

# Maple Tree Montessori Academy



2944 S Old U.S Highway 23  
Brighton, MI 48114  
810-225-8321  
[www.mapletreemontessori.com](http://www.mapletreemontessori.com)

## 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, sexual orientation, 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)
4. The International Montessori Council (IMC)

These organizations assure you 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 \$28,000.00 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 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.

## **State of Michigan Licensing Notebook**

Maple Tree Montessori maintains a Licensing Notebook. This contains all licensing inspection and special investigation reports for the past 5 years. This notebook is on the bookshelf at the front counter and can be viewed at any time.

Licensing inspection and special investigation reports for the past three years are also available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

### **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 \$300.00 Enrollment fee (Toddlers) or \$200.00 (Primary and EI). Is paid at the time of enrollment. A \$100.00 re-enrollment fee is required by March 1st to secure your child's place for the coming year.

There are four tuition payment options:

- 12 Monthly, beginning July 1<sup>st</sup> and ending June 1<sup>st</sup>.
- 10 Monthly, beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>.
- Semi-annually on July 1<sup>st</sup> and December 15<sup>th</sup>.
- Annually on July 1<sup>st</sup>.

The tuition is increasingly discounted for #3 and #4 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 \$35.00 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:**

7:30 am until 5:30 pm on regular school days (special daycare may be available on vacation days)

\$9.00 per hour.....Primary and Elementary

\$15.00 per hour.....Toddlers

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

a parent arrives later than 5:30pm, there is a \$5 fee for every 5 minutes after 5:30pm.

### **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 Primary 11:45
- Afternoon session 12:30 to 3:30
- Full Day 8:30 to 3:30

There is a 30-minute drop off time at the beginning of class and a 30-minute pick up time at the end of class. This is included in the above times. Please be on time, our classes begin promptly! If you are late, you will need to park in front and walk around to your child's drop off door.

Maple Tree Montessori Primary students will have a special schedule that allows 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 July 1st  
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 (2 parallel lines) at the northernmost end of the school parking lot. Cars will then alternate and drive around the back of the building to their child's classroom. There is NO PASSING in the drop off and pick up lines!!! After drop off, continue around to the front of the school, 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 their classroom door, helping the child to the door, as needed. Transfer them to the care of the classroom Teacher or Assistant.
2. Parents should make their "goodbyes" 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. If you are late arriving, we ask that you park in front and then walk around to your child's classroom door.

### **DISMISSAL**

1. Children are expected to be picked up at their scheduled time by their regular drivers. Please drive around to your child's pick-up door.
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. 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.
5. Parents must pick up their child at the place of dismissal. No child is permitted in the parking lot unattended.
6. Please remember, the beginning and end of the school day is a very busy time in our parking lot. Please take extra caution driving in the lot and around the building. Inform all drivers that passing is not allowed!

#### **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 reminders, redirection, and logical consequences and will be appropriate to the child's developmental stage and level of understanding. Whenever possible, behavioral changes will be affected through continued positive reinforcement and logical consequences.

### DISRUPTIVE BEHAVIOR

Staff members may re-move the student from the classroom activity for disruptive behavior. They will be encouraged to think and talk about their actions and choices. They will be invited and encouraged to return to the activity when they are ready to participate. 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 excessively absent. 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 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 25 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 does 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 and EXCLUSION POLICY**

Please contact the school office if your child will be absent due to illness. Please send an email and if there is a diagnosis, please inform us since we need to report communicable diseases to the Livingston County Health Department weekly.

The Department of Health requires that a child be kept home for any of the following:

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

A child should remain home from school if he or she has had a temperature of 100°F or above in the past 24 hours. They may return to school when are fever, vomiting, and diarrhea free for at least 24 hours without medication. 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.

### **Medications and over the counter "medications"**

All incoming medication must be received directly from the parent or guardian to be put on the chart. Also, please check with the parent to see if refrigeration is necessary. All medication must be properly stored.

- The parent or guardian must sign the chart and designate the time that medication is to be given.
- All medication must be in the original container. Medicine must have the child's name and dosage. We are never allowed to give any medication without parent permission. Because of the importance of knowing the child well and having one person in each classroom responsible for distributing medicine, the director/directress should take responsibility for this job. It is understood that if he/she is in the middle of a lesson, the assistant may be asked to administer it to the child.
- Medication, including over the counter creams such as Sunscreen, Insect Repellant and Diaper Cream must be labeled with one child's name. Siblings may not share.

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 daily, 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. Email is best!

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

Students who are absent more than 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.

### **BIRTHDAYS**

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, yearbooks, 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.

#### **Emergency Plans**

**Maple Tree Montessori Academy**

**2944 S. Old U.S. Highway 23 Brighton MI 48114**



**810-225-8321**

**Street intersection: North of Hilton on Old 23**

**For emergency assistance contact 911**

**In all situations, it is imperative that the staff remains calm at all times and we must convey that calmness to the students.**

### **IMPORTANT - TODDLERS**

During any of these emergencies that involve moving Toddler students, all available auxiliary staff will report to the Toddler Community to assist in evacuation or moving of Toddler students.

The Toddler teacher will direct facility as needed to comply with the Emergency Plan in effect including:

1. Moving Toddlers to safety as required by plan
2. Securing and bringing Toddler essential supplies
3. Bringing Toddler Emergency information and parent directives
4. Supporting Toddler Staff and Children as directed

### **IMPORTANT – Children with Chronic Medical Conditions**

During any of these emergencies, staff will exercise great care and detail in providing support to children with chronic medical conditions, as needed to comply with the Emergency Plan in effect including:

1. Moving children to safety as required by plan
2. Securing and bringing child's essential supplies including medications and required equipment.
3. Bringing Emergency information and parent directives

### **Special Needs Children**

Special needs children will be personally escorted to safety during any disaster or drill. If you have a special needs child in your classroom, that child is to directly be taken along the prescribed plan.

### **Evacuation**

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area along with the Phone Tree and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.

4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Calmly walk to the outside assembly area located at the cul-de-sac through the woods behind our building. (End of Pady Lane Brighton MI, 48114) Further evacuations will be from that location to CUUB 3333 S. Old U.S. Highway 23, Brighton MI 48114. Be cautious and yield the way for emergency vehicles entering the property.
7. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Do not re-enter the building until you are given the "ALL CLEAR" command. Many times the situation must be verified as safe, so be patient. Remember, this is for your protection.
9. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.
10. Initiate the Phone Tree to notify parents of pick up at our alternative location.
11. Normal Pick-up policies will be enforced including checking ID before releasing child.

### **Lockdown**

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. If phone is available in classroom, Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until situation resolved and police give the all clear.
9. Parents will not be allowed in the building or to pick up children during a lockdown

\*Notify parents/guardians about any lockdown, whether practice or real.

### **Shelter-In Place Procedures**

This includes Tornado and Severe Weather conditions including; thunderstorm, ice storm, etc.

1. An emergency radio with extra batteries is located in the Emergency Back Pack in the Upper Elementary Classroom.
2. If a severe weather warning is issued staff will gather children at the shelter-in place located in the main corridor behind the office area. Lead teachers will take a head count to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
3. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
4. Staff will keep children calm by reading books and singing songs.
5. Ensure the Director or designee has a fully charged, working cell phone. If possible, the Director will make contact with all parents to let them know of the situation.
6. No children are allowed to leave the Center while a severe weather watch is in effect without the legal parent or guardian.
7. When the threat has passed, staff may continue with the daily schedule.

### **Lightning**

1. If outside- move indoors immediately.
2. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Please note: wires and metal pipes can conduct electricity)
3. Move away from windows. Cover windows with shades or blinds, if available.

### **Fire**

1. If heavy smoke or flames are seen please pull the alarm. If the fire alarm is sounded staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should check their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at the east edge of the parking lot near the field.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.

8. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
9. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
10. If the building cannot be reentered then all children will be taken to the designated evacuation area located at CUUB address: 3333 S. Old U.S. Highway 23, Brighton MI 48114
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.

### **Carbon Monoxide Poisoning**

#### **Symptoms of carbon monoxide poisoning:**

- Sudden flu-like illness
- Dizziness, headaches, sleepiness
- Nausea or vomiting
- Fluttering or throbbing heartbeat
- Cherry-red lips, unusually pale complexion
- Unconsciousness

#### **If you suspect carbon monoxide poisoning:**

- Get the victim out and into fresh air immediately.
- Call **911** or emergency medical help at once.
- Get everyone else out.
- Open the windows.

#### **To prevent carbon monoxide poisoning:**

1. Be alert for the symptoms of carbon monoxide poisoning.
2. Install and maintain carbon monoxide detectors.
3. Never operate internal combustion engines indoors.
4. Never use a charcoal grill indoors.
5. Have all fuel-burning appliances, flues, vents, and chimneys checked regularly.

### **Communicable Disease**

1. A child shall not be accepted nor allowed to remain at the Center if the child has the equivalent of 100.2 degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.
2. Parents will be notified of a contagious illness by phone. Child will be isolated until picked up.
3. Other parents will be notified of a contagious illness by email.
4. The health department will be notified on any communicable diseases as outlined on the communicable disease chart.

### **Structural Damage**

1. Staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at the east edge of the parking area near the field.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
9. Building will only be reentered if emergency personnel give the all clear.
10. If the building cannot be reentered then all children will be taken to the designated evacuation relocation site at CUUB address: 3333 S. Old U.S. Highway 23, Brighton MI 48114.
11. Medical supplies including children's medication and emergency contact information should be taken When our facility relocates.
12. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.

### **Loss of a Child** (i.e. loss on site or during a field trip)

1. Teacher should let the Director know immediately that a child is missing.
2. The teacher will conduct a head count to ensure all children are accounted for.
3. Teacher will write down a description of what the child was wearing.
4. The playground, Center vehicles and bathrooms will be immediately checked.

5. The classroom cabinets and closets will be checked.
6. If child is not located call 911
7. The Director or designated person in charge will contact the child's parents.
8. Director will notify other parents regarding the incident as necessary.

### **Death of a Child**

If a child appears unresponsive:

1. Call for assistance from Director or other staff person.
2. Remove all children away from the child.
3. Do not move the child.
4. Call 911
5. Contact parents and tell them only that the child is being transported to the hospital located at Hospital listed on child's Child Information Card.
6. Director will notify other parents regarding the incident.

### **Serious Injury**

1. Remove all children away from the injured child.
2. Do not move the child.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive. The first aid kit is located in the first aid section of the office area.
4. Call for assistance as needed.
5. If necessary, Call 911
6. Contact parents and tell them only that the child has been injured and is being transported to the hospital...give hospital name and location.
7. Take the child's emergency medical information form(s) with you to the hospital and remain with the child until a parent arrives.
8. Director will notify other parents regarding the incident as necessary

### **Bomb Threat**

1. Check caller ID if available.
2. Signal to another staff member to call 911, if able. (Write "BOMB threat" on piece of paper, along with phone number on which call was received.)
3. **Before you hang up**, get as much information from caller as possible.

**Ask caller:**

- *Where is the bomb?*
- *When is it going to explode?*
- *What will cause the bomb to explode?*
- *What does the bomb look like?*
- *What kind of bomb is it?*
- *Why did you place the bomb?*

**Note the following:**

- *Exact time of call*
  - *Exact words of caller*
  - *Caller's voice characteristics (tone, male/female, young/old, etc.)*
  - *Background noise*
  - Do not touch any suspicious packages or objects
  - Avoid running or anything that would cause vibrations in building. Avoid use of cell phones and 2-way radio
4. Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

**Dangerous Person**

1. If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
2. Immediately let staff know of dangerous or potentially dangerous person.
3. Initiate **LOCKDOWN**. (See lockdown procedures)
4. Call 911 from a safe place.

**If the person is in building:**

- Try to isolate the person from children and staff.
- Do not try to physically restrain or block the person.
- Remain calm and polite; avoid direct confrontation.

**If children are outside:**

- And dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If it is not safe to return to the classrooms, evacuate to our designated evacuation site.
- And dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

**If children are inside:**

- Keep children in classrooms and initiate **LOCKDOWN**

**Reunification at facility/with family members****When returning children to the facility:**

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.

**When returning children to families at evacuation site:**

1. Children should be grouped together by classrooms. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The center will communicate its location to parents by initiation of the phone tree.
3. Staff will periodically take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
4. When children are picked up, release signatures from parents should be recorded in a notebook/clip board.

**Reminders: Special Accommodations**

- Medical supplies including children's medication and emergency contact information should be taken when facility relocates. Extra care will be taken with toddlers.
- The Director or designated staff person shall have a fully charged, working cell phone with them at all times.
- Maintain an emergency or "ready-to-go" file which includes copies of sign-in/sign-out forms, medication administration forms, and incident/injury forms. The Director or designated staff



should be responsible to take the emergency file. Additionally there must be a designated back-up staff person should they be off site or unable to fill this responsibility.

## **SCHOOL CLOSING - 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 post closings on our website: [www.mapletreemontessori.com](http://www.mapletreemontessori.com)

Our Facebook page: <https://www.facebook.com/mapletreemontessoriacademy/>

Click on Detroit School Closings: [https://www.clickondetroit.com/school\\_closings/](https://www.clickondetroit.com/school_closings/)

WHMI: <https://www.whmi.com/>

NOTE: We will publish a “Phone Tree”, but this is to be used for **Emergency School Closings** only! These could include severe weather evacuations, fire, and other emergency situations.

## **Parent, Child, and Family Resources in our Local Community**

Our Maple Tree Montessori Community is a part of a larger local community with abundant resources to support the health and well-being of families, children, and parents. Here is a link that can connect you to the resources in our local area: <https://milivcounty.gov/hscb/resources/>

## **Maple Tree Montessori Pandemic Operational Plan**

**Although this is still our official Pandemic Operational Plan (required by the State), adjustments are made on a continual basis. We rely on the CDC Guidelines for Early Childhood Centers and adjust areas of this plan according to their recommendations and their assessment of risk in our area. Please feel free to contact me at [info@mapletreemontessori.com](mailto:info@mapletreemontessori.com) with any questions regarding our current application of COVID protocols and how they affect our operations, our school, and our students. This plan is designed to illustrate that Maple Tree Montessori is prepared to adjust, if necessary. All the components of this plan are subject to changing conditions, guidelines, and requirements for operation. Parents will be notified of changes as they evolve. We are currently operating at Stage 5 and masking is optional, outdoors, and indoors.**

Maple Tree Montessori Academy Pandemic Operation & Education Plan

Stage of Risk	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Definition	CLOSED with WFH protocols	OPEN half days only/ WFH protocols/ May close at direction of government. Families can opt in to either WFH or On Site at any time	OPEN Full days / WFH protocols/ May close at direction of government. Families can opt in to either WFH or On Site at any time	OPEN Full days / WFH protocols/ May close at direction of government. Families can opt in to either WFH or On Site at any time	OPEN Full day/ full week/ normal operations/ May close at direction of government
Requirements	Shelter In Place orders from MI Governor	Social Distancing in place, masks required for staff and students.  Staff and students get temperature check and health evaluation	Social Distancing in place, masks required for staff and students.  Staff and students get temperature check and health evaluation	Social Distancing in place, masks required for staff and students.  Staff and students get temperature check and health evaluation	Everything as normal.

		before entering. Only staff is allowed in the building. Other directives may be required that are unknown at this time	before entering. Only staff is allowed in the building. Other directives may be required that are unknown at this time	before entering. Only staff is allowed in the building. Other directives may be required that are unknown at this time	
Campus Access	School closed	Students return in class sizes of 10-12 (2 adults and 8-10 students)  8AM to 12PM only No lunch, PE, or other activities in which social distancing cannot be enforced easily. Students on in school/at home plan with work given at both locations  creating full schedule of work.	Students return in class sizes of 10-12 (2 adults and 8-10 students)  8:30AM – 11:30PM or 8:30 AM – 3:30 PM Some students on in school/at home plan with work given at both locations  creating full schedule of work.	Students return in class sizes of 22 - 24 (2 or 3 adults and 20+ students) for full day, with enrichments, PE, etc. Optional WFH for some students still in place, as needed.	Everything as normal.
Delivery of our Program and Protocols	School closed. Work from Home	Primary Class – extra time half days AM	Primary Class – half days and full days	School as normal.	School as normal. Food preparation activities start

	<p>protocols in place</p>	<p>only. Online PM</p> <p>Lower and Upper Elementary - rotate On-site work 1st week extra time AM only online work PM</p> <p>Online work the next week</p> <p>Siblings are required to be in the same classroom wherever possible.</p> <p>Hand sanitizer in classrooms as allowed.</p> <p>Social Distancing in place: No handshaking and all physical contact is limited.</p> <p>Staggering of recess times.</p> <p>Spacing of individual work areas within each classroom.</p> <p>Older students and staff must remain 6 ft.</p>	<p>Lower and Upper Elementary - rotate On-site work 1st week extra time AM only online work PM</p> <p>Online work the next week</p> <p>Siblings are required to be in the same classroom wherever possible.</p> <p>Hand sanitizer in classrooms as allowed.</p> <p>Social Distancing in place: No handshaking and all physical contact is limited.</p> <p>Staggering of recess times.</p> <p>Spacing of individual work areas within each classroom.</p> <p>Older students and staff must remain 6 ft. away from each other. No</p>	<p>Students reminded how to wash hands properly. Advice communicated about staying healthy: washing hands, use of tissues, no sharing drinks/food and so on.</p> <p>Information about symptoms of virus shared with students and families.</p> <p>All children and staff wash hands before fully entering classroom. No sharing of food or drink .</p>	<p>again. Students reminded how to wash hands properly. Advice communicated about staying healthy: washing hands, use of tissues, no sharing drinks/food and so on.</p>
--	---------------------------	---	---	--	---

		<p>away from each other. No sharing of food/drink.</p> <p>Food preparation activities by children suspended in all programs.</p> <p>Hygiene reinforced as before. Everyone must wash hands before fully entering classroom.</p>	<p>sharing of food/drink.</p> <p>Food preparation activities by children suspended in all programs.</p> <p>Hygiene reinforced as before. Everyone must wash hands before fully entering classroom.</p>		
Toddler Community	School Closed, so cancelled	TBD based on State Licensing Protocols	TBD based on State Licensing Protocols	Open with state guided restrictions	Open with state guided restrictions
Before and After school Care	School closed, so cancelled	No Before or After Care is available	No Before or After Care is available	Before and after school programs return.	Normal operations
Field Trips	School closed, so cancelled	No Field Trips	No Field Trips	No Field Trips	Normal operations
Events	School closed, so cancelled	No Events	No Events	No Events	Normal operations
Communication	Email to let parents know school is	Emails and FB used to keep community updated.	Emails and FB used to keep community updated.	Emails and FB used to keep community updated.	Emails and FB used to keep community updated.

	prepared for return. School programs delivered via internet as appropriate. Keep staff up to date through meetings.	School programs delivered via internet as appropriate. Parents are informed of changes, ongoing monitoring, and any updates to the Plan	School programs delivered via internet as appropriate. Parents are informed of changes, ongoing monitoring, and any updates to the Plan	School programs delivered via internet as appropriate. Parents are informed of changes, ongoing monitoring, and any updates to the Plan	School programs delivered via internet as appropriate. Parents are informed of changes, ongoing monitoring, and any updates to the Plan
Personnel	School closed. Staff work from home. School needs to be cleaned before reopening. Staff may work in their classroom if it has been disinfected, and they have no symptoms.	School partially closed. Staff working with students on campus report to school, other staff work from home. Social distancing protocols in place. Staff must report symptoms asap.	School partially closed. Staff working with students on campus report to school, other staff work from home. Social distancing protocols in place. Staff must report symptoms asap.	Normal work unless they show symptoms of illness. Staff must report symptoms asap.	Normal work unless they show symptoms of illness. Staff must report symptoms asap.
Cleaning Protocols	Full campus, including all furniture, equipment and touchpoints,	Ensure all infrastructure staff, especially janitorial follow hand washing and personal	Ensure all infrastructure staff, especially janitorial follow hand washing and personal	Initiate enhanced cleaning for routine touchpoints and shared	Prepare necessary equipment. Ensure stocks are high of needed supplies such as

	<p>disinfected before school reopened.</p> <p>Change shifts of janitors to help with cleaning.</p>	<p>hygiene protocols .</p> <p>Deep cleaning procedures implemented.</p> <p>Touchpoints disinfected three times per day.</p> <p>No food allowed from outside.</p> <p>Change shifts of janitors to help with cleaning.</p>	<p>hygiene protocols .</p> <p>Deep cleaning procedures implemented.</p> <p>Touchpoints disinfected three times per day.</p> <p>Change shifts of janitors to help with cleaning.</p>	<p>spaces using bleach. Cloth towels replaced with paper towels to cope with heavier use.</p> <p>Ensure hygiene standards are maintained and protocols updated as needed.</p>	<p>gloves, disinfectant, and antiseptic hand wash. Continue with appropriate cleaning protocols and oversee implementation.</p>
Emergency Health Protocols	<p>Confirm wellness of all on campus:</p> <p>Will take temperature of all students and staff members upon on entrance to campus, and asked if they have runny noses, cough or other flu/cold like symptoms.</p> <p>Families complete exposure survey to</p>	<p>Confirm wellness of all on campus:</p> <p>Will take temperature of all students and staff members upon on entrance to campus, and asked if they have runny noses, cough or other flu/cold like symptoms.</p> <p>Families complete exposure survey to</p>	<p>Confirm wellness of all on campus:</p> <p>Will take temperature of all students and staff members upon on entrance to campus, and asked if they have runny noses, cough or other flu/cold like symptoms.</p> <p>Families complete exposure survey to</p>	<p>Isolation area used for any students falling ill at school. Students/ staff are sent home immediately with fever / flu/ cold like symptoms.</p> <p>If student/staff tests COVID 19 positive, the classroom will be closed immediately and students asked to remain home for 14 days. Siblings will also be asked</p>	<p>Isolation area used for any students falling ill at school. Students/ staff are sent home immediately with fever / flu/ cold like symptoms.</p> <p>If student/staff tests COVID 19 positive, the classroom will be notified immediately and students asked to remain home as per CDC guidelines.</p>

	<p>determine if students can come to school. Contacts tracked of those with confirmed illness. If student/staff tests COVID 19 positive, the classroom will be closed immediately and students asked to remain home for 14 days. Siblings will also be asked to remain home as well.</p>	<p>determine if students can come to school. Contacts tracked of those with confirmed illness. If student/staff tests COVID 19 positive, the classroom will be closed immediately and students asked to remain home for 14 days. Siblings will also be asked to remain home as well.</p>	<p>determine if students can come to school. Contacts tracked of those with confirmed illness. If student/staff tests COVID 19 positive, the classroom will be closed immediately and students asked to remain home for 14 days. Siblings will also be asked to remain home as well.</p>	<p>to remain home as well.</p>	
Parent Financial Obligations	<p>Tuition remains the same...after 6 weeks of closure alternate arrangements may be secured based on financial need.</p>	<p>Tuition remains the same. Parents will be notified if state requirements force a need for increase of tuition.</p>	<p>Tuition remains the same. Parents will be notified if state requirements force a need for increase of tuition.</p>	<p>Tuition remains the same. Parents will be notified if state requirements force a need for increase of tuition.</p>	<p>Tuition remains the same.</p>



Scholarship Parents	Please contact school for information and requirements	Please contact school for information and requirements	Please contact school for information and requirements	Please contact school for information and requirements	Please contact school for information and requirements
---------------------	--	--	--	--	--

**One of the areas in need of further explanation is how and why we cohort classrooms. A cohort is a group of students and staff. The CDC recommends that we try to keep the cohorts separate from each other to reduce exposure risk and the number of students and staff that would be required to quarantine, should a case arise.**

**In the chart above, we talk about siblings being in the same classroom, whenever possible. This is one application of cohorting. In addition, we utilize our classroom door for drop off and pick up, we stagger playground use between the classrooms and we try to keep the staff from crossing cohorts, as much as possible.**

**At first, we did not offer before or after care due to cohorting concerns. We have adapted that protocol to allow for semi-cohorted before and after care.**

**After school usually between 3:30 and 5:30, depending on the class and the numbers of students, primary classes combine and could even join the Toddler Community for after care. The Toddler ratio of 1 to 4 would remain the ratio. We currently do not cohort before care with the Toddler Community because we have no family members of toddlers requiring before care.**

**For Primary students, the required ratio for the youngest student in the group applies...usually 1- 10.**

**All of this is part of the layered protocols recommended by the CDC. We are very diligent and watchful as we apply these protocols and assure you that the teachers take great care with our students!**

**Here is a link to the CDC Operational Guidelines for Early Childhood:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>

**Although this may seem dated and we have certainly adapted to the most recent and best practices that are currently recommended, there may still be useful information for your family and so I have kept them in for another school year.**

**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