

Detroit Public Montessori

Joyful Learning.... Educating for Life!



Family Handbook 2017-2018

Detroit Public Schools Community District

Superintendent Dr. Nikolai Vitti

Montessori Director Nicola Turner

Palmer Park Preparatory Academy

3901 Margareta Street

Detroit, MI 48221

Phone: (313) 605-8173

detroit.publicmontessori@detroitk12.org

Detroit Public

Montessori



2017-2018

Dear Parent/Family Member:

We would like to welcome back our returning children and families and extend a warm welcome to our new children and families. The beginning of the school year is always a time of excitement, yet with that comes anxiety and nervousness for many children. We will do our best to ensure the transition is as seamless as possible and to ensure that each child feels loved, respected and safe.

A Montessori learning environment is like no other ... our main objective at Detroit Public Montessori is to provide a carefully planned, stimulating environment which will help your child to develop within themselves the foundational habits, attitudes, skills and ideas essential for a lifetime of creative thinking and learning.

Respect and courtesy in our Montessori classrooms is the foundation for everything we do. Each child will feel empowered at Detroit Public Montessori and learn how great it feels to do things on their own! Each Montessori teacher is here to nurture, support and guide them each day and are committed to making your child's Montessori school experience productive, stimulating and fun!

We are honored that you have chosen our school and we are confident that this will be a wonderful year for everyone involved! We are looking forward to getting to know each child and working with each family to make this year a successful one! If at any time you have questions or concerns, please feel free to contact myself or your child's teacher so that we can discuss things in detail.

Have a wonderful school year!!!



Peace
With Beauty, Poise, and Grace

Nicola Turner

Table of Contents

Program Information

Our Mission.....	pg.4
The Montessori Approach.....	pg.4
The Detroit Public Montessori Pathways.....	pg.4

Enrollment Information

Application Process.....	pg.5
Required Documentation.....	pg.5
Re-enrollment.....	pg.5
Waitlist.....	pg.5
Provisional Acceptance.....	pg.5
Withdrawal.....	pg.5
School Locations.....	pg.6

General Policies and Procedures

Daily Schedule and Hours of Operation.....	pg.7
Attendance.....	pg.7
Tardies.....	pg.7
Early Dismissal.....	pg.8
General School and Classroom Guidelines.....	pg.8
Birthdays/Celebration of Life.....	pg.8
Sample Daily Schedule.....	pg.8-9
Assessments.....	pg.9

Student Health and Safety

Illness Policy.....	pg.10
Medication Policy.....	pg.10
Nutrition.....	pg.10-11
Discipline Policy.....	pg.11
Reporting Child Abuse and Neglect.....	pg.11
Classroom Visitors.....	pg.11
Classroom/School Volunteers.....	pg.11-12
Field Trips.....	pg.12

Parent Expectations

Arrival and Dismissal.....	pg.12
Observing in the Classroom.....	pg.12
Parent Conferences/Home Visits.....	pg.13
Parent Informational Sessions.....	pg.13
Parent Conduct.....	pg.13
Statement of Understanding.....	pg.15

I. Program Information

Our Mission

At Detroit Public Montessori, our vision is to nurture the spirit of the child in a meaningful way that promotes independence and develops critical thinking, ethical behavior, and enjoyable expression. All children will experience joyful learning as they become lifelong learners.

The Montessori Approach

The Montessori Method of education, developed by Dr. Maria Montessori, is a child-centered educational approach based on scientific observations of children from birth to adulthood. It is a view of the child as one who is naturally eager for knowledge and capable of initiating learning in a supportive, thoughtfully prepared learning environment. It is an approach that values the human spirit and the development of the whole child—physical, social, emotional, cognitive.

A Montessori education offers children opportunities to develop their potential as they step out into the world as engaged, competent, responsible, and respectful citizens with an understanding and appreciation that learning is for life. Beginning at an early age, Montessori students develop order, coordination, concentration, and independence; students are a part of a close, caring community; students are supported in becoming active seekers of knowledge; and self-correction and self-assessment are an integral part of the Montessori classroom approach. Dr. Montessori's Method has been time tested, with over 100 years of success in diverse cultures throughout the world.

The Detroit Public Montessori Pathway

The ***Detroit Public Montessori Pathway*** makes Montessori's time-tested, state recognized instructional approach accessible to more families in Detroit, and provides a rigorous, child-centered program. The program brings new educational options for Detroit parents who want an alternative learning environment that facilitates opportunities for students to explore, build, negotiate, and create, and extends Montessori's rich tradition of raising student success to Detroit families, without tuition fees.

"Let us give the child a vision of the whole universe...for all things are part of the universe, and are connected with each other to form one whole unity"- Maria Montessori

II. Enrollment Information

Application

Detroit Public Montessori does not discriminate on the basis of race, color, gender, religion, sexual orientation, special needs, and economic status, national or ethnic origin in admission.

Families interested in enrolling in Detroit Public Montessori may obtain an application for enrollment by requesting one at the following email address

detroit.publicmontessori@detroitk12.org

The enrollment application must be fully completed, include signature and submitted with supporting documentation. Applications will not be considered complete if items are left blank and supported documentation has not been submitted. All children must have a completed enrollment application and supported documentation to secure a spot in the program. Please scan all documents and email them to detroit.publicmontessori@detroitk12.org

Required Documentation

- ✓ Montessori Cover Sheet
- ✓ Completed application with signature
- ✓ Birth Certificate
- ✓ Updated immunization record
- ✓ Updated health appraisal signed by a physician
- ✓ Proof of residency (utility bill or driver's license)
- ✓ Signed Media Release form

Re-enrollment

Re-enrollment for the next school year will be done in March. Current families wishing to return must submit updated immunization record and health appraisal. Any enrollment information that has changed must also be updated (e.g. phone numbers, address, and child release information). Updated health and identification information is due prior to the beginning of the school year in September. Siblings are enrolled at the time of re-enrollment and have priority over new students entering the program.

School Locations

Detroit Public Montessori classrooms/programs are currently located at the following sites:
Please note the start time and dismissal time for each school location. Students will be released an hour early every Wednesday for teacher planning and professional development. Also, each school has its own uniform policy. Please adhere to school bell schedule and uniform policy for your assigned school. Uniform policy and bell schedule can be obtained in the main office of each Montessori site listed below.

- **Chrysler Elementary School- 1445 E. Lafayette Street (313) 494-8440**
Early Childhood (ages 4-6; PreK and K)
Principal-Wendy Shirley
Bell Schedule 8:15 a.m. - 3:25 p.m.
Wednesday Dismissal-2:25 p.m.
Uniform-navy blue pants, white shirt
- **Edison Elementary School- 17045 Grand River Ave (313) 852-1066**
Early Childhood and Primary (ages 4-6; PreK-3rd grade)
Principal-Dr. Marcus Davenport
Bell Schedule 7:30 a.m.-2:40 p.m.
Wednesday Dismissal-1:40 p.m.
Uniform-navy blue pants, white shirt
- **Maybury Elementary School- 4410 Porter St (313) 849-2014**
Early Childhood (ages 4-6; PreK-2nd grade)
Principal-Kathleen Keenmon
Bell Schedule 8:00 a.m.-3:10 p.m.
Wednesday Dismissal-2:10 p.m.
Uniform-navy blue pants, white shirt
- **Palmer Park Prep Academy- 3901 Margareta St (313) 494-7300**
Early Childhood (ages 4-6; PreK and K)
Principal-Sherita Hightower
Bell Schedule 9:00 a.m. - 4:10 p.m.
Wednesday Dismissal-3:10 p.m.
Uniform-navy blue or khaki pants, white or light yellow shirt
- **Spain Elementary-Middle School- 3700 Beaubien St. (313) 494-2014**
Early Childhood (ages 4-6; PreK-2nd grade)
Principal-Frederick Cannon
Bell Schedule 7:30 a.m. - 2:40 p.m.
Wednesday Dismissal-1:40 p.m.
Uniform-navy blue pants, white or light blue shirt
- **Vernor Elementary School- 13726 Pembroke Avenue (313) 494-7342**
Early Childhood (ages 4-6; PreK and K)
Principal-Dr. Tonyia JeanMarie
Bell Schedule 7:30 a.m. - 2:40 p.m.
Wednesday Dismissal-1:40 p.m.
Uniform-navy blue pants, white shirt

III. General Policies and Procedures

Detroit Public Montessori is licensed by the State of Michigan as a childcare and educational facility. Detroit Public Montessori policies and procedures are aligned with and follow protocol according to and in cooperation with DPSCD <http://www.detroitk12.org> and the State of Michigan. <http://www.michigan.gov/lara>

Daily Schedule and Hours Operation

It is essential for children to be dropped-off and picked up on time. All schools where Montessori classrooms are located may or may not have before or aftercare, this is specific to each school. If your child's school location does not offer before care, students are not to arrive prior to the start time of school which is when supervision begins by classroom staff. Students must also be picked up on time at the end of the school day. Students consistently dropped off late or picked up late may be removed from the program.

Parents, or other persons authorized by the parent to take the child to and from school, shall sign in the child on arrival and shall sign out the child at dismissal daily, using a full, legible signature

Person authorized by parent must be included on child information form and must show valid identification when picking up child. Also, if child will be released to an underage sibling or other underage individual parent must sign underage release waiver.

Please refer to school listing for specific school hours under Enrollment Procedures.

Attendance

School achievement begins with regular attendance. Parents/guardians must ensure that all school-age children in their care are in school and on time daily. Regular attendance is one of the most significant factors in school success. It is understandable that certain situations arise when a student must be absent. However, a child will have a difficult time adjusting to the classroom community if they are often absent. Excused absences include illness or injury, death in the family or medical/dental appointments. Please notify your child's teacher in writing if and when he/she will be absent for any reason.

Tardies

It is essential that students arrive on time for the beginning of the instructional day. Students are more focused when they begin their day on-time. Tardiness is disruptive to the classroom and makes it difficult for the child arriving to transition into the school day. It can also interrupt the work time of other students. Students who are consistently tardy may be subject to removal from program.

Early Dismissal

Students may not be released 45 minutes prior to the end of the school day unless prearranged by a family member. Parents must stop in the school's main office and follow school policy and procedures for early release. Please do not surpass the office and go directly to your child's classroom. Procedures are put in place to ensure the safety of all students and staff members. Students consistently picked up early without following proper protocol may result in withdrawal from program.

General School and Classroom Guidelines

In order to create an atmosphere of mutual respect in a safe, supportive and nurturing environment there are some basic expectations that we have for all members of our Montessori community.

- ✓ Walk safely and calmly in the classroom, bathroom and hallways.
- ✓ Talk in a quiet, calm and gentle voice. No shouting or yelling from across the room.
- ✓ Be kind and gentle to others. No aggressive behaviors will be tolerated.
- ✓ Respect others work space and belongings. Do not touch others materials without permission or disturb their privacy or concentration.
- ✓ Be responsible for the classroom. Take responsibility for care of work materials, return work materials to shelves.
- ✓ No toys from home.

Please review, discuss, model and reinforce these guidelines with your child.

Birthdays/Celebration of Life

The Montessori Celebration of Life is a way to celebrate a child's birthday in a Montessori school setting. Montessori birthday celebration gives a concrete way for young children to understand the months of the year and the earth's revolution around the sun each year. It also is a way for children to feel special and to connect with their place in the world. In preparation of this celebration, the parents of the birthday child are asked to bring in a picture for each year of the child's life, and write a short life story to accompany the pictures. Parents are encouraged to attend their child's celebration of life and share child's story.

Daily Class Schedule

Below is a sample schedule of a Montessori work day. Please keep in mind that although times may be different based on bell schedule of your child's assigned school the duration of each portion of the day is consistent in each classroom.

Arrival

2.5 hrs. - Work Cycle

- Individual Snack

15 mins-Line Time

35 mins- Outdoor Play/Recess

55 mins-Lunch Prep/Lunch

60 mins-Special classes(Gym, Art, Music, ect... depending on school location or Rest Time (PreK)

1 hr. 45 mins-Work Cycle

- Individual Snack

20 mins-Outdoor Play

10 mins-Line Time/Dismissal

**Work Cycle: Center time activities-daily living (practical life), sensory-motor, language, math, science, cultural awareness; individual and small group lessons.

**Line Time: Stories, music, dance, dramatics, lesson demonstrations and community discussions.

Rest Time

Rest time is an essential part of our school day for Pre School students. Due to limited space/storage you may provide a small blanket of your own but please do not send in pillows. Also, any personal rest time items will be sent home on Fridays to be laundered.

Assessments

Your child will be assessed throughout the school year using classroom observations. Students will also be assessed for readiness skills using the Brigance Screening tool and NWEA: MAP Assessment. Assessment results will be provided during parent teacher conferences.

IV. Student Health and Safety

Detroit Public Montessori strives for the healthiest and safest environment possible.

All children enrolled in the program must have a current updated immunization record and signed health appraisal from a health care provider verifying child is currently healthy and free from contagious or communicable diseases. All children must remain current with their immunizations and update documentation when available. Please visit www.mcir.org for a complete list of required immunizations.

Illness Policy

Detroit Public Montessori adheres to the Michigan Department of Health guidelines for dealing with illness in the classroom. These guidelines are designed to protect all children and staff members in the classroom and school. Please do not send your child to school if they are noticeably sick. If a child is considered too ill to attend school at drop off they will not be permitted to stay and will be sent home. We encourage safeguarding the health of all our children and staff members by requesting families keep their child at home if any of the following symptoms occur:

- ✓ Diarrhea (three or more watery stools)
- ✓ Vomiting (two or more times within 24 hours)
- ✓ Open or oozing sores, unless properly treated and covered with bandages
- ✓ **Suspended** communicable skin infections include; pink eye, impetigo and scabies.
Children may return 24 hours after the start of antibiotics and with a readmit slip from a health care provider ONLY!
- ✓ Lice
- ✓ A fever of 100 degrees Fahrenheit or higher and also one of the following;
 - Earache
 - Headache
 - Sore throat
 - Rash
 - Fatigue that prevents regular activities

Please keep your child home from school if they show any of the symptoms above.

Medication Policy

Detroit Public Montessori teachers and staff cannot administer any medication, prescription, remedy, or treatment except to the extent that such administration is required under the provisions of the Americans with Disability Act, which then will be administered by trained administrative staff. Specific school locations may have an onsite health care provider that can assist with health care needs. Please speak with your child's classroom teacher if ongoing healthcare treatment is needed or if your child is taking any medications.

Nutrition

Good nutrition is an important aspect of mental and physical well-being. Children are provided with a nutritious breakfast, snack and lunch daily. The Department of Social Services regulates that each breakfast include milk, a grain and a fruit and that each snack and lunch include two of the following: milk or juice, fruit, vegetable, grain, and/or proteins from an approved list of foods. If your child has food allergies and must be restricted to certain food and/or is on a special diet, please inform the staff and indicate so on your child's enrollment and health care form. **Please NO outside food.** If your child will be eating breakfast prior to arrival all outside food must be consumed before entering the classroom. If you will be providing a lunch or snack for your child

daily, please be sure their lunch is nutritionally well balanced and nut free. **Foods such as candy, gum and pop are not allowed.** Please do not send glass containers or items that need to be refrigerated or heated. ****We are a NUT FREE school district****

Discipline Policy

“Freedom within limits” is the core of the philosophy regarding discipline in a Montessori environment. The Montessori approach to discipline is based on empowerment, mutual respect, and trust. Corporal punishment is prohibited and is not utilized in a Montessori environment. Montessori children are provided with freedom of movement in a carefully prepared environment with defined limits and appropriate consequences. When any student at Detroit Public Montessori finds it difficult to meet the classroom expectation of positive conduct, every effort will be made to bring the student, family and staff together to achieve a solution. If a child continuously oversteps these boundaries or endangers the safety of themselves or others they will be subject to review using the Student Code of Conduct, which could ultimately result in a withdrawal from program.

The Student Code of Conduct is the basis and foundation of the disciplinary policy within all Detroit Public Schools Community District Schools (DPSCD). The code identifies acts and forms of discipline to deal with these acts. The code of conduct and its provisions are applicable on school buses, during the school day, and at such other times and places where any activity is school sponsored.

For a complete look at the DPSCD Student Code of Conduct please visit www.detroitk12.org.

Reporting Child Abuse and Neglect

The Michigan Child Protection Law requires school administrators, teachers and support staff members to report their suspicions of child abuse or neglect to Children’s Protective Services at the Department of Human Services.

Classroom Visitors

Detroit Public Montessori welcomes and encourages parents/guardians to visit our classrooms. For safety, all visitors, including parents and guardians, are required to report to the office and sign in upon arrival and departure. Please follow and adhere to visitor policies at your child’s assigned school location.

We ask that all visitors respect the children, the classroom and work time. The teacher will direct visitors to appropriate areas to sit and observe. Visitors should remain seated and restrain from engaging in conversations with children, teacher or other staff members. Visitors should not disrupt work time or work space of children. Visitors not adhering to visitation rules and procedures may be asked to leave classroom and will lose visitation privileges.

All visits must be prearranged and scheduled by classroom teacher.

Classroom/School Volunteers

Actively engaged parents is critical to the success of any program. Detroit Public Montessori openly welcomes volunteers. However, student and staff safety is one of Detroit Public Montessori’s top priorities. Every precaution shall be taken to ensure that students as well as staff members are safe. Therefore, all volunteers are required to undergo screenings and criminal background check. If you are interested in volunteering you must complete a Volunteer Interest

Application and Waiver forms. Please visit the Office of Parent and Community Engagement to obtain a form and list of volunteer criteria and guidelines. Possible volunteer opportunities may include; sharing talent or information about your career with class, chaperoning field trips, attending and assisting with school/classroom activities, donating teacher wish-list items, washing cots or other classroom materials and preparing classroom materials.

www.parent.engagement@detroitk12.org

Field Trips

During the school year, teachers may schedule educationally based field trips to local areas of interest or take advantage of special community events. Parents will be notified in advance of upcoming trips and their associated fees. A permission slip must be signed and returned for the student to attend the field trip. The permission slip form will provide details of the trip (destination, times, transportation, and cost) and a way for the parent to sign up to chaperone. **Parent chaperones on a field trip are not permitted to bring other children on the trip unless they are providing their own transportation and have prior approval from teacher. In addition, once a child has been marked present at school, parents may not drive their child on a field trip due to school liability.**

V. Parent Expectations

Detroit Public Montessori supports a philosophy based on mutual respect to all members of the community. The entire school community, including administrators, teachers, students, families and friends are responsible for modeling appropriate behavior, helping to maintain and ensure a safe environment.

Arrival/Dismissal

Children must be dropped off and picked up **ON TIME** daily. Parents are expected to adhere to all arrival and dismissal procedures as set forth by their child's school location administrative staff. Parents or authorized persons must sign in and sign out child daily and wait in designated areas assigned by teaching or administrative staff.

Please keep conversations with staff members to a minimum during arrival and dismissal times. Do not engage in spontaneous parent conferences at the door during arrival/dismissal. If you have questions or concerns regarding your child, please attend scheduled parent conferences or set up an appointment with your child's teacher. If you arrive late with your child please enter classroom quietly and do not disturb the work time of others.

Observing in the Classroom

Detroit Public Montessori strives to create a strong community between students, staff and parents. Parents are encouraged to observe their child in the classroom setting to acquire a clear understanding and appreciation for the Montessori philosophy. Observation is a beneficial way for parents to understand their child's day and to learn how they can bring Montessori methods into their home. Please remember to be respectful of the work cycle and the work space of the children in the classroom. You are there to **OBSERVE** not **ENGAGE**. **Please refrain from using cellphones in the classroom when visiting/observing and communicating with students and/or staff during your visit.**

Parent Conferences/Home-visits

Communication between families and teaching staff is an essential part of a successful Montessori program. Parent conferences will be held twice a year and will follow the DPSCD academic calendar. Parents may also request a conference with their child's teacher or administrative staff to be held at the convenience of teacher or administrative staff.

We are mandated by the State of Michigan to conduct two home-visits throughout the school year. This applies only to our PreK age children only. Please see your child's teacher to schedule your home-visit appointment.

Parent Information Sessions

Parents **MUST** attend parent orientation. This is mandatory for entrance into the program. Parents will be notified of date, time and location. Parents are strongly encouraged to attend monthly informational parent sessions and workshops. This is a great opportunity to meet and network with other Montessori families and to learn more about the Montessori methods and materials. It is also a great time to share ideas and address questions and concerns about the program. To accommodate the schedules of our Montessori families, monthly parent meetings will be held in both the a.m. and p.m. Parents will be notified in advance of time, location and topic to be presented. Parents are also strongly encouraged to read *A Parent's Guide to the Montessori Classroom* by Aline D. Wolf to gain a better understanding of the long-range purpose of Montessori education.

Parent Conduct

We strive to create an environment built on mutual respect for all members of the community. It is the responsibility of the entire school community to model appropriate behavior. If a parent engages in behavior that is destructive, disruptive or undermining to the classroom environment, to the children or staff, the parent may be banned from school grounds or ultimately be asked to withdraw their child from the program.

STATEMENT OF UNDERSTANDING

I certify that I have read and have had the opportunity to address any questions or concerns about the rules and policies contained in the Detroit Public Montessori (DPM) Family Handbook. I understand the policies and procedures as written. I understand the philosophy of Montessori, and the Montessori program offered by Detroit Public Montessori. I understand that enrollment in Detroit Public Montessori is provisional. I understand that I am required to attend a mandatory parent orientation as an agreement for my child's acceptance into DPM. I understand that if my child's learning and developmental needs are not being met, my child's behavior is disruptive to the learning of other children, or I am noncompliant to the policies and procedures as presented in the Detroit Public Montessori Family Handbook my child will be withdrawn from the Detroit Public Montessori program. I understand that two formal conferences will be held throughout the school year and will address any issues related to my child's individual progress and needs. I understand that if I have a Pre-K aged (3-4 yrs.) child I am required to participate in two home visits as mandated by the State of Michigan. I understand that as a parent at Detroit Public Montessori, I am strongly encouraged to volunteer and observe in the classroom, attend program activities, and monthly informational meetings/workshops.

I certify that I will be provided with the opportunity to review school health care policy, disaster plan policy, pesticide policy and licensing inspections/reports and corrective action plans upon request.

Student Name: _____ **Grade/Age** _____

Parent Name (Print): _____

Parent Signature: _____

Address: _____

Email: _____

Phone Number: _____

School: _____ **Teacher** _____

Date: _____