

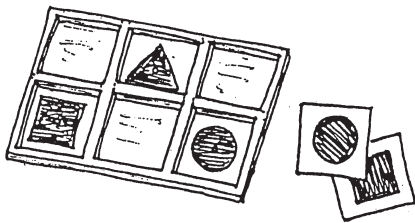


OUR AIM:

The purpose of Livonia Montessori School is to provide an educational, creative, social, and most importantly, a pleasurable experience for your child. He or she will be able to associate with other children and responsive adults in an environment specifically tailored to the needs of small children.

WE HAVE...THE MONTESSORI MATERIALS...

We have a complete Montessori program, with full equipment in all areas: Practical Life (polishing, sorting, grace and courtesy, personal care, food preparation, etc.); Sensorial (texture, weight, size, color, shape, sound); Mathematics (proportion, counting, decimal beads, computation); Language (verbal development, pre-writing and writing, pre-reading and reading); Geography (large puzzle maps and related materials); and Botany.



SCIENCE AND NATURE . . .

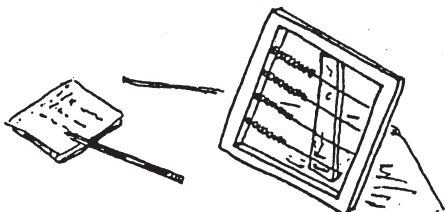
We also offer many additional experiences in science, including simple experiments, magnets, magnifying lenses, balance and measuring equipment, plants and animals to care for, and a variety of nature study materials such as rocks and shells. The play area surrounding the building provides opportunities for outdoor exploration.

ART AND MUSIC . . .

Our creative program is complete and varied, with art materials placed where the children may use them freely. There are also teacher-directed art projects, where new media and techniques are introduced. Prints and paintings are presented to the children, and left in the classrooms to be enjoyed. The music program includes singing, sound and motion games, use of rhythm band and Orff instruments, music appreciation, and the traditional Montessori music materials.

. . . AND LOTS MORE!

Large muscle needs are met on the fenced playground adjacent to the school building. Equipment includes climbing, riding, balancing, sliding, and other physical apparatus, as well as an outdoor sandbox. There are large and small group activities and games, poetry and singing, books for free and group reading, field trips, regular cooking experiences, and guests who give informative demonstrations or talks. Mid-morning, mid-afternoon, and late-afternoon snacks are served.



WE OFFER A FLEXIBLE PROGRAM, WITH HALF DAYS, EXTENDED DAY KINDERGARTEN . . .

Program hours can be tailored to meet each family's needs. All children attend a half-day Montessori class, which meets daily in either the morning or the afternoon. This class is seen as a supplement to a child's home life, filled with the many materials listed above that aid the developing child in becoming a confident member of society. Extended Day, a full-day Montessori program, is available to children of kindergarten age. In half-day Montessori classes and in Extended Day, the primary emphasis is on cognitive skills.

FULL DAYS . . .

Extra hours are available to all families, as well. The day care rooms substitute for a child's daytime home life, with many opportunities for fantasy and role playing, more outdoor activities, lunch, nap (if needed), and a large collection of toys and other materials. Practical Life and Sensorial activities in day care overlap the classroom, as do art, the book and music corner, and small motor and visual discrimination items such as beads, pegboards, and puzzles. But there are also large and small blocks, construction toys, dolls, trucks, dress-up clothes, and housekeeping furniture that are intended to replace the activities a child would be engaged in if he or she were at home. We find that children really enjoy the day care area, and negotiate with their parents to be allowed to stay and play!

. . . AND OPTIONAL EXTRA HOURS.

The day care area may be used by all enrolled families on a full time or part time (either occasional or regularly scheduled) basis. Fees are calculated according to use.



WE ALSO HAVE . . . AN EXPERIENCED, HIGHLY QUALIFIED STAFF. . .

The teachers in charge of all classrooms are certified Montessori directresses, with either American Montessori Society (AMS) or Association Montessori Internationale (AMI) training. Other regular staff members include Montessori interns (student teachers) and assistant teachers with backgrounds in early childhood education. We have two part-time staff members—French and music teachers who come two days each week to supplement the regular classroom activities. Staff development is a high priority, and teachers attend seminars and workshops throughout the year. All staff have CPR and first aid training.

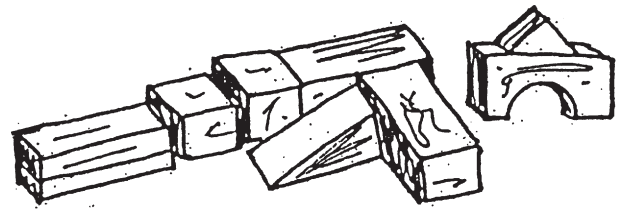
. . . AND PROFESSIONAL STANDING.

LMS is accredited by the National Association for the Education of Young Children. We are affiliated with the American Montessori Society, Michigan Montessori Society, and AIMS, the Association of Independent Michigan Schools. We benefit from their workshops, in-service training opportunities, and informative publications. The school is licensed by the Michigan Department of Human Services, and is a non-profit organization, eligible to receive tax-deductible contributions.

In short, we provide a positive, well-equipped, nurturing environment where your child may develop under the guidance of adults who are sensitive to his or her needs and abilities, and where s/he may enjoy the friendship of other children.

LIVONIA MONTESSORI CENTER

Day Care Policies & Information



PROGRAM PHILOSOPHY

The staff of Livonia Montessori Center holds as a primary goal the development of the whole child. We provide a nurturing environment that encourages social, emotional, physical, and intellectual growth. Day care substitutes for a child's daytime home life, and it offers a wide range of activities geared to the needs and interests of small children: cognitive and construction toys, games, art, books and music, blocks, housekeeping, dress-up, outdoor play, and much more. Children bring lunch, three snacks are provided, and there is the opportunity to nap or rest as needed. We work at creating a setting that is both enjoyable and beneficial for children, and for the adults who care for them.

ADMISSION & WITHDRAWAL

Children who are enrolled in half-day Montessori classes are automatically admitted to the day care program. It is necessary only to let the school know if and when they will be attending. If full-time children will be withdrawing from the day care portion of the program, the office must be notified so that a billing adjustment can be made. Occasional day care hours are billed on an as-used basis.

NOTIFICATION THAT A CHILD WILL BE USING DAY CARE

The best way to notify the school that a child will be staying for day care is to write a note. These are posted, and the staff can refer to them easily. If a child is following a consistent pattern of use, even if that use is one or two days a week, only a single note is needed until the pattern changes. For occasional or inconsistent use, please send a note each time.

Notes should be SIGNED and DATED. It is also helpful to staff and child if APPROXIMATE PICKUP TIME is indicated. A telephone call to the school is also an acceptable means of notification.

SIGN-IN & SIGN-OUT

Children are to be signed in to the day care room upon arrival, either by the parent or staff person bringing him or her. They *must* be signed out when they are picked up. This is our control over a child's whereabouts, and our basis for billing. Children not signed out will be charged until 6 p.m. on that day. The day care sign-in sheets are to be used *only for children who use day care*; attendance is taken in the Montessori classes for those who attend only for regular school hours.

"GRACE PERIOD"

Five minutes "grace" is allowed at the end of each class session. After this, children will be automatically taken to the day care room. The time used is billed from the stated pickup time (11:30 a.m. or 3:15 p.m.) and is calculated to the quarter hour.

SNACKS

Morning, mid-afternoon, and late afternoon snacks, provided by the school, are served to all children present in day care. Snack foods are selected with child appeal and nutrition in mind, and represent at least two major food groups.

EARLY MORNING FOOD

We recognize that there may be days when there isn't time for a peaceful breakfast at home. Children arriving at school prior to 8:15 a.m. may bring breakfast food. A table with place mats will be provided as a consistent eating space. Please send only finger foods (small pieces of fruit, raisins, bagel slices, toast or crackers with peanut butter or cheese, etc.). Please do not send snack foods or fast foods.

LUNCH PROCEDURES

A daily lunch must be provided by parents on days children are at school through the lunch hour. The school provides milk. After the end of the morning class, all children who will be staying for lunch go to the lavatories to wash their hands. They then return to the day care area to eat. Teachers sit at the tables and talk with the children during the lunch period, providing help with containers and encouraging children to eat main course foods first and treats last.

At the end of the lunch period, most leftover foods are placed back into the lunch box. Parents are then able to judge if the quantity of food is appropriate. (There is a tendency to overestimate a small child's capacity when filling a lunch box.) Very messy leftovers (juice boxes, yogurt, etc.) which will run all over the inside of the box are thrown away.

When children finish eating, they tidy up their eating area, put away their lunch boxes, and talk or play until everyone is done. Story time ends the lunch period, after which nappers curl up on their cots in the nap area and non-nappers begin afternoon play.

NAP/REST POLICY

There is no nap time in the Montessori classes—only in the day care portion of the program. Nap policy is flexible, determined by the needs of individual children. A very general “rule of thumb,” based on child care licensing rules, is that children who are five years old need not rest or nap unless they wish to, and that children under five should have a rest period. However, exceptions are made depending upon children’s personal rest patterns, how long they will be staying, and how they appear to be feeling on a particular day. Children who rest quietly, but do not fall asleep, usually get up after about 30 minutes. Morning nap begins at 10:30 a.m. and ends at 11:15 a.m. Those who nap in the afternoon lie down after lunch and are awakened at 2:30 p.m. if they are still sleeping.

BEDDING

All children who will be napping or resting need to bring bedding—a small pillow with case, sheet and blanket, or a sleeping bag. These items will be sent home periodically for laundering. Children are also welcome to bring along a favorite object (blanket, stuffed toy, etc.) if it is used at home for sleeping. *Please label all items with the child’s name.*

CLOTHING

Children using day care will be going outside *daily* throughout the school year. They must have appropriate clothing for outdoor activities. These same clothing policies apply to children who attend for half days. Active outdoor play and safe, comfortable movement indoors are basic components of a quality Montessori program.

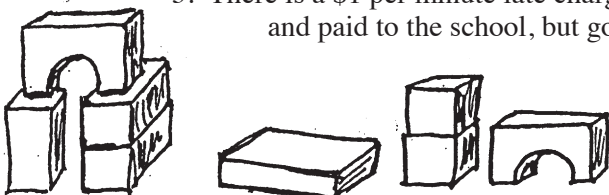
1. Tennis shoes (or other flexible, non-slippery footwear) are needed. The children are not allowed on the climbing equipment if their shoes are dangerous. Hard-soled dress shoes, cowboy boots, sandals, and most slip-on shoes preclude safe running and climbing.
2. Children who wear shoe boots in the winter should bring a pair of slippers to be left at school. These will keep feet dry and warm indoors, and reserve the boots for outdoor use.
3. Please send weather-appropriate clothing every day. It is important that children be able to join their friends at play, and proper staff-to-child ratios cannot be maintained when one child must be kept in. In cold weather, put snowpants, mittens, hat, and scarf in a tote bag if you don’t wish to send the child to school wearing them.
4. Please save dressy, expensive clothing, or clothing that inhibits free movement, for non-school occasions. We want the children to be able to run, climb, and play in the sand without restriction.
5. LABELS ARE NEEDED! Duplicates are inevitable. Much confusion can be avoided if children’s lunch boxes, boots, and clothing are labeled with their names. A ballpoint pen works well for clothing, and a Sharpie or other indelible marker is good for non-clothing items.

PAYMENT TERMS & CONDITIONS

FLAT RATE DAY CARE charges are paid with tuition, and entitle the child to unlimited use of day care services between the hours of 7 a.m. and 6 p.m. on days school is in session. The half-day Montessori class is included in this rate.

HOURLY DAY CARE charges are billed every two weeks. Hourly day care is available for use at any time by children who are enrolled in half-day classes. Charges are calculated at the rate shown on the current tuition schedule, and are prorated to the quarter hour. The following conditions apply:

1. Hourly and Extended Day flat rate day care payments should *not* be included with tuition. Please write a separate check, or put cash in a separate envelope. Indicate on the envelope the time period covered, or simply attach the bill. Tuition is paid by mail through the FACTS program, and hourly and Extended Day day care fees are collected directly by the school; thus the need for separating the payments.
2. Payment is expected in a timely manner. Children whose accounts are not up-to-date will be denied use of day care services until the account is paid in full.
3. There is a \$1 per minute late charge after 6 p.m. These charges are included on hourly day care bills and paid to the school, but go in their entirety to the caregivers who stay late





Policies & Information

LOCATION

St. Maurice School (1/2 mile north of I-96 between
32765 Lyndon Merriman and Farmington Roads)
Livonia, MI 48154-4103

CONTACT INFORMATION

Office: (734) 427-8255
Day care: (734) 427-0923
Fax: (734) 427-7466
Internet: www.livoniamontessori.org
Email: livoniamontessori@sbcglobal.net

ADMINISTRATION

Kay Neff, Head of School
Patty Porta, Administrator

ELIGIBILITY

Children between the ages of 2½ and 6 are eligible for enrollment. Toilet training is required. The school is non-sectarian and does not discriminate in the administration of its policies on the basis of race, color, religion, national origin, gender, or handicap.

ENROLLMENT & WITHDRAWAL PROCEDURES

We encourage the parents of prospective students to observe the school before applying for admission. This is best done by appointment. If there are openings, receipt of the completed application form and the registration fee enrolls the child in the school. If there is a waiting pool, receipt of the completed form and the registration fee places the child's name in the pool. When there is an opening, you will be notified.

We request that each child visit the classroom once with a parent or guardian before actually beginning school. This allows him or her to meet the teachers and to become acquainted with the environment. An open house is scheduled before the beginning of each school year for children who have not yet had the opportunity to visit. If it should become necessary to withdraw your child from school, we require written notice thirty days prior to the withdrawal date.

ACCEPTANCE

Children are generally accepted into the school in the order in which they apply, with some exceptions: siblings of current students and children with previous Montessori experience are considered first. We also balance classes by age and gender, and in some instances, a limited number of spaces may be reserved for full-day children.

All children are accepted on a trial basis, and the first thirty days of attendance are considered a probationary period. If difficulties arise, parents will be contacted and a program of constructive action developed. If significant improvement is not achieved within a reasonable period of time, a request for withdrawal may be made by the administrator or the parents.



CLASS HOURS/EXTRA HOURS

Livonia Montessori Center offers the following program options for 2½ to 6 year old children:

1. **HALF-DAY MONTESSORI CLASSES**—
PRESCHOOL/KINDERGARTEN MULTI-AGE GROUPS meet for 2¾ hours in the morning (8:45-11:30 a.m.) or afternoon (12:30-3:15 p.m.), Monday through Friday. All children attend one of these sessions for five days each week, remaining with the same teachers and classmates.
2. **EXTENDED DAY KINDERGARTEN**, a full-day academic program, meets daily from 8:45 a.m. to 3:15 p.m.
3. An enriched **FULL-DAY PROGRAM**, which includes the half-day Montessori class, provides a balanced day for the younger child with longer hours.
4. **OPTIONAL EXTRA HOURS** are available to all enrolled children between 7 a.m. and 6 p.m.

SUMMER DAY CAMP is offered at Dearborn Heights Montessori Center and at Plymouth-Canton Montessori School. A separate summer brochure is distributed in the spring.

Dearborn Heights Montessori Center offers **TODDLER, ELEMENTARY** and **MIDDLE SCHOOL** programs serving children from 18 months through eighth grade.

TUITION

Tuition and fees are shown on an accompanying sheet. Tuition may be paid in a single payment, or according to the printed schedule through **FACTS Tuition Management Services**. If payments are in arrears, the child may be denied admission to the classroom until the deficiency is corrected. Children are enrolled for the full school year (or portion remaining), and the family is responsible for the full tuition balance from the date of acceptance.

BEGINNING-OF-SCHOOL SCHEDULE

Each school year begins with an orientation period that helps children adjust to school gradually. The first day is an open house for all children, when parent and child come together just to visit. Classes start the following day in rooms that are simplified to help the children master basic procedures and activities. Day care is available from 7 a.m. until 6 p.m. from the first day of class.

ARRIVAL & DISMISSAL

We offer curbside drop-off service at the south end of the building for ten minutes prior to the start of each half-day session. Children are met at the car by a teacher and escorted to the classrooms in groups. ***The drop-off line is a moving line only.*** Parents who will be leaving their cars to enter the building must use the parking lot.

Children who arrive before or after the drop-off service hours must be brought into the building, and released directly to a teacher. If they are being brought to day care, they should also be signed in. ***Please do not leave a child at the curb or allow him or her to enter the building unattended.***

All children should be called for at their classrooms. Although this is less convenient for parents, we feel it keeps the lines of communication open if we see you regularly. A five-minute grace period is allowed at the end of each half-day class. After that the children will be signed in to the day care room, and the time will be billed at the regular hourly rate, calculated to the quarter hour from the stated pickup time (11:30 a.m. or 3:15 p.m.). All children are required to shake hands with a teacher when they depart for the day.

At the beginning of school, you will be given a child information page to complete. This page, which is required by child care licensing, asks for emergency information and a list of persons whom you authorize to pick up your child from school. Your child will be released **ONLY** to people listed on the page, so be sure to notify us of any changes. LMC staff will require positive identification (driver's license or other ID with photo) from people they do not recognize.

With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other from picking up the child, and the school will release the child to a known identifiable parent.

TRANSPORTATION

Transportation is the responsibility of parents. If you would like information about possibilities for carpooling, please check with the office staff. You can save time and make a friend, too!

CALENDAR/SCHOOL CLOSING

The program roughly follows the schedule of local schools. A calendar noting days off and other events will be distributed in the fall. If the Livonia Public Schools are closed because of weather, our half-day classes will also close. Day care will remain open unless conditions are extreme. Messages placed on the school answering machine—(734) 427-8255—and the web at www.livoniamontessori.org will let parents know if the building is open.



HEALTH & MEDICATIONS

A health form required by the Michigan Department of Human Services and provided by the school must be filled out by your doctor and returned by the first day your child attends school. Required immunizations are Polio, DTP, Mumps, Measles, Rubella, Hepatitis B, HIB, Chicken Pox, and Pneumococcal Conjugate. Please inform the staff about contagious illness. The school must also know about food or other allergies.

Medications can be given at school. They will be administered only under the conditions stated on the Medication Release Form (provided by LMC) which must be completed and signed by a parent. This form gives proper instructions to LMC staff. Children are not allowed to self-administer medications (including vitamins or other over-the-counter products); a staff member must do so, and then enter the information in a medication log which is maintained at the school for parent reference. All medications must be in their original containers and prescribed by a physician.

Children who are ill should not come to school. If a child becomes ill while at school, parents (or another authorized person from the information page if parents are not available) will be contacted immediately, and arrangements made for the child to be picked up. In an extreme emergency 911 will be called, and the child will be taken to a hospital designated by the parent or by emergency personnel. Any costs or charges incurred for 911 emergencies are the sole responsibility of parents.

As a licensed child care provider, we are required by law to report instances of actual or reasonably suspected child abuse or neglect to appropriate authorities.

EMERGENCY POLICY

LMC has developed an Emergency Management Plan which outlines a plan of action in the event of a natural or man-made disaster. Please regularly update your child information page to ensure that we have current telephone numbers for all emergency contact persons.

ACCIDENT/INCIDENT REPORTS

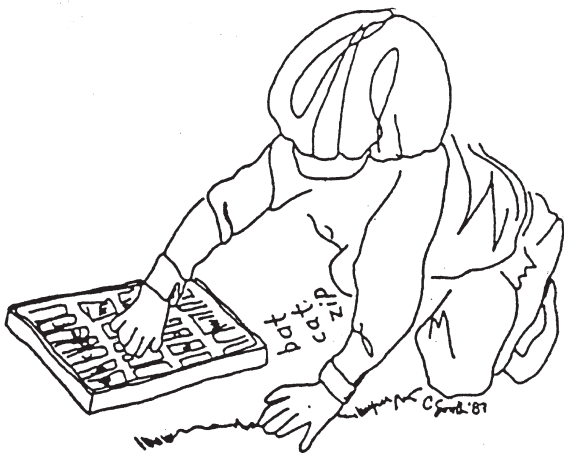
If a child is injured in any way, or if he or she is involved in an unusual incident, a written report will be provided to parents. Accident or incident reports must be signed by the parents and returned to the school the following day.

FIELD TRIPS

A "blanket" field trip permission is signed as part of the enrollment contract. However, parents will be notified in advance if children will be leaving the building, with the exception of walks in the neighborhood or to a nearby park. Transportation on field trips is provided by volunteer parents, and each child is properly restrained. Trips are chosen carefully, with fun, educational value, cost, and reasonable logistics as criteria. Parents may be asked to pay for field trips.

IN-HOUSE PROGRAMS

A positive alternative to field trips, particularly in inclement weather, is to bring the presentations to the children. The whole school enjoys such things as science demonstrations, museum outreach, musicians, puppet shows, and various other presenters. In addition, classroom teachers may arrange programs for their own classes. Costs for in-house programs are usually paid by the school.



CLASSROOM CELEBRATIONS

Most classrooms recognize major holidays with a celebration or activity of some kind. These are presented in a cultural, rather than a religious manner, and individual teachers plan for their own classes. Teachers usually post a sign indicating plans and/or needs; parent input and assistance are welcome!

Children's birthdays are also recognized, usually during the ending line of the day. Birthday celebrations are kept quite simple; usually the child brings a treat for the class and is honored during a short ceremony. Please see your child's teacher for specifics about birthday celebrations and treat suggestions. Health regulations require that foods brought from home be commercially prepared and in their original packaging.

SNACKS & LUNCH

Mid-morning, mid-afternoon, and late-afternoon snacks are served to all children in attendance. We emphasize nutritious whole or fresh foods and pure juices in planning snacks; baked goods are limited to products made with 100% vegetable shortening. Snack menus are posted. Parents will be asked to contribute toward classroom snack food. Day care snacks are provided by the school. Parents must provide a lunch for children who are present during the noon hour. The school provides milk.



CLOTHING

All outer clothing should be clearly marked with the child's name to prevent loss. To allow your child to participate without hesitation in various activities, do choose clothing that is simple, washable, manageable by the child, and appropriate for active play. Please provide outerwear that is suitable for outdoor play in cold weather. Non-slip shoes are required. Children who wear shoe boots in the winter should bring a pair of slippers to be left at school. These will keep feet dry and warm indoors.

OUTDOOR POLICY

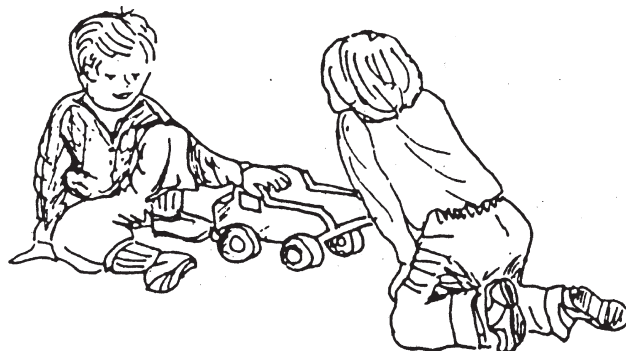
The LMC staff feels that active outdoor play is a basic component of a quality Montessori program, and the children go outdoors throughout the school year. The staff uses reasonable discretion in deciding if weather conditions are appropriate for outdoor play. Be sure to send complete outdoor clothing every day (a tote bag is provided). Proper staff: child ratios are required indoors and out, and these cannot be maintained if one or two children remain indoors. If a child is to be kept indoors for medical reasons, the school must be provided with a signed, dated letter from his or her doctor outlining the conditions of the restriction.

DISCIPLINE

Discipline means "guidance," not punishment. Our aim is to help children grow into responsible, self-directed people, respectful of themselves, others, and property. We encourage the development of self-control, self-esteem, and cooperation. A system of clear ground rules with reasonable and logical consequences for inappropriate behaviors is based on respect for the child. The staff does not spank or otherwise physically punish children; only positive methods of correction are used. A formal discipline policy for children and parents is distributed to all families.

SHARING

We prefer that children leave toys and other personal items at home, and most teachers will ask children to leave such items in their tote bags if they are brought to school. Our experience has been that children usually have difficulty sharing these items with other children, and loss or damage may occur. There are, of course, exceptions to this rule: All teachers have a group sharing time where things of interest to the class (books, special discoveries, artifacts or objects from a vacation, etc.) may be shown. Also, comfort items for sleeping are welcome in the nap room. LMC staff reserve the right to restrict personal items if they feel those items are detrimental to the program in any way.





PARENT INVOLVEMENT

Parents are very important to us, and we welcome your comments and suggestions at all times. Parents are also valued helpers in and out of the classroom. Individual classroom teachers may indicate areas in which they could use help (parties, field trips, materials making, reading with children, sharing a special talent, etc.) We appreciate your participation in meetings, events, and fundraising activities. Parents who volunteer in our program must provide the school with a Department of Human Services central registry clearance form. Information on obtaining this form is available from the office. We appreciate parent assistance and encourage involvement; the school runs much more smoothly and the children's experience is enhanced when the whole team (staff, parents, and children) works together.

PARENT CONFERENCES & ACTIVITIES

Contact between parents and teachers is very important. We schedule two parent-teacher conferences (fall and spring). Additional conferences may be arranged with the teachers at any time; our goal is good communication. It is most important that you keep the teachers informed of any changes in the home situation that might affect your child, or anything that comes up in conversation with him or her that you think the school should be aware of. Classroom and office staff are always willing to help solve a problem or answer questions.

A written record of progress is maintained for each child in the school, and we will furnish a report to any future school a child may attend. There will be one scheduled class observation for parents. However, you are welcome to visit at any time.

We offer a series of evening group meetings to familiarize you with the classrooms, the Montessori materials, and the goals and philosophy of the program. We encourage you to attend these meetings; guests are also welcome. We hold annual Dads' and Moms' Nights, to be attended by the respective parents (or a substitute) and the children, Art Day for parents and children, Grandparents' Day, Family Activity Night, a year-end music program, and a family picnic. Parents are always welcome on field trips and at other special events throughout the year.

SALES OF PRODUCTS

During the school year, items may occasionally be offered for sale. The purchase of these items is always optional, and parents are free to decline. There are two general "sale" categories: those arranged by the school, and those set up as a specific fundraiser by parents. The former include school pictures, school logo clothing, and book clubs. The classrooms receive bonus books and toys from parent orders. Parents have helped with T-shirt and tote bag sales, book fairs, and the like, with proceeds earmarked for playground development, classroom equipment, or school programs.

LICENSING NOTEBOOK

LMC maintains a licensing notebook, available for parent review, which contains our licensing documents. Licensing records are also available online at www.michigan.gov/michildcare.

CONFIDENTIALITY

LMC does not distribute name, address, or telephone lists of enrolled children. However, we will make such information available to other parents who ask; generally they wish to invite another child to a birthday party or to make arrangements for children to play together. If you do not want your contact information to be released, please inform the office. Under no circumstances will enrollment information be given to outside solicitors.

Each child has a right to confidentiality. All information pertaining to the children in the program is confidential and used for internal purposes only. It will be released to third parties by parent request, or if required by statute, court order, or licensing mandate.

PRODUCT & SERVICE

NON-ENDORSEMENT/ NON-LIABILITY

We are often asked to post announcements or hand out fliers for outside groups offering products or services for children. Distribution of such information does not imply LMC endorsement, nor does LMC assume responsibility or liability for consequences that may arise from use or purchase of such products or services.

STAFF & VOLUNTEER SCREENING

All staff are screened for felony convictions by the Michigan State Police Internet criminal history access tool (ICHAT). Staff and volunteers are screened for child abuse and neglect convictions by the Department of Human Services. Volunteers are supervised at all times by LMC staff.

PRIVATE DUTY BY EMPLOYEES

LMC employees are prohibited from accepting offers for private duty (e.g. babysitting, transportation, etc.) for any of the children enrolled in the program.

COMMUNICATION

Should questions arise, please ask! Teachers, administrators, and office staff are all happy to help you, and should the appropriate person not be available, please leave a message and you will be contacted as quickly as possible.



LIVONIA MONTESSORI SCHOOL

A school that inspires

2015-16 Tuition Schedule

31840 W. Seven Mile Road
Livonia, MI 48152
Office (248) 474-4764
Fax (248) 474-7969
livoniamontessori@att.net
www.livoniamontessori.org

Children are enrolled for the full school year (or portion remaining) and the family is responsible for the full tuition balance from the date of acceptance. Tuition for the full period of enrollment is not subject to adjustment because of illness, absence, or withdrawal from school.

PRESCHOOL/KINDERGARTEN

8:45-11:30 a.m.

12:30-3:15 p.m.

HALF DAY CLASSES

Monday through Friday

HALF DAY TUITION PAYMENT OPTIONS:

Montessori class only (= Approx. \$160 per week)

Option A \$6200

One payment of \$6200, due May 10, 2015

Option B \$6260

Two payments of \$3130, due May & November 2015

Option C \$6340

Four payments of \$1585, due May, Aug. & Nov. 2015 & Feb. 2016

Option D \$6400

Ten payments of \$640, due monthly May 2015 through Feb. 2016

PRESCHOOL/KINDERGARTEN
7 a.m.-6 p.m.

FULL DAY CARE
Monday through Friday

All full-day children will attend a regular Montessori half-day class in either the morning or the afternoon. For the remainder of the day, they will be supervised by trained staff in a modified Montessori room.

A separate area for sleeping is available for those children who nap or rest midmorning or in the early afternoon.

FULL DAY TUITION PAYMENT OPTIONS:

Montessori class & unlimited day care (= Approx. \$285 per week)

Option A \$11,155

One payment of \$11,155, due May 10, 2015

Option B \$11,266

Two payments of \$5633, due May & November 2015

Option C \$11,376

Four payments of \$2844, due May, Aug. & Nov. 2015 & Feb. 2016

Option D \$11,520

Ten payments of \$1152, due monthly May 2015 through Feb. 2016

HOURLY DAY CARE: \$6 per hour

The school will provide care in a modified Montessori classroom for children who are regularly enrolled in half-day classes.

Morning class children may arrive at school between 7 and 8:45 a.m. They may also bring a lunch and stay during the afternoon. Afternoon class children may arrive after 7 a.m. (lunch should be sent) and may stay after school until 6 p.m.

This service does not have to be used on a regular basis. We will calculate and bill each child's costs every two weeks.

EXTENDED DAY KINDERGARTEN

8:45 a.m.-3:15 p.m.

Extended Day is a full-day academic program for kindergarten-age children. Children attend two multi-age academic classes per day.

EXTENDED DAY TUITION PAYMENT OPTIONS: (= Approx. \$270 per week)

Option A \$10,650 One payment of \$10,650, due May 10, 2015

Option B \$10,760 Two payments of \$5380, due May & November 2015

Option C \$10,880

Four payments of \$2720, due May, Aug., & Nov. 2015 & February 2016

Option D \$11,000 Ten payments of \$1100, due May 2015 through Feb. 2016

A LATCHKEY program is available for Extended Day children who need to stay for additional time. Fees may be paid in the following ways:

HOURLY: \$6 per hour or . . .

FLAT RATE: \$2050 per school year, paid in full in September, or in nine monthly installments of \$240 (total \$2160), due on the first day of the months September through May.

All latchkey fees are paid directly to LMS. Hourly latchkey is billed as used. Flat rate children are entitled to unlimited use on days the school is open. Latchkey hours are 7-8:45 a.m. and 3:15-6 p.m.

ADDITIONAL CHARGES

FACTS TUITION MANAGEMENT ADMINISTRATIVE FEE: FACTS fees range from \$10 to \$45 per family, depending upon method and frequency of payment. This fee will be added to the yearly tuition obligation.

LATE PAYMENTS: A \$25 per month charge will be added to tuition that is unpaid ten days after the due date.

NSF CHECKS: A fee of \$25 will be charged for each check that is returned by the bank as NSF or otherwise not collectible.

LATE PICKUP: A \$1 per minute late fee applies after 6 p.m. These charges are included on hourly day care bills and paid to the school, but go in their entirety to the caregivers who stay late.



LIVONIA MONTESSORI SCHOOL

Preschool/Kindergarten Application for Admission

Date _____

Child's Name _____ (_____) Girl _____ Boy _____
last first middle nickname

Date of Birth _____ Age in September _____

Address _____ Telephone _____
number street city zip area code/number

Correspondence regarding this application should be addressed to:

Name _____ (please indicate Mr., Mrs., Ms., Dr. etc.)

Complete Address _____
number street city zip

Child lives with (check all that apply):

Mother _____ Father _____ Stepfather _____ Stepmother _____ Other _____
relationship

Please check any that apply:

Parents married _____ separated _____ divorced _____ never married _____ Mother deceased _____ Father deceased _____

Financial responsibility for child will be assumed by _____

Father, Stepfather, or Male Guardian (circle):

Mother, Stepmother, or Female Guardian (circle):

_____ Full Name

_____ Full Name

_____ Home Address

_____ Home Address

_____ Social Security #

_____ Social Security #

_____ Occupation/Title

_____ Occupation/Title

_____ Employer

_____ Employer

_____ Business Address

_____ Business Address

_____ Business Phone (area code/number) Cell Phone (area code/number)

_____ Business Phone (area code/number) Cell Phone (area code/number)

_____ E-mail Address (for internal use only)

_____ E-mail Address (for internal use only)

School child is currently attending _____

Previous schools or child care experiences and dates enrolled _____

Session Preference: (please indicate 1st and 2nd choice if half day)

Half Day Morning _____ Half Day Afternoon _____ Half Day No Preference _____ Part Time Extra Hours _____ Extended Day Kindergarten _____ Full Day _____

For full day or extra hours, indicate approximate arrival/departure times and days of use

Does child nap? _____

Names/ages of brothers & sisters _____

How did you learn about Livonia Montessori School? _____

Medication(s) being taken (name and purpose) _____

Please list any special health problems _____

Are there any other problems or circumstances about which we should know? _____

Please list any allergies and/or foods which should not be eaten _____

ENROLLMENT CONTRACT

Livonia Montessori School agrees to enroll _____ for the 20____-20____ school year. In consideration of the acceptance of this Enrollment Contract by Livonia Montessori School, the undersigned agrees to pay the required fees in accordance with the most recent tuition schedule, and as specified below:

For new applicants, a non-refundable registration fee in the amount of \$100 is required at the time of signing of this Enrollment Contract. For returning students and their siblings, a non-refundable registration fee of \$50 is required by the application due date.

	<u>Annual Payment</u>	<u>Semi-Annual Payments</u>	<u>Quarterly Payments</u>	<u>Monthly Payments</u>
Choose one option	<input type="checkbox"/> One payment due in May	<input type="checkbox"/> Two payments due in May and November	<input type="checkbox"/> Four payments due May, Aug., Nov., and February	<input type="checkbox"/> Ten payments due May through February

I understand that my obligation to pay the fees for the full academic year is unconditional and that no portion of fees paid or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal from the school of the above student. I understand that children are enrolled for the full school year (or portion remaining), and that I am responsible for the full tuition balance from the date of acceptance. I agree to pay, when applicable, other fees. These may include, but are not limited to, registration or re-enrollment fees, hourly day care, late payment or NSF fees, late pickup charges, or an occasional charge for a field trip or student-owned materials. I understand that my child will be denied admission to school and records will be held if tuition or fees are not paid in a timely manner. I further agree to pay LMS's reasonable costs of collection related to my account, including attorney fees.

I understand that in signing this Enrollment Contract for the coming academic year, I am agreeing to accept the policies and regulations of the school and the payment of fees as referred to above. Furthermore, I agree to the policy of the school that student records will not be released unless an account has been paid in full.

RELEASES AND STATEMENTS OF AGREEMENT

MEDICAL RELEASE

I hereby declare that I am the parent or legal guardian of the above-named child. I give my consent, in the event that all reasonable attempts to contact me or designated emergency contacts have been unsuccessful, for Livonia Montessori School personnel to seek treatment by my preferred physician, or in the event the preferred practitioner is not available, by another licensed person. I hereby release and discharge Livonia Montessori School, its agents, employees, and officers, from all claims, demands, actions or judgments which the undersigned ever had, now has or may have against the school, its successors or assigned, for all personal injuries or illness, which the child named above may suffer or incur as a result of the actions of Livonia Montessori School or in procuring medical treatment.

I certify that the child named above is in good health and free from any communicable disease or illness.

MODEL/PUBLICITY RELEASE

I give permission for the above-named child's name, photograph, video or voice recording to be used for informational or publicity purposes in news stories, press releases, or similar items.

FIELD TRIP PERMISSION/RELEASE

I give permission for the above-named child to participate in field trips or outings with Livonia Montessori School. Transportation, when necessary, will be provided by private car, with each child properly restrained, or by contracted bus. Supervision will be provided by LMS staff and parents or other volunteers. On any field trip or outing, I understand that Livonia Montessori School is not responsible for unavoidable accidents or the negligence or actions of persons not employed by or acting for LMS.

LUNCH AGREEMENT

I agree to provide a lunch for my child on days when s/he will be at school during the lunch period.

DISMISSAL AGREEMENT

I acknowledge that Livonia Montessori School will release my child to only those persons authorized on the Child Information Page. I further acknowledge agreement with LMS's standard procedures used at the release of children in special circumstances.

I understand that LMS personnel are not trained to make assessments relating to intoxication or other impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up a child. LMS assumes no responsibility for any injury or harm to a child who has been released to a person listed on the Child Information Page or who is authorized by a parent, either verbally or in writing, to pick up a child. LMS staff respect each family's privacy. However, where other questionable child release situations occur, they have a duty to maintain their role as the child's advocate.

The following contract provisions satisfy State of Michigan Department of Human Services child care licensing rules.

Upon signing this agreement, Livonia Montessori School agrees to abide by the following provisions of the Michigan Administrative Code:

R 400.5106 Program (Rule 106)

- (1) A developmentally appropriate program shall be implemented that includes all of the following areas:
 - (a) Physical development
 - (b) Social development
 - (c) Emotional development
 - (d) Intellectual development.
- (2) The following types of activities shall be provided daily:
 - (a) Quiet and active
 - (b) Individual, small groups, and large groups
 - (c) Large and small muscle
 - (d) Child initiated and staff initiated
 - (e) Developmentally appropriate language and literary experiences throughout the day accumulating for not less than 30 minutes
 - (f) Early math and science experiences.
- (3) Daily activities shall be planned so that each child may do the following:
 - (a) Have opportunities to feel successful and feel good about himself or herself and develop independence
 - (b) Use materials and take part in activities which encourage creativity
 - (c) Learn new ideas and skills
 - (d) Participate in imaginative play.
- (4) Television, videotapes, movies, electronic devices and computers shall be designed for children's education and/or enjoyment, and shall be suitable to the age of the child in terms of content and length of use.
 - (a) Programs or movies with violent or adult content shall not be permitted while children are in care.
 - (b) Other activities shall be available to children during television/movie viewing. *Note: LMS does not permit television viewing.*
- (5) A daily activity guide relating to the curriculum and each age group shall be prepared and posted in a place visible to parents or otherwise made available to them.
- (6) The center shall provide daily outdoor play when children are in attendance for 5 or more continuous hours per day, unless prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled.
- (7) The center shall provide a naptime or quiet time when children under school age are in attendance 5 or more continuous hour per day.
- (8) The center shall provide opportunities to rest for children less than 3 years of age regardless of the number of hours in care.
- (9) n/a (applies to infants)
- (10) The licensee shall, for children with special needs, work with the parents, medical personnel and/or other relevant professionals to provide care according to the child's identified needs.
- (11) The center shall permit parents to visit the program for the purpose of observing their children during hours of operation.

STATEMENT OF UNDERSTANDING

I have read the program description, policies and information, day care policies and procedures, and tuition and fee schedule of Livonia Montessori School. I understand and agree with the philosophy and policies, and accept the conditions and terms stated therein. Livonia Montessori School reserves the right to modify the rules and policies at its sole discretion with written notice. Such notice requirements shall not be applicable in the event of emergencies or licensing mandates.

Enrollment, as specified within this Enrollment Contract, may be canceled by the parents or guardians in writing, without penalty (except forfeit of the Registration Fee) prior to May 10 of the year the child is to begin attending. If enrollment is canceled after May 10 of that year, parents or guardians financially responsible for the student are obligated to pay the full annual charges.

If any provision of this contract, program policies or procedures is held invalid or unenforceable, it should be ineffective only to the extent of the invalidity, without affecting or impairing the validity or enforceability of the remainder of the provision or the remaining provisions and intent of this contract. No waiver by LMS of any right or remedy on one occasion shall be a waiver of that right or remedy on a future occasion.

This contract constitutes the entire agreement among the parties to it and supercedes any prior understandings or agreements. Each party acknowledges and states that no representation, inducement, or condition not set forth in this contract has been made or relied upon by either party.

This contract shall be interpreted in accordance with the laws of the State of Michigan.

My signature below affirms that I have read, understand and accept the terms and conditions of this contract.

Signatures of parents or guardians financially responsible for student:

Father/Guardian Signature Date Signed

Mother/Guardian Signature Date Signed

For Livonia Montessori School Date Signed

A non-refundable registration fee of \$100 (\$50—re-enrollments and siblings of currently enrolled students) must accompany this application.

Return to: Livonia Montessori School, 31840 W. Seven Mile Rd., Livonia, MI 48152