children, leading to reading and numbers at the age of 4 to 5; sensitivity for precise movement and coordination is 2 1/2 to 4; for acquiring a sense of order, 2 to 3 1/2; for learning social skills, 2 1/2 to 5.

Are the children allowed to do whatever they want?

A child must have freedom to develop; but freedom is a goal, a point of arrival, and not a starting point. True freedom implies responsibility and self-discipline. In a Montessori class, the child is helped toward self-discipline by offering him/her limited choices at first and then gradually expanding the possibilities of choice as the child becomes able to choose responsibly.

Real choice is based upon knowledge, and it is through the building of knowledge and ever-increasing opportunities to choose that the child becomes self-disciplined, creative and free. Yet he/she is willing to seek information and directions when necessary and is willing to assume responsibility for his/her actions within the larger society of the class.

Freedom within the classroom means that the child is free to move about the room, to talk with other children, to use any materials whose purpose he/she understands, or to ask the Directress to present new activities. The child is not free to disturb other children at work or to abuse the material that is so important to his/her development.

Is the Montessori approach primarily aimed at academic achievement?

Many skills and concepts which were normally not “taught” until a child began elementary school are more easily and joyously discovered by the young child if the environment provides the basic keys. Thus, the basic concepts and skills for reading, writing and mathematics are presented to the child in a primary Montessori classroom when he/she is most interested in exploring them.

However, parents should realize that academic achievement is not the major goal of the primary Montessori class. The aim of the Montessori experience is to aid each child in developing himself/herself fully and this implies an environment which serves all the needs of the child: emotional, social and physical needs as well as intellectual needs. The materials designed to encourage cognitive development are more concrete and, thereby, more easily visible. However, the environment is just as carefully designed to aid the child in exploring and expressing feelings, learning to coordinate movement, directing his/her actions, and interacting with other children in a community setting.

Where can I read more about the Montessori approach?

The Secret of Childhood - Maria Montessori

Montessori, A Modern Approach - P. P. Lillard

The Hidden Hinge - Rosa Packard

The Absorbent Mind - Maria Montessori

Maria Montessori - Her Life and Work - E. M. Standing

Explore the Internet!

Log on to Charlevoix Children's House website:

www.charlevoixchildrenshouse.org for a direct link to the International Montessori Site:

HYPERLINK "http://www.montessori.edu" www.montessori.edu. This is a great resource for many topics involved with our own school and the Montessori approach.

Aspects of the Montessori Approach

Practical life materials are usually the first to attract the children. They provide a way to learn specific skills, develop coordination and grow in independence. These activities include pouring, polishing, scrubbing, preparing snacks, gardening, carpentry and games to introduce social skills.

Sensorial materials help the child to refine his/her senses and his/her ability to explore through sight, hearing, taste, smell and touch. He/she begins to classify and organize his/her environment.

Language oral expression, sound games, letter recognition, writing and reading are "absorbed" naturally and joyfully during this period.

Mathematics is presented in concrete form to prepare for later abstractions of such concepts as the decimal system, addition, subtraction, multiplication, division, fractions and the beginnings of plane and solid geometry.

Cultural subjects are presented to the child as short, vivid impressions. The child is then encouraged to explore and experiment. Varied art media, music, creative movement, science and social studies are presented at the child's individual level.

Child Health Regulations

Children should not be brought to Charlevoix Children's House with any of the following symptoms:

**FEVER
DIARRHEA
VOMITING
RASHES
DISCHARGES OF THE EYES OR EARS
HEAVY NASAL DISCHARGES
PERSISTENT COUGH
HEAD LICE - NO NIT POLICY****

Children who develop the above symptoms while at the Children's House will be isolated under the supervision of a staff member. His/her parents will be notified to pick up the child as soon as possible.

Children may return to the Children's House 24 hours after the last sign of symptoms. Heavy nasal discharges "green" in color, may indicate an infection where the child shall not be brought to school.

Any child with a continuous persistent cough that is not contagious must have a doctor's note to return to school.

Please be considerate not only of the health and comfort of your child but also of the health of all the children at the Children's House.

**Parents are responsible to ensure that children are not brought to school with nits (eggs) present in hair even after treatment for head lice.

Charlevoix Children's House is required to report communicable diseases to the local health department on a weekly basis. Those diseases include the following: measles, rubella (German measles), mumps, hepatitis, scarlet fever, strep throat, scabies, pertussis (whooping cough), Haemophilus influenzae type B, encephalitis, meningitis, apparent flu, pediculosis (head lice), chicken pox, and covid. If your child has been diagnosed as having a contagious disease or illness, please notify the Children's House immediately.

Illness and Medication: Notify the school if your child is going to be absent or tardy. The school needs to know the nature of all illnesses contracted by the children (or to which children have been exposed). If your child is on any medication at home that the school should know about, tell the directress. If your child must have medication at school, please (according to the health regulations) complete the Medication Permission Form available at the school. Staff does not administer eye drops. Charlevoix Children's House will maintain a record as to the time and the amount of any medication given or applied in a designated log book.

Nutrition: Proper nutrition is stressed at Charlevoix Children's House. Please do not send any candy. It will be sent home. Try to send a balanced lunch in appropriate amounts for your child.

If you must send “treats,” the child will be encouraged to eat his/her healthy food choices first.

Ground Rules

These rules will be presented at orientation and on the morning line over a period of several days. We will practice and repeat them many times over, but some children will still need gentle reminders! *It will be important for the staff to role model these ground rules!!!*

Walk slowly and carefully; walk around floor work.

Purpose: *to gain control of body, and avoid accidents with people and activities*

Use quiet voices.

Purpose: *to facilitate an environment conducive to concentration*

Be attentive during Line Time.

Purpose: *to learn listening skills, to speak in front of a group, to learn manners in a group, waiting and taking turns, and moving, singing and finger play*

Carry things one at a time.

Carry trays with two hands.

Place chairs under tables.

Purpose: *to aid concentration, to avoid accidents, to gain strength and control of muscles*

Use only ONE activity at a time.

Purpose: *to aid concentration, facilitate good manners, and develop a social conscience*

Return work neatly and properly to correct place.

Purpose: *to aid concentration, aid visual memory, and develop a social conscience*

Keep all work on table or rug.

Purpose: *to aid order and facilitate concentration*

Handle materials respectfully.

Only touch your own work unless invited by another.

When an activity is at a table or rug, no one else may take or touch it.

Purpose: *to aid order, facilitate concentration, develop a social conscience, and give children a sense of ownership, and respect for the rights of others.*

“Interrupt” others by a quiet hand on the shoulder of the adult or other child.

Purpose: *to facilitate manners, and to develop a social conscience*

Parent Responsibilities

To keep tuition at an affordable rate, and acquire needed supplies and equipment to maintain the

school and improve programs, it is asked of the **parents to donate their time and talent whenever and wherever possible** and to participate in at least one of the committees described below. All committees are made up of volunteer workers plus a minimum of one Board member.

Included in the Tuition Agreement Contract, all families are required to volunteer a **minimum 10 hours of service during the calendar year, or may elect to pay \$300.00**. A listing of areas in which you can participate is included in the attachment section, along with a form to keep track of your participation hours. Unsatisfied volunteer hours will be subject to a fee of \$30.00 per unsatisfied hour, up to 10 hours.

Charlevoix Children's House, Inc. is a non-profit corporation. The Board of Directors, along with the Executive Officers, shall act as a governing Board and shall have general responsibility for all programs, policies, and business of the corporation. Board approval shall be required for all contracts and expenditures exceeding \$100 except for repetitive payments such as rent, insurance, taxes, and licenses. A copy of Charlevoix Children's House By-Laws will be made available upon request. Generally speaking, the parents are responsible to keep Charlevoix Children's House in operation.

Organization and Management of the Board of Directors

The Board of Directors shall consist of a minimum of five and maximum of nine members. Nomination for membership on the board will be considered from community members, current parents or past parents of the students attending Charlevoix Children's House who bring to the school special talents or interests or a desire to volunteer. New board members will be elected by a majority vote of the CCH Board. Employees or spouses of employees will not be allowed to be board members. No more than one parent/guardian of a child/children may serve as a board member during the same term of service.

Vacancies on the Board of Directors shall be filled by nominations from the remaining members of the Board of Directors/Officers as soon as possible. Persons appointed to fill vacancies shall fill out the remainder of the unexpired term and are then eligible to be nominated for a full term.

A board member may resign at any time by written resignation to the Board of Directors. A board member shall be terminated from the board due to excess absences, more than four (4) unexcused absences from board meetings in a year. A board member may be removed for other reasons by a majority vote of the remaining Board of Directors/Officers.

Committees

Purpose of Committees. The Board of Directors may create committees as needed, such as Finance Committee, Marketing Committee, and Fundraising Committee, etc. The President may appoint, with the advice and consent of the Board of Directors, all committee chairpersons as may be deemed necessary, but no committee shall become operational, and no appointments shall become final without such advice and consent of the Board of Directors. The task of a committee is to assist the Board of Directors to ensure that Board policy is being followed, and

to look to the future relative to the mission of the school by recommending changes and improvements for long-term institutional growth and development.

Chair Responsibilities. The committee chairperson duties include gathering input from the Board of Directors and Executive Directress as to necessary tasks, recruit their committee, arrange meetings as needed outside the Executive Board meetings, presentation to the Executive Board for approval of projects before actions are taken, and report progress to the Executive Board monthly. For Board approval the following items need to be specified: How the project applies to school's mission, purpose of proposal, proposed budget, proposed duties and who will fill them, estimated time of completion.

Membership on Committees. Qualifications for membership on Committees shall be as determined by the Board and the Corporations By-Laws. The Chairperson of each Committee shall be a member of the Board of Directors, appointed by the President. Volunteers are needed to help in each committee and may be parents, community members, or employees recruited by the Committee Chairperson. Committees meet independently of the Board of Directors. The Committee Chairperson shall report to the Board of Directors.

1. Building and Grounds Committee:

Goal: To maintain Charlevoix Children's House interior/exterior.

Responsibilities:

To determine a budget for all maintenance, report to the Board of Directors.

To keep playground area and all other grassy areas cut.

To keep all parking areas, driveways, and sidewalks clear of snow.

To have all other floors professionally cleaned when need be.

To provide miscellaneous maintenance and upkeep.

Ensure conformity with safety and building codes.

Identification of future needs, recommendations to the Board of Directors.

2. Finance Committee:

Goal: To achieve and maintain financial stability.

Responsibilities:

Review budget and make recommendations to the Board of Directors.

Review scholarship applications, determine scholarship awards from scholarship fund.

Investment planning.

Determine availability of scholarships

3. Fundraising/Grant Committee:

Goal: To raise money for Charlevoix Children's House.

Responsibilities:

To organize fundraising projects, including board approval, providing information to parents and Volunteer & Marketing Committees, coordinating each fundraising event.

Determine fundraising expected expense and income

Submit a final report to the Board of Directors on each event

Contact local service clubs or private donors to contribute.

Submit grant proposals and applications available for non-profit organizations.

Implement an annual alumni campaign for CCH scholarship and growth funding.

4. Policies Committee:

Goal: To ensure that Charlevoix Children's House is operating with fair and equal opportunities.

Responsibilities:

Review personnel forms and policies; recommend changes to the Board of Directors

Review parent handbook and CCH By-Laws for any changes required

Review application, enrollment, and tuition policies.

5. Social/Marketing & Volunteer Committee:

Goal: To unite the family and friends involved with Charlevoix Children's House.

To coordinate volunteer helpers needed for special events or fundraisers.

To ensure the community is well-informed regarding the programs and services available year-round by Charlevoix Children's House.

Responsibilities:

Help organize annual family and community events.

Coordinate event or fundraising volunteers needed with phone calls and sign-up lists.

Determining the School's current image relative to its mission.

Recommend to the Board policies related to recruitment, financial aid, and strategies for marketing the school to the current families, and community in ways consistent with its mission, philosophy, and long-term goals.

Prepare information to submit for public advertising.

Coordination with Char-Em to participate in pre-school programs available to public.

There may be standing committees formed and managed by the Board of Directors as deemed necessary. Any parent interested and with particular experience that would be beneficial to a committee should contact the Executive Directress and express interest in joining that committee. Any parent interested in reading or obtaining a copy of the By-Laws should contact the school office.

Policies and Procedures

Absences: Parents must notify the school as early as possible of any absences, e.g. illness, trips, special occasions, etc.

Accidents: In the event that your child is involved in an accident at school, emergency first aid will be administered and the parents will be informed as soon as possible. In the case of a more serious incident when a parent cannot be reached, the authorized person listed on the emergency form will be contacted.

Admissions: All children shall be considered for enrollment at Charlevoix Children's House, Inc. regardless of race, religion, color, sex, or national origin. Application procedure includes the Parents (by appointment) to observe a class in the school and meet with the Directress. Parents submit an Application and First-Time Family Enrollment Deposit of \$200 to CCH, Inc. The student's name will then be placed on a list in order of receipt of application. When space is available, a tour and orientation with the parent and child will be scheduled with the Directress. Upon acceptance, a signed Tuition Agreement Contract is required. Class size is limited to 20 students. Parents submit required Immunization Record, Health Appraisal Form, and completed Emergency Card prior to child's initial attendance. The enrollment deposit will be forfeited if the student is withdrawn prior to the completion of the contracted school year.

Birthdays: We'll celebrate each child's birthday in a special way. Special snacks are not necessary for birthdays, but often appreciated. If you choose to bring a special birthday snack, please make it nutritional (low sugar). Please also send in a short "this is your life" for your child; e.g.: When Lauren was born she only weighed 6 1/2 lb. and slept in a little bassinet.

When Lauren was 1 she liked to jump in a jump seat in the kitchen doorway and giggle.

When Lauren was 2 she was walking and exploring.

When Lauren was 3 she loved reciting nursery rhymes and riding her big wheel.

When Lauren was 4 she learned to read and print.

When Lauren was 5 she liked to earn gold stars for doing things by herself -
(i.e. making her bed, cleaning up her toys, brushing her teeth)

Now that Lauren is 6 she is learning to ride her two-wheeler, making phone calls and enjoys reading to other children. She is especially looking forward to first grade.

Calendar: At the beginning of each school year, CCH will provide a school year calendar. CCH follows the Ellsworth Community School calendar for Holiday Breaks and early dismissals. Parent/Teacher conferences and Teacher in-service dates will be listed on the CCH calendar. Certain dates are tentative and may be subject to change; notice of changes will be posted. In the event of a snow day, follow the cancellation schedule for the Charlevoix Public Schools. School closings are announced on local radio and television stations. If the Charlevoix Public Schools are delayed, the Charlevoix Children's House will be delayed.

Some special events on the Charlevoix Children's House calendar include: Field Trips, Thanksgiving Feast, Christmas Program, Father's Night, Mother's Night, Creation Celebration, New Enrollment Open House, Graduation, and Welcome Picnic for new school year.

Changes at Home: Please notify the school of any changes at home; e.g. parent trips, someone visiting, deaths, etc., which may affect your child.

Childcare: Childcare may be arranged in advance for any child. At least 12 hours' notice is appreciated.

Childcare Rates: Childcare rates are listed on the annual Classroom Schedule & Tuition Rates form. Extended childcare may be contracted annually or paid at an hourly rate. Hourly childcare

applies to pick-up after contracted time and is billed monthly (due upon receipt). The time allowance for pick-up with grace is 15 minutes for morning (11:45) and full day (3:15) programs. Pick-up after grace period allowance will be calculated at the hourly childcare rate commencing at the end of contracted program schedule. Pick-up time is calculated as the time the child departs the building. * If your child will require daycare after their contracted time, parents must arrange this prior. Childcare will end at 4:30 for the 2022-2023 school year.

Childcare Bags for Nappers: Parents supply a day care bag for nappers. It must be large enough to hold a blanket, a small pillow and a snugly (something your child likes to snuggle with while napping, like a stuffed animal if preferred). The bag must also have a strong handle so it can be hung up. These bags will be sent home at the end of each week for you to clean or change the bedding and pillow covers.

Child Illness:

- (1). Parents shall be notified when the school observes changes in a child's health, when a child experiences an accident, injury or incident, or when a child is too ill to remain in the group.
- (2). The school shall assure that a child, too ill to remain in the group, is placed in a separate area and is cared for and supervised until the parent arrives.
- (3). Items and facilities, including sleep equipment, bedding, utensils, toys, toilets, and lavatories, used by the ill child, shall not be used by any other person until thoroughly cleaned and sanitized.
- (4). If the school becomes aware that a child in care has contracted a communicable disease, then the school shall notify parents of the following:

- The name of the communicable disease.
- The child that may have been exposed.
- The symptoms of the disease.

*CCH will follow the most up-to-date recommendations from the CDC and HDNWMi for all Covid related policies.

Child Information Cards (Emergency Cards): Prior to admission, this card must be filled out completely with all spaces filled or lined through.

Front of Card Items 1 and 2 should indicate either "mother" or "father"; the person to be notified in an emergency situation, if the parent is not available; and the names of the persons, other than the parent, to whom the child may be released.

Back of Card: The back of the card needs to be filled out completely but does not need to be notarized. The space that is designated child-care provider should read: Charlevoix Children's House.

In all cases, a dated note stating who (other than the regular pick-up person) is picking up the child, and the specific time and date the child is to be released is preferred. If the name of the pick-up person is already included on the information card, a phone call informing of the change in routine pick-up will allow us to release the child to the person listed on the card.

Clothing: We ask that you not send your child to school in good clothing as we encourage “freedom to create” with paints and other materials which may stain or ruin clothing. Be sure to send warm enough clothing for your child to be comfortable in school and during outside playtime. The building is not kept overly warm. In the winter, the children will be going outside as much as weather permits. Send boots, mittens, hat, snow pants, and jacket so that your child will not be left out of important outside play. Please remember to put your child’s name in all clothing, bedding, etc.

Conferences (Parent/Teacher): Charlevoix Children’s House schedules conferences to coincide with the Ellsworth Community School’s schedule; sign-up sheets will be posted at the appropriate time. Please feel free to make an appointment to speak with the Directress any time you have a question or concern.

Daily Schedule: (all times are approximate except arrivals and departures)

7:30 a.m.	School Opens-drop-off.
8:00	Kindergarten students arrive
7:30-8:15	Children arrive, settle in and choose an activity.
8:15	Optional circle (Line Time).
7:30-10:15	First work period. Small group and individual presentations of materials.
10:15	Line Time
10:30	Begin transition to outside play time.
10:45-11:30	Outside. Morning children leave.

11:35	All in for lunch.
12:30	Story circle.
12:45	Nappers to cots. Extended Session for oldest children.
12:45-2:15	Work period for oldest children.
2:30	Afternoon snack.
3:00	Afternoon session ends, children outside, pick-up.
3:00	Kindergarten students depart
3:00-5:30	Child and after school care. School closes.

Diapers (or Pull-ups) and Wipes: Parents are to provide the child’s diapers (or pull-ups) and wipes. A weekly (or monthly supply) should be labeled with your child’s name and stored in the bathroom containing the changing table. Please check your supply as needed.

Discipline Policy for Charlevoix Children’s House:

Discipline is not just a technique or a set of rules. It is the whole climate of the school and the way adults behave toward children in good times and bad. The main objective is to help the students achieve an attitude of respect for rules, peers and adults while maintaining a good sense of self.

When we talk about discipline, it is also in reference to the manner in which the child walks, talks and reacts to others. It comes from within. Punishment, on the other hand, is the direct consequence for certain behaviors. (Example: There is an aftermath for unacceptable behavior. “I’m sorry, you will take your work to _____. When you are ready to rejoin the group, please let me know.”)

Always watch for signs of serious trouble and try to avert it before it occurs. Close observation will alert the teacher to impending problems. Particularly in the case of younger children it can be difficult to work through the problem verbally. Therefore, it is frequently best to gently remove the child from a potentially volatile situation. However, if it seems realistic to help the students settle the problems verbally ‘on the spot’ by all means, do it. Otherwise, a discussion at a later time might be more productive.

Never abuse a child verbally or with spanking. Placing substances in a child’s mouth is prohibited. That includes, but is not limited to soap, hot sauce, and vinegar according to rule R 400.8140(2)(b). If possible, give two or three choices of acceptable behavior. One of the choices might be to sit alone until ready to inform the teacher that he/she is ready to rejoin the group. In the case of a child who needs to release some pent-up feelings of aggression, one of the suggestions might be to punch a pillow until he/she is ready to rejoin the group. Make it clear that you cannot let him/her hurt another person and at the same time emphasize that you will not let another person hurt him/her.

Try to remember to separate the deed from the doer. Avoid humiliation at all costs. A misbehaving child is a discouraged child, according to the Dreikurs. Therefore, look for honest opportunities to encourage a misbehaving child. (Example: “Try again, you can do it.” “I’m glad to see that you are trying to . . .”)

In a Montessori classroom the **limits of spontaneous activity** are these:

- 1) The activity should be based in the critical mind - should have an intelligent aim.
- 2) The scope of the activity should be useful.
- 3) The activity should be constructive.

The **limits of freedom** are these:

- 1) The collective interest.
- 2) Knowledge must precede choice. Only when we know something can we choose freely. For that reason, the teacher should have presented a material to a child before he/she works with it.
- 3) Correct use of materials.

The teacher should develop a respect for the uniqueness and potentiality of each child. This sense of respect should be so evident to the child that it need not be communicated verbally. It shows itself in the person, manner, and preparedness of the teacher, who treats each child with the same deference she would want for her own child. Suggested Reading: *Children the Challenge*, by Rudolf Dreikurs, M.D.

Eligible Ages: Children ages 3 years through 6 years are eligible for a primary classroom.

Enrollment Deposit: The First-time Family Enrollment Deposit of \$200.00 is required with an initial Enrollment Application for new families to hold a classroom position for a contracted

school year. This deposit may be refunded or donated by request upon completion of the last family member to attend CCH, providing the account is in good standing. If the student is withdrawn prior to the completion of the contracted school year, the deposit is forfeited. May 1st is the deadline for currently enrolled students to reserve a spot for the following school year. To hold a position for a contracted year, \$200 must be on account. Open enrollment for new families will be taken as of May 1st. The attachment section of this handbook contains the Family Enrollment Deposit Refund or Donation Request form. Families may wish to donate the enrollment deposit back to Charlevoix Children's House as a charitable contribution. Upon completion of the last family member to attend CCH, please submit your request.

Field Trips: Permission forms for each field trip explaining the details will be sent home in advance. The form must be signed and returned to the school if your child is to participate. Permission for Walking Field Trips will be determined at the beginning of the school year and will apply for the entirety of that year.

Fire/Tornado/Lock Down Drills: A minimum of four fire drills, two tornado drills and two lock down drills will be held each school year.

Grace Allowance for Pick-up: The time allowance for pick-up with grace is 15 minutes for morning (11:45) and full day (3:15) programs. There is no grace allowance for late pick-up on extended daycare contract times. Pick-up after grace period allowance will be calculated at the hourly childcare rate commencing at the end of contracted program schedule.

Holidays: Holidays which are often periods of considerable stimulation for your child, are kept low key at school. They are handled through art, crafts, music and finger plays. No costumes are worn for Halloween. Christmas gifts are not exchanged in school. Valentines are exchanged on Valentine's Day. It is suggested that each Valentine card is signed but not addressed.

Immunization & Health Requirements: Updated immunization records must be on file prior to the start of the first day of school. This is to be updated for any additional immunizations during the school year. Within 30 days of initial attendance the parents are to provide a completed Health Appraisal form (the green one) signed by a physician. Activity restrictions should be noted. The Health Appraisal form needs to be updated every 12 months.

Lunch/Snacks: Parents are required to provide a nutritious lunch whenever their children are in attendance during lunchtime (11:30 p.m. - 12:30 p.m.). Perishable foods needing refrigeration shall be refrigerated. All lunchboxes and extra containers must be labeled with the child's first and last name and the date for each day. Parents sign up at the beginning of the school year to provide snacks for during the school year. A morning and afternoon snack is served to the children daily by the school staff, who will ensure that the snack will be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the childcare food program as administered by the Michigan Department of Education. Charlevoix Children's House shall assure that a child with special dietary needs is provided with snacks and meals in accordance with the child's needs and with instruction from the child's parent or a licensed physician.

Water bottles - filled every morning *prior* to coming to school with name and date each day.

Medication Administrative Procedures.

Medication, prescription or nonprescription, shall be given to a child by an adult caregiver only. Medication, prescription or nonprescription, shall be given or applied only with prior written permission from a parent.

All medication shall be in its original container, stored according to instructions, and clearly labeled for a named child.

Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions.

All medication shall be kept out of the reach of children and shall be returned to the child's parent or destroyed when the parent determines it is no longer needed or it has expired.

A caregiver shall give or apply any prescription or nonprescription medication according to the directions on the original container unless authorized by a written order of the child's physician.

Topical nonprescription medication, including, but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.

The school shall maintain a record as to the time and the amount of medication given or applied.

Operating Hours: Monday through Friday from 7:30 a.m. through 5:30 p.m.

Other Charges:

After Hours Pick-up Penalty: Any child picked up after the 5:30 p.m. school closing time will result in a \$20.00 charge for every 15 minutes or portion of 15 minutes. Please contact the school to let them know if you have an emergency and have to pick-up later than expected.

Childcare Charges: Pick-up after contracted schedule will be subject to childcare charges. More details are listed under Childcare Rates and Grace Allowance for pick-up.

Parent Participation: Each family is required to volunteer a minimum of 10 hours of service during the calendar year or may elect to pay \$30.00 per unsatisfied hour (maximum of \$300.00).

Returned Check Charge: There will be a returned check fee of \$30.00 for any checks returned by our bank for non-sufficient funds or closed account.

Special Activities: Field trips, special activities or special lunch days may require a fee. Notice and permission forms will be given to parents in advance.

Photo Release: Occasionally, the Charlevoix Children's House has an opportunity to have pictures taken for the newspaper, website, TV or other publications. Parents are asked to sign a Permission for Photographing slip to authorize release and keep on file at CCH.

Power Outages: CCH staff will contact families when an electric power outage has occurred beyond one hour. Parents will be responsible to pick-up their children. School will be closed for the remainder of the day.

Release of Child: Children will only be released to their biological parents/legal guardians or those indicated on the Child Information Record. Please notify the school if there are changes to

the typical pick-up person. If it is someone not listed on the Child Information Record, a written note/email is required.

Scholarships for Tuition: Scholarships will be awarded twice each school year per semester when funds are available. The deadline for application for the Fall Scholarship is June 1st and the deadline for the Winter Semester is December 1st. Applications are to be marked “Confidential” and given to the attention of the CCH Administrator. All applicants will remain anonymous.

The Finance Committee reviews these applications anonymously and awards assistance based on financial need and scholarship money available. Grant allocations will be awarded on June 15th and December 15th.

The following criteria are used when making scholarship decisions:

- * Family net income
- * Number of children paying tuition
- * Acceptance into general program

The Charlevoix Children’s House will work cooperatively with families whose household qualifies for the Federal Free/Reduced Lunch program.

School Supplies: A list of needed supplies to start the school year will be given to all families. Some items may need to be replenished during the school year. A “wish list” will be posted.

Show and Tell: **The first Wednesday of each month** is the designated day for Show and Tell. Because the purpose of show and tell is for language development, **please send in items of academic interest** that your child would like to show and describe, i.e. something from science or social studies. **For the most part, toys are not appropriate and often do not keep the attention of the audience.**

Sibling Discount: For families with more than one child enrolled during the same period in the preschool program only, sibling discounts apply. A 15% second child discount will be given to the younger sibling base tuition and extended childcare contract fee. A 40% third child discount will be given to the youngest child. There is no discount for hourly childcare charges.

Slipper Bags: Each child receives a slipper bag for his/her entire stay at the Charlevoix Children’s House. In this bag you must put a complete change of clothing and a pair of slippers. These articles are to be left at school. Please replace used articles as soon as possible.

Snack Week: We ask all parents to sign up for 2 one-week periods of providing snacks for all the children. We have a sign-up snack calendar to reserve your weeks. Plan to prepare for approximately 20 to 25 students for snacks per day. To facilitate independence and to avoid pulling staff away from focusing their full attention on the children, we suggest the snacks are prepared in advance by the parents. Suggested types of snacks: fresh fruit (bite size), veggies, crackers, cheese, muffins, cereal bars, etc. Also, please bring **1 gallon of 2% milk** for the week.

Supervision Plan: All staff, parents and volunteers who may have contact with children shall follow the written Supervision and Discipline found on page 30 of this handbook. A signed

Screening Statement is required from all staff and volunteers prior to contact with children.

Tornado Drills: Will be conducted in the Fall and Spring. Parents will be contacted in the event of a real emergency, as well as Police and Fire Departments, depending on the type of emergency.

Toys: Generally, toys from home should not be brought to school. Please discuss with the Directress any desire to bring a toy for academic interest.

Tuition: The Charlevoix Children's House, Inc. is a non-profit organization operating completely upon tuition, fund-raisers, and donations. Tuition rates are reviewed and determined annually by the Board of Directors. A 30-day notice will be given prior to any change. A signed Tuition Agreement Contract is required prior to admission.

When selecting the Full-Payment Plan, 5% may be deducted from the total annual amount, if paid by September 1. When accepting the Ten-Monthly Tuition Payment Plan, payments are due on the 1st of every month beginning September 1, and ending June 1. Payment Coupon Sheets are available to help you plan your due dates. Tuition payments will be recorded, and a statement of account is available by request.

Invoices for Hourly Childcare are billed monthly, due upon receipt. When an account becomes 30 days past due, it will be charged a 2% penalty (an annual rate of 24%) on the past due amount, calculated monthly. When an account becomes 60 days past due, the child will be temporarily suspended from attending school until the account is brought current. Any past due accounts are to be paid in full prior to admission and the start of a new school year.

In accepting the tuition contract, the parent accepts the responsibility for tuition for the full school year. The annual tuition is not subject to adjustments for temporary absences, including those caused by accident or illness of the student.

In cases of failure to pay, the parent or guardian who is responsible for payment agrees to pay, to the extent permitted by law, the school's expense of enforcement and collection for any outstanding amounts due under the tuition contract, including attorneys' fees and costs. The outstanding balance will be charged a 10% interest penalty, calculated monthly.

Our accounting firm McLane and Blatchford CPA processes tuition payments for CCH. Expect invoices to be coming from them via email. There will be an option to pay directly from the invoice, you may request ACH withdrawal, credit card payment or a check may be submitted monthly. Credit card payments are subject to a fee.

If writing a check, please write your child's name on the memo line with the check payable to CCH, Inc and mail or drop off to McLane Blatchford at 1108 Bridge St, Charlevoix, MI 49720. If paying by ACH or credit card a fee may apply.

Visitors/Classroom Safety Procedures: Once class commences each day the front entrance will be locked as a safety precaution to the children. Forgotten drop-off items may be brought to the office door. Please knock and a staff member will greet you. Parents wishing to observe

classroom activities may enter through the office entrance to observe the classroom, ideally parents should schedule this activity in advance with the Directress.

Volunteers: All supervised volunteers must have a public sex offender registry clearance before having contact with children in care.

We screen staff and volunteers for criminal background checks. Any individual who is registered on the public sex offender registry is prohibited from having any contact with any child in care.

Withdrawal: If the Directress determines that it would be in the best interests of a child and/or the class as a whole for a particular child to discontinue attendance at Charlevoix Children's House, that child's parents will be contacted by the Directress and a conference arranged to discuss the reasons for her decision. In such a case the annual tuition will be pro-rated on a daily basis and the parents will only be responsible for fees covering the number of days in which the child was enrolled at Charlevoix Children's House. If tuition or deposits in addition to those fees have been paid to Charlevoix Children's House, the overage will be refunded.

If parents choose to withdraw their child from Charlevoix Children's House, the Directress should be informed as soon as possible. Written notice stating the reasons and final date child is expected to attend class is requested 30 days prior to the withdrawal date. Until a signed, written notice of withdrawal has been received, a student will be considered absent and the account subject to the terms on the signed Tuition Agreement Contract. As a non-profit organization with a budget based on commitments for annual tuition charges, it is difficult to adjust to reduced revenues in the middle of the school year. However, the Administrator will make every effort to determine fees owed and/or tuition refunds due. The enrollment deposit will be forfeited.

Questions? If you ever have any questions or concerns, please feel free to contact the Directress or any member of the Board of Directors.

CCH Emergency Procedures

Minor Medical Care

(Cuts, bumps, splinters, etc.)

An adult will comfort the child and check the extent of injury, wash the area, and continue as needed.

The First Aid Box will be located in the first bathroom.

A cot and bedding for a child that is ill or injured will be placed in teacher's office.

Charlevoix Children's House will report to the parent observed changes in the child's health or any accidents that may have happened to the child.

Major Medical Care

A staff member will be with the child at all times to comfort the child and check the extent of the injury. The school will call the ambulance at 911 and notify the child's parent or guardian. First aid will be used as needed; the child will be isolated from the group.

Emergency Dismissal

In the event of inclement weather, parents are advised to listen to the local radio or TV announcements for special directions. When Charlevoix Public Schools close, Charlevoix Children's house will also close. Parents should arrange to have their child picked-up as soon as possible. The staff will contact parents or the emergency contact person listed on the child's information card. Parents may come to the school to get their children at any time during severe thunderstorm warnings, tornado watches, or warnings.

CCH staff will contact families when an electric power outage has occurred beyond one hour. Parents will be responsible to pick-up their children. School will be closed for the remainder of the day.

Fire

DIRECTRESS:

Sound horn signal by east exit (back yard). Children will be instructed to walk immediately to the adult with the horn, leaving coat, shoes, etc. Adult with fire horn will take attendance book and exit to playground or driveway if necessary. Adult will check attendance record against head count. When fire emergency (drill) is over, adult instructs children to return to building.

ASSISTANT:

Call Fire Department: DIAL 911 (if no answer or busy, call 547-3279 (fire) or 547-3258 (police). After removing all children from building, will try to control fire extinguishers located on walls in classroom. Assist the Directress. (Records fire drill log of time and date.)

AIDE:

Checks all rooms in building to make sure no children are remaining. Turns off lights, closes all doors. Takes student Emergency Cards in order to contact parents. Assist Directress with children.

In an emergency situation, parents will be contacted immediately to pick up their child. In the event of needing to leave the Charlevoix Children's House grounds, students will be evacuated to the Char-Em building, and parents will be directed to pick up their children there.

Tornado

If weather conditions are such that a tornado is likely to occur, the Sheriff's Dept. will contact the school to alert the staff about severe weather conditions. If time permits, parents will be notified and children will be sent home. If not, the following emergency procedures will be used.

DIRECTRESS:

Sound horn signal by east exit (back yard), take attendance book. Children will be instructed to walk immediately to the adult with the horn. If time permits, adult and children will proceed to trap door located in storage room through office. One (1) adult will lower self to crawl space. ASSISTANT will lower children to waiting adult and then follow to crawl space. If time does not permit to use crawl space, adult will take children to children's bathrooms to sit on floor, and close the door. DIRECTRESS will check attendance record against head count.

AIDE:

Checks all rooms in building to make sure that all children are with Director. Monitors weather conditions via battery operated radio. Turns off any electrical units (record player, etc.). Follow to crawl space (or bathroom) and assists Directress with children. Remove any obstructions from the area the children are located. Takes student Emergency Cards in order to contact parents.

Songs, games and stories will be used to help comfort and calm the children in an emergency situation.

CHARLEVOIX CHILDREN'S HOUSE PARENT HANDBOOK

FORMS/ATTACHMENT SECTION

HEALTH CARE POLICIES AND RESOURCES

STAFF/VOLUNTEER SCREENING STATEMENT

PAPERWORK REQUIREMENTS

DUTY OF PARENTS TO PROVIDE CHILDREN'S RECORDS

PARENT REQUEST TO WITHDRAW STUDENT

ENROLLMENT DEPOSIT REFUND OR DONATION REQUEST

MEDICATION PERMISSION FORM

FIELD TRIP PERMISSION FORM

VOLUNTEER TRANSPORTATION FOR FIELD TRIPS FORM

PARENT PARTICIPATION PROGRAM