

Maple Tree Montessori



Academy

2944 Old U.S. 23
Brighton MI 48114

(810)225-8321

**PARENT
HANDBOOK**

MISSION STATEMENT AND HISTORY

Maple Tree Montessori Academy's mission is to provide:

Maple Tree Montessori Academy is dedicated to providing a nurturing, caring and stimulating educational opportunity for children regardless of race, economics, and relative learning abilities. Our goal is to create a peaceful, loving Montessori environment of the highest quality in which children can flourish.

Maple Tree Montessori Academy was founded in 2003, by an experienced Montessori directress and is very dedicated to the understanding and application of the principles of education that were discovered and developed by Dr. Maria Montessori.

We believe very strongly that the young child is engaged in a most important process...the development of the man or woman that child will become. Our goal is to provide a peaceful, prepared environment that will assist and encourage the development of each child to his/her fullest potential.

We are affiliated with the following organizations:

1. The American Montessori Society (AMS)
2. North American Montessori Teacher's Association (NAMTA)
3. Michigan Montessori Association (MMS)

These organizations assure the highest quality Montessori educational standards are being followed by our school.

ADMISSION PROCEDURE

No child will be denied admission because of gender, race, religion, national origin or ethnicity.

The sequence below is intended to help build our school community in a manner that supports academic and social growth for all members. Staff, students, and parents must work together to achieve a positive environment. Thoughtful enrollment choices on the part of both families and the school will help in this process.

1. Parent Visit / Application:

Parent(s) visit the school to determine interest. Parents who wish to enroll their children fill out an application form and pay the required Application and Registration fees.

2. Acceptance:

The school staff, based upon the information gained from the above steps makes one of three enrollment decisions: Immediate acceptance, wait pool, or denial. These decisions are made after the mid-winter re-enrollment of current students. Students are placed in the wait pool if there are no openings.

3. Placement:

The Administration and teachers place students in classes. Information letters with specific placement information and other school details are sent to parents.

Admissions are accepted in the following order:

1. Re-enrolling (returning) students
2. Siblings of children currently enrolled
3. Children with a Montessori background
4. New applicants

When the programs are full the school will accept children into a waiting pool. Maple Tree Montessori Academy tries to create a sound balance within each classroom; therefore the numerical order in which names are placed into the waiting pool doesn't necessarily correspond to the order of enrollment. MTMA reserves the right to choose, out of order, children from the waiting pool so as to balance the class by age and gender.

PARENT RESPONSIBILITIES

It is only through a cooperative effort between the school and the parents that your child is assured of the highest quality education. A parent materials fee will be charged each year, providing families with Montessori, parenting and Maple Tree materials that will enhance understanding and support of our school. The fee will vary each year, depending on the materials provided. In addition, we ask that you carefully observe the following requests and contact the school if you have any questions regarding policies.

1. Familiarize yourself with the basic Montessori philosophy. It is important that you as parents understand the basic principles of Montessori education and the aims of Montessori, so you have a good comprehension of when your child is making progress at school.
2. Keep abreast of current activities by **READING** the newsletters and the various notices that are sent home. Additionally, please post and observe the school calendar.
3. Communicate with the school. Please feel free to ask the teacher about any changes in your child's attitude, progress, or behavior. Likewise, we would appreciate knowing if there are any

particularly upsetting or disturbing conditions in the home that may affect your child's progress in school. We can adjust expectations and schedules accordingly if we are informed of such circumstances. Our goal is the total development of your child. This can be obtained best through effective and continuing cooperation and communication between school and home.

4. PLEASE CONTINUALLY UPDATE ALL SCHOOL FORMS, IN PARTICULAR THE EMERGENCY CARD WITH VALID AND UPDATED TELEPHONE NUMBERS AND PERMITTED "PICK UP" PERSONS. Also important is the change of status within the family unit.

5. PAY TUITION AND FEES IN A TIMELY FASHION. Maple Tree Montessori Academy is supported exclusively by tuition, fees and fundraising. We would be unable to meet payroll and other monthly obligations if families fell behind. Late tuition payments will be charged a \$25.00 late payment fee, unless other payment arrangements have been made in advance.

6. Attend parent education functions sponsored by the school. At the beginning of the school year, the school holds a parent orientation for all families. In addition, we sponsor occasional Parent Education Nights and a Parent Study Group meets each month throughout the year to better understand the Montessori classrooms. This enhances Montessori's long-term effect on your child's life and promotes a bond between home and school. Please plan on attending.

Community, Finances, Tuition and Fundraising

A little history, Maria Montessori first opened her Children's House in the slums of Rome to serve impoverished children who had been left wandering the streets while their parents worked. Montessori schools have been held in churches, villages and even refugee camps. Dr. Montessori has been nominated for the Nobel Peace Prize and the Montessori Philosophy has been embraced by world leaders, teachers and parents who are dedicated to bringing a holistic approach to children's wellbeing for over 100 years.

In many western countries a Montessori education has become an option only for those who can afford tuition prices that even exceed \$15,000.00 per year (in Michigan alone). It is usually held in a "private school" context and rarely has the opportunity to serve the purpose of serving an economically diverse

community, such as the world itself provides. This diversity has both a far-reaching effect within our culture and our own individual experiences, shaping our perceptions and our ability to empathize with others.

We at Maple Tree Montessori are fully dedicated to Maria Montessori's belief in "Education and Peace". When you look at our enrollment, you can see that we attempt as a part of our sincere dedication to the philosophy, community and to the individual child, to reach beyond the limitations of the current concept of a Private Montessori education and toward the goal of peace and inclusion.

It is toward this end, that we decide our tuition base. For example, there are currently no other fully Montessori elementary programs within Livingston County and the other private elementary school options are associated with parochial subsidizing so we must go to nearby counties to compare tuition rates. If you go to Washtenaw or Oakland Counties you will find rates that are almost double our tuition for Primary, Full Day, and Elementary Programs. We would happily and effectively compare our Montessori Program to their programs...educationally as well as socially.

However, with our low tuition base in mind, we do need to fundraise to help cover our costs. We ask your support and consideration of our school community in participation of our fundraisers. Each year we place an order with Equal Exchange. They provide an excellent fundraising program through the purchase of organic and fair trade products that allow us to both fundraise for our community and support an even larger community. This is our main fundraiser and we appreciate your participation.

Maple Tree also holds a Community Market Day each spring that allows families to recycle and repurpose unused items. Each family may sign up for a space to sell at the market and all families are encouraged to attend. A portion of the proceeds from each space supports our school community.

Maple Tree Montessori Academy is a young school, full of heart and vision. Many schools are not enduring these tough economic times; schools are losing students, closing programs and closing their doors. We are struggling and growing...a challenging position at best and we appreciate all of the support and consideration you have given to us during our infancy stage. As we grow into our collective future, we are striving to carry on Dr. Montessori's work to the best of our ability, to continue the development of our academic programs, to include all students and families in our community, to provide all children entrusted to us with an excellent education that ensures growth in all areas of the child's transition from toddler to adolescent, providing a peaceful, responsible, self-motivated foundation for the emerging adult, our future.

Parent Guild

We have several families in our school who, understanding the importance of supporting our work, our classrooms, their own child's academic and social development have made fundraising for our school a part of their commitment and we thank them whole heartily. They contribute time for our Habitat Work Days and cleaning days; they laminate, make and organize materials. These parents are the ones that put together fundraisers that enable all families to join together, raising much needed funds to purchase materials and equipment, complete outdoor projects and expand our programs without increasing our tuition during these difficult economic times. With their hard work and dedication, they lead us by example to a stronger and more fruitful school community. We cannot thank them enough for their constant support and dedication. Though they ask for no recognition, you know who you are, Thank You!

If you are interested in joining our Parent Guild and helping our school community through fundraising and work days, please email our school and we will put you in touch with our Guild.

TUITION AND PAYMENTS

A \$50.00 Application fee is required at the time of submission of the application. It is a one-time fee. A \$200.00 Enrollment fee is required by February 1st to secure your child's place for the coming year.

There are three tuition payment options

1. Monthly, beginning July 1st and ending June 1st.
2. Semi-annually on July 1st and December 15th.
3. Annually on July 1st.

The tuition is increasingly discounted for #2 and #3 above.

Payments are due on the first of the month. There is a 10-day grace period after which a \$25 late fee is imposed.

Tuition is an annual fee and no reduction is made for absences, vacation etc.

Returned checks incur a \$25.00 fee.

FAILURE TO MAKE PAYMENTS

Please refer to the Enrollment Contract that you have agreed to regarding your financial obligation and delinquent accounts. Please note, a first payment (July 1st) which is not received by July 10th can cause replacement of a child with another child from the waiting pool at the discretion of the school and will also incur late fees.

Daycare Hours and Fees:

6:45 am until 6:00 pm on regular school days (special daycare may be available on vacation days)

\$5.50 per hour.....less than 75 hours per month

\$5.00 per hour.....75-115 hours per month

\$4.50 per hour.....Over 115 hours per month

Parents sign their child in and out to insure that their monthly Daycare bill is accurate.

If a parent arrives later than 6:00pm, there is a \$5 fee for every 5 minutes after 6:00pm.

VACATION DAYS

Special Daycare is available during Christmas and Easter Vacations and during many days when school is closed such as Parent Conferences. Consult the School Calendar for all days when Daycare is available. We will send home notices of daycare availability during breaks. We do need at least four children to sign up, per day, for Daycare to be opened.

PARENT CONFERENCES AND PROGRESS REPORTS

We strongly encourage you to take advantage of parent conferences as a major way to communicate with the teacher about your child's progress. The purpose of conferences is constructive communication. The parent-teacher-child triangle of accurate communication is key to your child's progress. Lack of unity between parent and teacher causes conflicts for a child.

If you have concerns about your child or any aspect of the class or school, please contact your child's teacher first to set up a meeting. When problems occur, the goal is to find solutions. If there is a concern that is not resolved with the teacher, then please contact the administrator. Parents are welcome to come to the administrator at any time. Appointments may need to be scheduled. However, we will welcome spontaneous communication whenever possible. Open yet confidential communication is necessary for solving many issues such as child behavior, parent concerns etc. Maple Tree Montessori Academy requires the cooperation, support and full faith of the parents and guardians of students to successfully provide the Montessori educational experience. Communication should be made directly to the lead teacher in the classroom. Avoid complaints to other staff members, parents or others.

A parent should not disturb a teacher during class. Conferences may be requested as necessary and scheduled outside of class hours.

In addition to scheduled conferences in the fall and spring, parents may initiate a conference whenever they see a need. Contact your teacher(s) to set up an appointment.

A written Progress Report, which evaluates your child's progress, is provided before the spring conferences and on the last day of school. Children's class work is sent home on a regular basis so that parents can get an idea of the kind of work their child is doing. Because of the "hands on" materials, please keep in mind that a Montessori classroom does not produce the volume or nature of paperwork that is more typical in a traditional classroom.

OBSERVATIONS OF CLASSROOMS

We strongly encourage parents to observe in their child's class to get a good idea of the Montessori Program and to learn more about what their children are experiencing. Primary parents are formally invited to observe in the classroom once the first months have passed. We have many visitors to the classroom including teachers, student teachers and prospective parents, so please call the teacher to arrange a time to observe.

****Important** - when observing, please sit quietly in the designated area and do not initiate contact with children unless they contact you. Soon the children will forget that there is an observer in the classroom and they will begin their work. In this way, you can see the children naturally interact in the classroom.

BEGINNING OF THE SCHOOL YEAR

School hours are:

- Morning session 8:30 to 11:30
- Afternoon session 12:30 to 3:30
- Full Day 8:30 to 3:30

There is a 10 minute drop off time at the beginning of class and a 10 minute pick up time at the end of class. This is included in the above times. Please be on time, our classes begin promptly!

Maple Tree Montessori Primary students will have a special schedule that allows a gradual acclimation to the ground rules of our classrooms during the first week of school. There is no daycare available during the first week.

The school year is detailed in the school calendar...extra copies available from the main office.

FORMS FOR THE BEGINNING OF SCHOOL

Licensing requirements and school policies require the certain forms and releases to be received by August 31st .The forms are mailed to parents in mid-summer or supplied by other contact. These forms must be on file in the office prior to your child's first day of attendance.

PARKING LOT

Please always be alert for children!

Please enter the school drop off area by the drive and line up at the northernmost end of the school parking lot. Continue along this drive until you are able to turn right in front of the building. This will put your passenger side closest to the building. To exit continue along the front of the school circling around and exiting directly out onto Old U.S. 23. If you must park, please park only in designated spaces and never along the curb.

ARRIVAL

1. Parents of students should let their children off in the morning at the curb directly in front of the school to the care of the classroom Teacher or Assistant.
2. Parents should make their “good byes” brief. This is especially important for younger children and new students since a prolonged farewell creates uncertainty and makes separation unnecessarily difficult for the child.
3. Please do not accompany your child into class. Doing so can make separation more difficult and can disrupt the classroom environment.

4. Please have your child to school on time. Valuable experiences are lost if your child is late for class. **Primary parents** if you are late, please wait outside the room for the Teacher to bring your child into class in order to minimize the disruption. **Elementary parents** we begin our classes promptly. If you are late arriving we ask that you walk and sign your child in at the front desk. Students arriving late to the Elementary Classes will be asked to wait in our lobby area until a teacher from their classroom comes to bring them into class. This is necessary to minimize the disruptions during early presentations in the classroom.

5. Children brought for Daycare should park and escort the child to the daycare area, sign the child in and make contact with the daycare staff.

DISMISSAL

1. Children are expected to be picked up at their scheduled time by their regular drivers.
2. For your child's protection, we only release children to the authorized people listed on the Emergency Card. Parents must inform us in writing if someone not listed on the Emergency Card will pick up their child, including the dates which apply and permission to add them to the Emergency Card. A photo ID is required of the authorized person when they are picking up your child for the first time.
3. Please avoid picking your child up from school during class times unless absolutely necessary. We try not to interrupt the children during their work. You are always welcome to pick up your child and take them to lunch, as your schedule permits.
4. At the end of class time please do not enter the class to pick up your child, but wait until the class is dismissed.
5. The end of the day can be a hectic time with children gathering work and belongings to take home, cleaning up their class and getting ready to leave school. It may be a bad time for parents to have prolonged conversations with the teacher. Please contact your child's teacher by note or phone to set up an appointment.

6. Parents must pick up their child at the place of dismissal. No child is permitted in the parking lot unattended.

7. Please park in a parking lot, avoiding the fire lane and obey all posted signs. The beginning and end of the school day is a very busy time in our parking lot. Please use extra caution driving in the lot.

OFFICIAL CUSTODY

If one parent has official custody of the child, legal papers to this effect must be on file in the main office. Without legal papers, the school cannot refuse to release a child to either parent.

Please work out clear visitation arrangements between mother and father and/or grandparents without putting the school or the child in a difficult position.

STUDENT-SCHOOL RELATIONSHIPS AND SCHOOL POLICIES

DISCIPLINE

Montessori philosophy stresses self-discipline of the child. In an atmosphere of freedom within limits, the focus is placed on a sense of responsibility, respect for persons and materials, consideration of others and cooperation. Montessori discipline emphasizes non-punitive, positive methods, which avoid personal humiliation. Discipline is in the form of logical consequences and will be appropriate to the child's developmental stage and level of understanding. Whenever possible, behavioral changes will be effected through positive reinforcement and logical consequences.

DISRUPTIVE BEHAVIOR

Staff members may place a student in a timeout or may re-move the student from the activity for disruptive behavior. Students may be sent to the office if they are unable to use self-discipline, serious repeated infractions such as biting, hitting, kicking, foul language, etc., may warrant that the parent will be called to take the child home.

REMOVAL OF STUDENTS

It is the policy of Maple Tree Montessori Academy that a student may be dismissed from the school when his/her needs are not being met; his/her behavior is disruptive to the routine of the school, or excessive absence. The response to this situation will be as follows:

1. The teacher schedules with the administrator a conference as soon as possible when the problem is identified.
2. We will provide information on a regular basis to the parents by note and conferences. Parents are expected to support necessary behavior changes by following through with home discipline.
3. We may require additional professional evaluation to help identify difficulties or impairments. If an evaluation indicates that outside professional help is appropriate, we expect parents to follow through by obtaining it.
4. We will outline the necessary goals and a time frame for improvement by the child.
5. If dismissal is considered, the administrator and teacher will meet with the parents. The child will then be immediately dismissed or put on a probationary status. These details will be outlined in written form.
6. A letter will confirm a dismissal.

Staff is prohibited by State Licensing rules for Child Care Centers, Rule R-400, 5107,

- Hitting, shaking, biting, pinching, or inflicting a form of corporal punishment.
- Restricting a child's movement by binding or tying.
- Inflicting mental or emotional punishment such as humiliation, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Non-severe discipline or restraint may be used only when reasonably necessary, based on a child's development to prevent a child from harming himself or herself or to prevent a child from harming another person or property, excluding those forms of prohibited punishment set forth above.

If you witness any action against a child by any staff member that is not consistent with our school's discipline policy, you should report it to the administration immediately.

SCHOOL DRESS CODE

Children's attire has a positive effect on learning and personal relationships when it is neat and presentable. Clothing promoting aggressive commercial characters or displaying inappropriate language is prohibited. Dress your child in clothing that can be soiled. Children should wear clothing that is appropriate for the season and weather conditions. Appropriate footwear such as tennis shoes or closed-toe sandals should always be worn for the activities they are engaged in. Children should wear clothes and shoes that they can put on and take off themselves. Remove any tie strings from around necks of shirts, sweatshirts, sweaters, and jackets.

All children are to have an extra seasonally appropriate full set of clothes labeled and in a plastic bag left at school. Please label all clothing with your child's name using permanent marker.

Parents need to purchase a large mesh bag that can hold snow pants, snow boots, snow jacket, gloves, and hat. This will allow the wet clothing to air dry and keep the items from becoming separated and lost. Please label the bag.

Each child must keep track of his own possessions. Maple Tree Montessori Academy assumes no responsibility for the loss or damage to a child's personal possessions.

Maple Tree Montessori

Health Care Plan

Infection control is a major priority of a safe and healthy environment. All staff is required to adhere to the following practices in a unified effort to minimize the risk of exposure to viral & bacterial infection and to reduce the spread of infectious diseases.

1.) Hand washing-Staff

- a.) Wet hands with warm water
- b.) Apply liquid soap.
- c.) Rub hands vigorously for at least 15 seconds, covering all surfaces.
- d.) Scrub nails by rubbing them against palms of hand
- e.) Rinse hands with water.
- f.) Dry hands with paper towel.
- g.) Turn off faucet with paper towel.

Staff should apply lotion when necessary to prevent chapped skin.

2.) **Hand washing-Children**

- a.) Staff should ensure that children wash their hands often, especially after bathroom and before eating following guidelines presented in staff hand washing. Children should sing “ABC’s” to ensure a good length of scrubbing time.

3.) **Handling of bodily fluids**

- a.) Staff should always put on proper protective equipment.
- b.) Assume that material dose contain infectious agents and always follow guidelines learned in Blood borne Pathogens Training.
- c.) Clean up spills ASAP
- d.) If sharp objects are present, use a broom and dustpan or 2 pieces of cardboard.
- e.) Dispose of absorbent material used to collect spill in a double layer of plastic garbage bag. Label clearly as “Bio-Hazard”.
- f.) Flood area with bleach/disinfectant solution (1 part bleach/10 parts water). Allow to stand 10 minutes.
- g.) Absorb solution and dispose as in “e”.

4.) **Controlling Infections-Precautions**

- a.) Children who develop a fever, vomiting or diarrhea are to be isolated and picked up from school ASAP.
- b.) Children must be fever free (without fever reducer medication) for 24 hours before returning to school. Children are to be free of vomiting or diarrhea for at least 24 hours before returning to school.
- c.) Staff is to inquire as to cause of child absence from school in an effort to identify potential infections.
- d.) Staff will notify parents and send home information sheets when children have been exposed to infectious diseases in their school environment.
- e.) Staff will instruct children in appropriate:
 - Hand Washing
 - Toileting
 - Sneezing/Coughing
 - Tissue use.

ILLNESS

Please contact the school office if your child will be absent due to illness.

If your child is absent because of a communicable disease you must inform the office immediately. The Department of Health requires that a child be kept home for any of the following:

Common Cold, Chicken Pox, Whooping Cough, Scarlet Fever, Scabies, Sore Throat, Influenza, Impetigo, Mumps, Pneumonia, Tuberculosis, Pink Eye, Head Lice, Measles, Vomiting, and Ring Worm.

A child should remain home if he or she has had a temperature of 100°F or above or if they have vomited in the past 24 hours. Children who return to school after a communicable disease need a physician's written statement.

If your child becomes sick in school and has a fever or other symptoms that require him or her to leave, we will call you with the request that your child be taken home.

In the event of an emergency, the school will call 911 to transport your child to an emergency treatment center. A Maple Tree Montessori Academy staff member will accompany your child to the emergency room and you will be notified to meet them there. Please make sure your Emergency card is accurate and up to date. If we are unable to reach you using the information you provided, we will contact the alternate names you listed on the Emergency card. Our staff is required to prepare written reports of all accidents; you will be provided a copy.

Please be sure your child has a good breakfast and a good night's sleep before coming to school.

If your student requires medication in school, you must complete the Medication form located in the main office and list complete instructions. All medications must be in their original containers. Students may not administer medication to themselves.

ABSENCES AND TARDINESS

We expect that children will attend school on a daily basis and we do expect children to be on time. We begin our classes promptly. If you are late arriving we ask that you walk and sign your child in. Students arriving late to the Elementary Classes will be asked to wait in our lobby area until a teacher from their classroom comes to bring them into class. This is necessary to minimize the disruptions during early presentations in the classroom.

Excessive absences or tardiness are disruptive not only for the child, but also for the classroom as well. Indicating to your child that daily attendance at school is required teaches them to respect and value their education. Promptness shows your child that you value your child's work time.

Please contact the school promptly if your child will be absent or tardy to school.

The number of absences and tardiness are recorded into a student's permanent record.

Students who are absent in excess of 25% of the current school year may be refused promotion to a higher grade or be refused recommendation of a higher grade to a new school. Absences beyond this level result in legal consequences to the School and the child's Parents or Guardian(s). A doctor must validate long-term absences in the case of serious, long-term illness or injuries.

LUNCH, SNACKS, AND GENERAL NUTRITION

Please note that we do have students in each class with severe nut and peanut allergies. All foods brought into our school should be nut and peanut free to protect the safety of all students.

The school does not provide lunch; it is the responsibility of the parent or guardian to provide a nutritious lunch.

The child's lunch should include the following, protein, dairy products, carbohydrates (bread, cereals), and fruits and vegetables. For example; sun nut butter and jelly sandwich, milk and apple. Please do not send nut items due to student allergies. Do not send pure sweets such as candy, iced cupcakes, etc. These cause a "sugar high" that over stimulates children for a period and then causes lethargy when the body consumes the sugar. This makes learning in the afternoon difficult for your child. An exception will be made for special occasions such as birthdays and class parties. We send home any uneaten food with your child, so that you can get an idea of the amount and eating preferences of your child. Children are permitted to eat dessert after they have eaten a reasonable amount of their main meal. Your child's lunch box should be labeled with the name on the outside near the handle. If your child brings a lunch bag instead, please label it clearly with dark marker. Please be sure your child has had a good breakfast before school. We do not microwave or refrigerate food. A cold pack suffices to keep food cold.

All students will be placed on a snack rotation sheet, taking turns each week to provide snack for our students. Parents will be provided a shopping list that reflects our needs and healthy choices. Snack will be mostly fruit, veggies, cheese and yogurt.

BIRTHDAYS

Parents may provide special birthday snacks. We ask that they be individual ones such as cookies or cupcakes rather than something that needs cutting and serving.

Please check with your child's teacher for the number of children in the class and dietary restrictions due to allergies.

Please don't issue invitations for home birthday parties at school since children who are not invited may feel left out. You will receive a class directory at the beginning of the year for issuing invitations directly to the students' homes.

Parents often wish to donate a gift to the school in honor of their child's birthday. We suggest a book or material for the class. Contact your child's teacher for suggestions.

TOYS, GAMES AND PERSONAL PROPERTY

Materials of educational value are encouraged. Parents are requested that toys, stuffed animals, jewelry, trinkets, electronic games and devices, and other valuables be left at home. Maple Tree Montessori Academy assumes no responsibility for the loss or damage to these types of items. Our Daycare program accepts donations of games and toys that your child is no longer using.

PHOTOGRAPHS AND PUBLICITY

Photographs of the children participating in our programs may be taken from time to time and may appear on our website and in newspapers, magazines, brochures, yearbook, and other publicity materials. Your permission for photographs including your child, to be used without compensation, is part of this agreement.

DISASTER PREPAREDNESS

The School maintains Tornado and Fire procedures that are posted within each classroom in plain sight. Regular drills are held to accustom the children to disaster emergency preparedness. We try to arrange the drills on good weather days...however we are required to have fire drills every season.

CRISIS MANAGEMENT PLAN

INTRUDER

The Design: M.T.M.A. allows for a very clear view of the one entrance door by several staff members. All staff members are instructed to monitor the entryway for suspicious or unusual people.

In the event of an intruder:

- 1.) The first staff member to see an intruder in the building will shout "intruder" and sound the alarm by pulling the fire alarm located in each classroom or by pressing the alarm button behind the front counter.
- 2.) Staff and children shall exit through the emergency doors located in each room.
- 3.) Classes will meet in the clearing in the back of the building.
- 4.) Each lead teacher will call 911 stating we have an intruder with the School name and address and the student location.
- 5.) Staff will take a roll call of students.
- 6.) Staff will await further instruction by the local police department.
- 7.) Each lead teacher will initiate the "Phone Tree", once the safety of the children is secure.

BOMB THREAT

In the event of a bomb threat:

- 1.) Upon receipt of a bomb threat, the staff member who has received the bomb threat will pull the alarm.

- 2.) The children and staff will evacuate the building as practiced for a fire drill.
- 3.) Once outside the staff member will proceed to the far-southeast corner of the school property. Other staff and classes will follow.
- 4.) The staff will inform 911 of a bomb threat including the school name and address.
- 5.) Staff will take roll call.
- 6.) Staff will await further instructions by the Police and Fire authorities.
- 7.) Lead teachers will initiate "Phone Tree" once the safety of the children is secure.

LOCKDOWN

In the event of a lockdown:

- 1.) The Secretary will lock the doors, and announce lockdown.
- 2.) All staff will be responsible for their own classroom.
- 3.) All staff begins roll call.
- 4.) Lead teachers will initiate the "Phone Tree".

EMERGENCY WEATHER INFORMATION

We will base our decision to close the school due to weather conditions on information gathered from the Brighton School district, the Michigan State Police and local and national weather services. Please listen to 93.5 FM for closing information. We also publish a phone chain to inform parents of emergency school closings.

PARENT HANDBOOK REVIEW CONFIRMATION FORM

Please read this form, sign and return it to the office on or before your child's first day of school.

Child (ren)'s name:

I have read and understand the contents of the Maple Tree Montessori Academy Parent Handbook, and agree to abide by the policies set forth therein,

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

