



The  
**Children's House**  
*An Independent Montessori School*

5363 N. Long Lake Road · Traverse City, MI  
[www.traversechildrenshouse.org](http://www.traversechildrenshouse.org)



## **FAMILY HANDBOOK**

**231.929.9325 t**

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[www.traversechildrenshouse.org](http://www.traversechildrenshouse.org)

## WELCOME FROM THE HEAD OF SCHOOL

Dear Families,

Welcome to the 2008–2009 school year at The Children’s House. Our mission states that *“We are a Montessori community dedicated to providing a learning environment that guides, nurtures and enriches the individual.”* This mission recognizes that we are committed to each child in guiding them to reach their fullest potential academically, socially and emotionally within the walls of their classroom, on their campus and eventually in the greater community.

During the course of the year, we will provide ample opportunities for you to understand more about Montessori philosophy and what makes our school different from any other. It is our intention to continue to validate your choice of providing an independent education for your child. Creating a strong partnership with you is of utmost importance to us and our effort in doing so makes us unique.

It has been proven by research that a child’s education is most effective when parents make a commitment to being involved and informed. This parent handbook is part of our effort to help you do just that. Throughout the year it will be supplemented with newsletters, parent meetings, classroom visits, educational workshops, parent–teacher conferences and community gatherings. Enclosed you will find a calendar to allow you to be apprised of these opportunities to participate.

As we begin this new school year together, it is important that you read through this handbook thoroughly to understand the basic policies, procedures, goals and traditions that we share. If you have questions, please ask them. If you have suggestions, we welcome them.

With enthusiasm and excitement for a fantastic year,

A handwritten signature in cursive script that reads "Michele Shane".

Michele Shane  
Head of School

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## **I. MISSION STATEMENT**

**We are a Montessori community dedicated to providing a learning environment that guides, nurtures, and enriches the individual.**

## **II. SCHOOL STRUCTURE AND AFFILIATION**

The Children's House is a private, non-profit, non-sectarian school and childcare center licensed by the State of Michigan. It is an affiliate member of the Association Montessori Internationale (AMI). The Children's House depends upon tuition and gifts for its support. Title XX payments through The Family Independence Agency are accepted for families who qualify. Tuition assistance, granted annually, are based on an application that indicates financial need. The Head of School is employed and supported by an elected Board of Directors. The Montessori classroom teachers have completed a bachelor's degree and AMI or AMS Montessori training for the specific age group they teach.

The Children's House admits boys and girls aged 3 months to 12 years, of all races, colors, nationalities, and ethnic origins, to all rights, privileges, programs, and activities available to students at the School. The School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarships and other school-administered programs.

## **BOARD OF DIRECTORS**

***Rose Hollander, Chairman***

***Jennifer Allen***

***Joan Griner***

***Yvonne Roehler***

***Michele Shane***

***Carmen Stevens***

***Chris Warren***

### **III. GOALS AND OBJECTIVES**

*The children learn from one another  
and throw themselves into the work with enthusiasm and delight.  
This atmosphere of quiet activity develops a fellow-feeling,  
an attitude of mutual aid, and, most wonderful of all,  
an intelligent interest on the part of the older children  
in the progress of their little companions.” -Maria Montessori*

Our Montessori community provides the “prepared environment” essential to Montessori education. It is our goal to meet the developmental needs of each child – social, emotional, physical, intellectual and artistic.

We view the entire world as having relevance to the classroom. Maria Montessori’s philosophy is the core of the Montessori class. Any materials or activities included in the classroom are chosen keeping her discoveries in mind. The environment is designed for the child, scaled to his or her size and planned to meet his or her needs. We provide an environment, both indoors and out, in which the child learns through the spontaneous exercise of his or her own faculties. As a consequence, the children develop within themselves the foundational habits, attitudes, skills, and ideas that are essential for a lifetime of creative thinking and learning.

The specific goals are for each child to:

- develop self-esteem
- foster an abiding curiosity
- foster inner discipline and a sense of order
- develop sensory motor skills in order to sharpen the ability to discriminate and judge
- develop habits of initiative and persistence
- build habits of concentration for daily lifelong study skills
- find a place within the greater community and appreciate our diverse world
- develop socially acceptable behavior
- acquire the basic skills necessary for a lifetime of learning
- maintain a positive attitude towards school and learning
- acquire the academic skills and knowledge appropriate to his/her developmental level

## IV. FACULTY AND STAFF

### ***Administration and Support Staff:***

Michele Shane, B.A., M.A., AMI	Head of School
Liz Ammond, B.B.A.	Web Support and Publications
Colleen Christensen, B.S., M.A., AMI	Director of Operations
Beth Melcher, B.A., M.B.A.	Business Manager
Lori Mucherino	Business Assistant
Melissa Russell, B. A.	Director of Advancement
Sara Sniff, Julie Schaar	Custodians

### ***Classroom Teachers:***

#### Infant-Toddler:

Erin Harrelson, B.A. AMS  
Hillary Porter, B.A., M.Ed, AMS  
Mary Rankin, B.S. AMS

#### Elementary:

Patty Anton, B.S., AMS  
Jill Borre, B.A., B.B., AMS  
Nadine Elmgren, B.A., AMI, AMS  
Catherine Turnbull, B.A., M.F.A.

#### Primary:

Alison Breithaupt, B.S., AMI  
Melissa Cole, B.S., AMI  
Jen Harris, B.A., AMS  
Julie Shearer, B.S., AMI

### ***Curricular Specialists:***

Tamara Batcha	Spanish
Marcia Borell, B.A., AMS	Art
Cymbre Foster, B.S.	<i>Della Terra</i>
Steve Maas, AMS	Physical Education
Lisa Johansson	Music
Jean Marie Riccobono, B.M., M.M.	Music
Stephanie Rorich Slawnik, B.A., AMS	Music
Trish Van Dusen	Kitchen Classroom

### ***Classroom Support:***

Heather Anderson, Rachel Anderson, Karin Church, Enan Cox, Nicole Egger, Betsy Flitton, Bob Flowers, Diana Hart, Renee Hintz, Jill LeClair, Jenny Orwig, Stacey Partak, Jane Pritz, Anna Serrano, Courtney Sullivan, Jodie Tasch, Emily Ulbrich, Marie Voss, Britny Wade

### **Montessori Teacher Training Accreditation:**

**AMS – American Montessori Society**

**AMI – Association Montessori Internationale**

**The Children’s House is an affiliate member of**

**Association Montessori Internationale (AMI) /USA**

Each employee and volunteer in the school has been part of a criminal history check. Individuals with criminal records will not be employed by the school or allowed to volunteer.

# **POLICIES AND PROCEDURES**

## **V. ADMISSIONS**

The admission process at The Children's House begins with a tour of the school for prospective parents. During this tour, parents will have a chance to see the entire campus and observe a classroom. This visit is intended to give both parties time to determine if the partnership in education is the right one. Once a family decides to apply, they must complete an application and return it to the Admissions Office with a \$50.00, non-refundable application fee. Upon acceptance, a tuition agreement will be issued and the student will be placed on a class list.

## **VI. ARRIVAL AT SCHOOL**

We want your child's arrival at school to be pleasant! To that end we have established a drop-off procedure for you to follow. We believe this procedure minimizes the discomfort of separation that occurs now and then. We encourage all parents to utilize the carline. Please consult your child's teacher with any questions.

From 8:20 am- 8:40am daily, staff will be available for "carline" . Please drive into the driveway and wait in the carline in front of the designated door to the program that your child attends. While you wait please take time to get together any items your child is taking to school. When it is your turn, a staff member will open the passenger door(s) and safely escort your child into the school. Please arrive during the 20 minutes designated for carline.

If your child is an elementary student, they may exit the car independently and enter the building through the elementary door.

If you must arrive after carline ends please park your car in the lot and walk your child to the door of the classroom. A designated staff member will greet you child there as soon as they are able. Be sure, in all cases that an adult from your child's classroom knows they have arrived with eye contact or a quick wave.

## **VII. ATTENDANCE**

A student's respect for school schedules and calendars develops in relation to the family's respect for the same. In response to family events, the school will excuse nine (9) missed or late days for students in extended day primary through upper elementary. Students shall be in the classroom at 8:30 a.m. each day they are in attendance.

Students should not depart before the school day ends. On occasion, if an early departure is necessary, please inform your child's teacher ahead of time to minimize disruption of the class upon their leaving.

## **VIII. BILLING**

A tuition agreement between the school and the parents (or responsible adult) is required before a student is admitted to the school. The agreement is signed by both parties and specifies the payment amount, payment schedule and payment policies. The student's account is charged based upon the tuition agreement and any additional monthly charges such as childcare, lunches and special activities.

**Late Payment Charges:** A late payment charge of \$15.00 per month is assessed when the balance due is \$25.00 or more and has not been received by the 10th day of the month in which it is due. In the event a tuition payment becomes two months in arrears, the student will not be allowed to continue in the program. A charge of \$20.00 is assessed for all checks returned because of insufficient funds.

**Late Pickup Charges:** A fee of **\$20.00** is charged for every 15 minutes (or increment thereof) a child is at school beyond closing time (5:30 p.m.). **Questions regarding your bills should be directed to the business assistant at 929-9325.**

## **IX. BIRTHDAYS**

We celebrate birthdays with a unique community celebration. The birthday celebration in all of our classrooms helps the children understand their personal connection to the greater life cycle.

Your child's teacher will have details regarding how birthdays are celebrated and your part in the celebration as well as suggestions of birthday snacks that are festive and nutritious!

In consideration of all the children, please do not deliver holiday cards, party invitations and birthday gifts to other children at school. Additionally, please do not use the school as a pick-up spot for your child's parties as it is uncomfortable for the children who are not invited.

## **X. CHILD CARE**

Childcare outside of regular classroom hours is available by contract. Please contact the business office if you would like to add hours to your contract. Non-contracted childcare is available on a limited basis. Please call the school to determine if space is available. Charges for added hours are calculated by the hour (rounded to nearest half hour). The billing cycle is from the 26<sup>th</sup> day of the previous month through the 25<sup>th</sup> day of the current month. A late pick-

up fee of \$20.00 is charged for each 15 minutes (or increment thereof) your child stays at the school beyond the 5:30 closing time.

## **XI. COMMUNICATION WITH FACULTY AND STAFF**

Communication between the school and your family is of utmost importance to us. The teachers will discuss with you the best times and forms of communication throughout the school year. Out of respect for the child, it is our policy to **not** discuss him or her in their presence. If you need to get a message to the teacher regarding your child during class hours, please call the front desk and the receptionist will assist you. All classroom extensions also include voicemail which the teachers check regularly.

## **XII. DISMISSAL AT DAY'S END**

Beginning at dismissal time and for the subsequent 15 minutes a staff member will escort your child to the carline. If you are picking your child up at any other time of day, please park in the lot and come into the building or onto the playground. **For everyone's safety, do not take your child until you have made contact with a school employee.**

## **XIII. HOURS OF OPERATION**

**Please arrive and depart on time.**

7:30 - 8:30	early morning care
8:30 -11:45	morning infant-toddler classes
8:30 -11:50	morning primary classes
8:30-3:30	elementary classes
11:30-12:00	toddler lunch
11:50-12:30	primary lunch
11:30-12:30	elementary lunch
12:30-3:30	primary extended day
12:30-3:30	afternoon primary program for 3 & 4 year olds
3:30	school day sessions end
3:30 - 5:30	"Friends Club" after school care

## **XIV. DISCIPLINE PHILOSOPHY**

The School's approach toward discipline is to provide a setting in which children can develop the ability to responsibly guide their own behavior. The staff facilitates and supports the development of socially appropriate interaction. Children are guided and expected to behave respectfully toward themselves, each other, and their physical environment, thereby ensuring a safe and secure learning environment for all.

The Children's House believes self-discipline is a necessary life skill that is acquired through appropriate guidance and individual effort. We expect children to experiment with behavior (as appropriate to their age). Logical consequences provide guidance and establish boundaries for future behavior. The Children's House views discipline as the capacity to exist in harmony with one's surroundings, thus securing each and every student's safety.

The adults at The Children's House base expectations for behavior, methods for handling conflict, and guidelines for setting limits on an understanding of the developmental continuum. These guidelines are different with each program. For example, it is understood that toddlers (under three) express themselves physically more than verbally. In the toddler room, teachers stop undesirable behavior, re-direct the child to alternative activities, and model the use of words as an alternative to physical behavior.

Children gradually develop skills of self-evaluation. They also acquire the ability to acknowledge and take responsibility for their actions and the ability to learn from mistakes by formulating a plan for change. When behavior is inappropriate and a child is unable to independently recognize this and correct himself, staff intervenes to help the child develop self-assessment and problem-solving skills.

The prepared environment at The Children's House is designed to minimize frustration and maximize success. Therefore, a careful balance between freedom of choice and responsibility for behavior is taught. This creates an environment in which the children exercise a great deal of independence, while functioning with respect for one another and for the classroom guidelines. If a child does not respond and cooperate with these techniques for learning discipline, the parent(s) will be notified and included in a planning process for the child. The Head of School may ask a child to leave the program if these efforts do not succeed.

#### **XV. The Elementary School has adopted this discipline policy:**

Elementary students have the capacity to resolve conflicts without physical aggression. Therefore, the staff actively facilitates the development of socially appropriate problem-solving skills. As part of the process, they provide clear expectations and logical consequences. The elementary program institutes a zero tolerance policy toward physical aggression. A child who engages in physically aggressive behavior is sent home for the remainder of the school day. Upon return, the teacher and the child explore alternative ways to handle conflicts and develop a plan for change, which they will begin to implement immediately. The faculty and staff models appropriate behavior in all interactions with children and adults. We treat children

with the same respect that we ask them to exhibit. The Children's House staff does not use corporal punishment.

## **XVI. EXTRA-CURRICULAR CLASSES**

The campus includes music studios, a group music room, an elementary school sized gymnasium and black box stage. Suzuki piano and flute specialists teach classes throughout the year during and after school hours. Additional extracurricular activities may also be offered during the school year. Please call the office for schedules.

## **XVII. FORMS**

In addition to the **application form** (completed before a child is accepted into the program), **a child information card, a health form signed by a physician or a statement of good health for extended day through sixth year students, an immunization record** and a **signed tuition agreement** **MUST BE ON FILE** before a child attends school. Please notify the school's office whenever your child has additional vaccinations. Each child must conform to immunization standards, or claim a medical or religious exemption. The following forms: **Nutrition Agreement; Photo and Website Release; Field Trip Permission; Sunscreen Permission; Pesticide Notification must be signed and on file at the school within the first week of your child's attendance at school.**

## **XVIII. HOLIDAYS, CELEBRATIONS AND TRADITIONS**

Celebrations and traditions are integral to the life of our Montessori school community. We believe that through celebration we gain opportunities for community building, for honoring rites of passage, and for recognizing the beginnings and endings of our human experiences.

To enhance the cultural aspect of our curriculum, we make an effort to introduce the children to a variety of holiday traditions from many different ethnic and religious groups. Families are invited and encouraged to help us by sharing stories, traditions and activities from cultures throughout the world. We respect the diversity of religious holidays that families celebrate in their homes. We approach those holidays from a seasonal, factual and historical perspective and often enjoy a short celebration of food, song and artwork before related school vacations.

## **XIX. ILLNESS / HEALTH CONCERNS / MEDICATION**

If your children are not feeling well enough to participate fully in all school programs **please keep them at home**. If children should become ill at school, we will do our best to make them comfortable until you can pick them up. Please come immediately after you are called in this event. (There is no refund or credit for illness).

### **ILLNESS POLICY developed in conjunction with Dr. Rebecca Hagerty**

The symptoms which indicate that a child should stay home and/or receive medical treatment include any of the following:

- ✓ FEVER – any temperature over 100.4°; less if the child feels badly or acts “out-of-sorts”
- ✓ NOSE DRAINAGE – until thick yellow or green discharge disappears (clear drainage is OK)
- ✓ DIARRHEA – more than one episode in a two-hour period
- ✓ VOMITING for any reason
- ✓ RASH - undiagnosed
- ✓ SCABIES AND LICE
- ✓ ANY COMMUNICABLE DISEASE (pink eye, strep throat, chickenpox..)

If a child is ill, as judged by a staff member in charge, a parent or parent representative will be contacted and asked to come for the child immediately. The child will be isolated from other children until a parent arrives.

### **WHEN MAY A CHILD RETURN TO SCHOOL?**

- ✓ When a fever is absent for 24 hours
- ✓ When the child has had antibiotics (for appropriate conditions determined by a physician) for 24 hours or more
- ✓ When a rash is diagnosed as non-contagious by a physician and a note is provided to document it
- ✓ When nasal drainage is clear
- ✓ When diarrhea has stopped for 24 hours
- ✓ When vomiting has stopped for 24 hours
- ✓ If rotavirus / norovirus are diagnosed, children may be contagious for up to 2 weeks after the illness. A note from a physician stating the child is no longer contagious is required before re-entry to school.
- ✓ Scabies and lice must be cleared and nits completely gone
- ✓ Cuts and wounds must be kept covered until healed. If a wound is actively draining pus, the child must stay home until he is diagnosed and treated by a physician and cleared to return.
- ✓ A child with chicken pox may return only when all lesions (rash spots) are completely crusted over and healed.

**Dr. Hagerty recommends the following two websites for information about children’s illness:**

[www.aap.org/](http://www.aap.org/) American Academy of Pediatrics – Parenting Corner

[www.kidshealth.org/parent](http://www.kidshealth.org/parent) Kids Health for Parents

Parents may contact Dr. Hagerty with related questions at

[rhagerty@hagerty.com](mailto:rhagerty@hagerty.com).

Inform your child's teacher of any special health problems such as allergies or dietary restrictions. You will be asked to specify the condition and treatment in writing on the form provided.

We will administer prescription medicines or non-prescription medicines only when accompanied by written permission from you. A form will be provided to note specific instructions. Our staff cannot administer medicine at their own discretion or *as needed*. Medicine must come to the school in its original container with a label. Please do not send it in your child's lunch box, but hand it directly to the adult who meets the cars.

In cases of extreme medical emergency, the staff will call 911 and the child will be taken to the medical facility determined by the 911 staff. Emergency treatment forms signed by the parents will be taken as well. The parents will be notified and directed to the medical facility where the child is taken.

## **XX. PROVISIONS FOR NAP AND REST**

It is our intent to provide a rest/nap for any children enrolled in the infant through primary classes past noon on any given day. We also acknowledge that many of you have told us that your child no longer requires a nap. The following guidelines specify our procedures for nap. Please let us know if you have any questions.

Children under 12 months of age are permitted to sleep on demand. The toddler children **nap** from approximately 12:00 – 2:30. The toddler staff supervises nap and all toddlers staying past lunch (12:00) will nap at this time. Additionally, children under the age of three are offered opportunities to rest as needed. The room is darkened and children nap on small cots or mats with sheets provided by us. Children are welcome to bring their own blankets although extras are available at school. Cots and mats are sanitized after use, sheets and school blankets are laundered at school after use.

Primary children who nap do so in the toddler wing. The same nap guidelines described for toddlers apply to these children as well.

First or second year primary children who stay in the afternoon and do not nap will be cared for in the primary wing by the afternoon program director. During the afternoon session, they will have an opportunity for quiet rest time followed by organized activities and small groups.

Extended day children are offered a short quiet time after the lunch hour, usually spent listening to a story, poetry, or soothing music.

**Please talk with your child's teacher about your child's nap or rest needs.**

**Note: The school provides a continuing record in the areas of food intake, sleeping patterns, bowel movements and developmental milestones for children under 12 months of age.**

## **XXI. NUTRITION**

**School provided lunch: Mission Statement.** We are devoted to enhancing children's health and well being by providing a nutritious food service program. Our mission is to provide students with an appetizing, nutritious, culturally diverse, meal. Because nutrition influences a child's development, health status and potential for learning, we will encourage healthy eating habits through meaningful

activity with food in the classrooms.

### **Nutrition Policy.**

We offer lunches that meet the Dietary Guidelines for Americans and the Food Guide Pyramid by using the following standards:

1. Include a variety of foods
2. Include adequate foods from the grain, vegetable and fruit groups
3. Include foods low in fat, saturated fat, and cholesterol
4. Limit foods high in sugar content and sodium
5. Omit foods with minimal nutritional value. These foods include carbonated beverages, fruit drinks and aides, candies and chewing gum
6. Monitor student acceptance of meals on an ongoing basis

All school provided lunches will ensure a balance between optimal nutrition and student acceptance. We are committed to the use of high-quality, local and organic ingredients whenever possible. The children will be provided with a pleasant eating environment to include adequate time and space to eat school meals, positive supervision and role modeling at meal times. Special menus are offered to children enrolled in the infant-toddler program. School provided lunches do not contain nut products.

**Lunches packed and sent from home** should come to school in a standard lunch box or bag. It should include nutritious food and drink. Please do not send candy or sugary desserts or carbonated beverages or fruit drinks in lunches. Lunches **will not** be refrigerated.

**The Primary east classroom (Jen Harris's class) will be a peanut-free environment. Please refrain from sending any peanut products in your child's lunch or birthday snack.**

**For all other students, please clearly and boldly mark the outside of your child's lunchbox if it contains nut products.**

**We appreciate your diligence in this important matter.**

### **XXII. INFANT-TODDLER CLASS SNACK:**

Children are permitted to eat on demand. Parents of children under 12 months of age are required to provide formula and food for their child. The school will make the following provisions to ensure the health and safety of your child:

- Formula shall be prepared at the child's home and placed in an

assembled bottle unit being brought to the school.

- Formula, milk and perishable foods needing refrigeration shall be refrigerated.

Formula will not be stored longer than 24 hours after opening. Foods will be covered and labeled as to the contents, date of opening, and the specific child for whom its use is intended. Foods other than formula will be used or discarded within a 36-hour period after opening.

- Each bottle and nipple supplied by a parent shall be used for a single feeding only and then returned to the parent.

- Formula and milk left in a bottle at the end of a feeding will be discarded.

**CHILDREN OVER 12 MONTHS OF AGE:** The school provides a nutritious snack in the morning and in the afternoon.

**CLASS SNACK:** The school does not serve any foods with peanuts or peanut products. Please omit them from your snacks. In some classrooms, parents are asked to provide a class snack. The school will publish a calendar and menu for your guidance.

### **XXIII. SCHOOL YEAR PROGRAMS**

INFANT-TODDLER	3 months to 3 years old
PRIMARY	2 years 9 months to 6 years
EXTENDED DAY PRIMARY	5 years old by December 1 of school year
ELEMENTARY	6 to 12 years old

### **XXIV. OUTDOOR CLOTHING**

The children spend a portion of each day outdoors. Please send appropriate outdoor clothing, clearly labeled with your child's last name.

### **XXV. PARENT SUPPORT AND LEARNING OPPORTUNITIES**

Meetings of a social, educational and informative nature will be offered to families throughout the school year. We encourage parents to attend. A school calendar and regular newsletters list events planned for parents. Parents are always encouraged and welcomed to participate in the life of the school as observers and/or volunteers.

### **XXVI. OBSERVATION**

We welcome and encourage you to visit your child's classroom. Observing them is the best way for you to understand their school

experience. Please read the details below for guidelines regarding observation.

### **Toddler:**

The Infant-Toddler wing includes a one way observation booth where you can come and witness your child in action. Observing in this area allows for the best observation experience for you and the classroom community. Please contact your child's guide with any questions and guidance regarding observations.

### **Primary and Elementary:**

We ask that you wait for six weeks after the beginning of the school year before coming to observe in the classroom in order for the children to become comfortable in their classrooms. You are always welcome to observe through the one way window located outside most classroom environments.

Please call ahead to schedule an observation in the classroom environment so we can assure that there is a place in the observer's chair for you during the desired time.

## **XXVII. CONFERENCES**

We **require** each family to participate in two parent-teacher conferences during the school year. The conference provides you with the opportunity to have a dialogue with your child's teacher about their education, to set goals and for questions to be asked and answered. It is our pleasure to share joys, expectations, progress and anecdotes with you.

If at any time during the course of the year you would like to schedule an additional time to meet with the teacher or Head of School, your request will certainly be accommodated.

Please see the enclosed family calendar for conference dates. We will make certain to offer times throughout the day that can accommodate your schedule during the specified dates.

## **XVIII. SUMMER PROGRAMS**

Summer programs provide a continuation of the school year programs for infant-toddler and primary students. Weekly theme based classes and academic review classes are offered for elementary students. All summer classes are open to new students from the greater community.

## **XXIX Sharing in classrooms. Things to bring to school and things to leave at home:**

**INFANT-TODDLER THROUGH PRIMARY** Children in these classes like to share. We recognize this interest and see it as an opportunity to foster skills important to self-expression. Children are welcome to bring an object to share in their classroom. If your child chooses to do so, please help him/her choose objects that are of interest and benefit to the life of the group. Natural specimens, something from another culture, something the child has made, or an interesting book are popular items. Toys, money, candy, gum, cosmetics and similar items are not appropriate. Please communicate with your child's teacher about the appropriateness of an object if it is questionable before bringing it to school.

**ELEMENTARY** Older children are more capable of planning their activities, including "show and tell." At our class meetings, we hear from children who have signed up to share something. As in the pre-school classrooms, we ask children to leave toys, money, cosmetics, or similar items at home. We also ask them to get permission from parents before bringing valuable items to share. Contact the teachers with any questions.

### **XXX. TRANSPORTATION**

We must have a written note advising us if someone not listed on your child's white information card will pick up your child or if he or she will be leaving school with another child. We will not release your child without your written instructions or without confirming their identity through a photo ID. Anyone who drops off or picks up a child from the school must make contact with a staff member before leaving the building.

### **XXXI. WITHDRAWAL**

From time to time a family does not find the School to be appropriate to the needs of their child. Sometimes it is the opinion of the School that the child can be better served in another environment. At times families move away from the area before the school year is over. In each of these cases, refer to the Student Enrollment Agreement and Tuition Contract for terms of withdrawal.

## **XXXII. WEATHER RELATED SCHOOL CLOSURES AND DELAYS**

If TCAPS is **delayed**, The Children's House will **open** at **9:00 am**.

If TCAPS is **closed**, The Children's House will **open** at **9:00 am** for students on a year-round contract or those who have been signed up in advance. There is no drop-in care on snow days.

If the Northwestern Michigan College campus is closed, The Children's House is Closed.

*Every child is an artist. The problem is how to remain an artist once he (she) grows up.*

- Pablo Picasso

**XXXIII. PERMISSION FORM**

**PLEASE SIGN THE FOLLOWING AND RETURN TO THE SCHOOL OFFICE BEFORE THE END OF THE FIRST WEEK OF YOUR CHILD'S ADMISSION:**

**NUTRITION (toddler through primary)** I agree to provide a lunch for my child or purchase a school provided lunch if desired when he/she is at the school over the lunch hour.

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signature of parent

**WEB PAGE PHOTO RELEASE:**

I give permission for The Children's House, Grand Traverse to use photographs on the school web page taken at the school of my child for school-related activities, projects and promotional purposes.

---

signature of parent

**PHOTO RELEASE:**

I give permission for The Children's House, Grand Traverse to use photographs taken at the school of my child for school-related activities, projects and promotional purposes.

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signature of parent

**PROGRAM PLACEMENT:**

I understand the Montessori program goals and objectives and agree with this program placement for my child.

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signature of parent

**FIELD TRIPS:** (Extended Day and Elementary children only)

I give my permission to The Children's House, Grand Traverse for my child to be transported in a vehicle and/or participate in field trips.

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signature of parent

**SUNSCREEN:**

I give permission to The Children's House staff to apply SPF 15 or higher sunscreen to my child as needed.

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signature of parent

## XXXIV. PEST MANAGEMENT

As part of The Children's House pest management system, it may be necessary to occasionally apply a pesticide. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. Advance notice of applications will be posted at the entrance to the school and posted on the school's web site. You are also entitled to receive notification by first-class mail three days prior to the application. If you would like advance notification by mail, please complete the information below and submit to the business office.

You may contact Colleen Christensen at 929-9325 if you have any questions regarding this letter.

### PESTICIDE PRIOR NOTIFICATION REQUEST

Parent/Guardian Name:

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Child's Name:

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Street Address:

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City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers:

Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Please Check One:

I wish to be notified prior to a scheduled treatment inside of the building.

I wish to be notified prior to a schedule pesticide treatment on the outside grounds of the school.

Both of the above.

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signature

date

Prepared in compliance with Regulation 637, Pesticide Use, Michigan Department of Agriculture (MDA), Pesticide and Plant Pest Management Division.