

PLYMOUTH-CANTON MONTESSORI SCHOOL

45245 Joy Road • Canton, MI 48187

734-459-1550

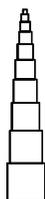
www.pcmontessori.org • pcmontessori@sbcglobal.net

Educational Excellence for Children 18 months to 6 years Toddler—Preschool—Kindergarten—Extra Care—Summer Programs

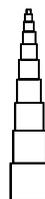
A Montessori classroom is designed to meet the developmental needs of children; it is child-oriented in size and scope. The children progress at their own pace, under the guidance of teachers who are sensitive to their interests and abilities. At the same time, they enjoy the company of other children, and learn to interact with them in a happy and natural way.

Our goal is the education of the whole child: social, emotional, physical, and intellectual. In the words of Maria Montessori, our aim is to “enable children to grow up with a healthy spirit, a strong character, and a clear intellect” to take their places as citizens of the world.

OUR CURRICULUM:

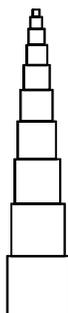


- Practical Life activities
- Sensorial learning
- Language development
- Pre-reading & reading
- Mathematics
- Geography

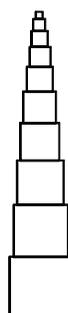


- Music/Movement
- Art & art appreciation
- Outdoor activities
- Science experiences
- Foreign language
- Writing and pre-writing

OUR STUDENTS:



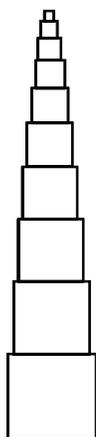
- Community oriented
- Sensitive to the needs of others
- Enthusiastic
- Active learners
- Multi-racial
- Cross-cultural
- Wide ability ranges
- Varied economic backgrounds
- Learning through discovery
- Ecologically aware



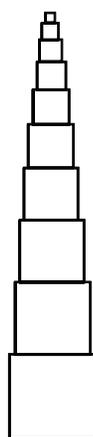
OUR STRUCTURE:

- Non-profit corporation; established 1972
- School year and summer programs
- Extended hours or full day care available
- Flexible extra-hours scheduling
- Licensed by Michigan Department of Human Services
- Accredited by NAEYC. (National Association for the Education of Young Children)
- Member of Association of Independent Michigan Schools
- Affiliated with American & Michigan Montessori Societies
- Non-sectarian & non-discriminatory

OUR OBJECTIVES:



- Joy in learning
- Concentration
- Physical coordination
- Social skills
- Thinking/problem-solving skills
- Independence
- Inner discipline
- Self confidence
- Cooperation & collaboration
- Respect for others
- Responsibility
- Creativity
- Imagination
- Self-direction



OUR CHARACTERISTICS:

- Commitment to quality
- Respect for children
- Caring, dedicated staff
- Experienced, well-trained teachers
- Ongoing staff development a priority
- Low child: teacher ratios
- Multi-age groupings
- Hands-on curriculum
- Well-equipped classrooms
- Sequential, multi-sensory materials
- Individualized programs for children
- Field trips & in-house programs
- Multi-cultural emphasis
- Education for peace

The secret of good teaching is to regard the child's intelligence as a fertile field in which seeds may be sown, to grow under the heat of flaming imagination.

Maria Montessori

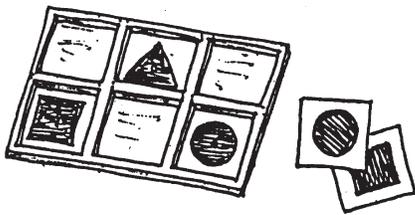


OUR AIM:

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

WE HAVE...THE MONTESSORI MATERIALS...

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



SCIENCE AND NATURE . . .

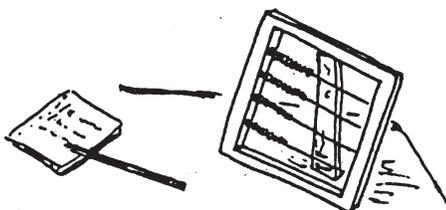
We also offer many additional experiences in science, including simple experiments, magnets, magnifying lenses, balance and measuring equipment, plants and animals to care for, and a variety of nature study materials such as rocks and shells. The location of the school with its surrounding acres of fields and woods offers an excellent opportunity for observing nature.

ART AND MUSIC . . .

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

. . . AND LOTS MORE!

Large muscle equipment includes climbing, balancing, sliding, and other physical apparatus. Our two fenced playgrounds offer many opportunities to test skills. There are large and small group activities and games, poetry and singing, books for free and group reading, field trips, regular cooking experiences, and guests who give informative demonstrations or talks. Mid-morning, mid-afternoon, and late-afternoon snacks are served.



WE OFFER HALF AND FULL DAY MONTESSORI CLASSES, EXTENDED DAY KINDERGARTEN . . .

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

FULL DAY CARE . . .

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

. . . AND OPTIONAL EXTRA HOURS.

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



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

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

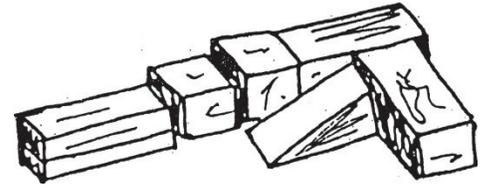
. . . AND PROFESSIONAL STANDING.

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

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

PLYMOUTH-CANTON MONTESSORI SCHOOL

Extra Care Policies & Information



PROGRAM PHILOSOPHY

Plymouth-Canton Montessori School's extra care program provides a nurturing environment that encourages social, emotional, physical, and intellectual growth. It substitutes for a child's daytime home life, offering a wide range of activities geared to the needs and interests of small children: cognitive and construction materials (including games and blocks), environmental exploration (including outdoor play and gardening), science experiments, art, books and music, and imaginative play (dress-up, housekeeping, puppets). Children bring lunch, two snacks are provided, and there is the opportunity to nap or rest as needed. We work at creating an enriched program that that is both enjoyable and beneficial for the children as it complements and continues the Montessori curriculum.

ADMISSION & WITHDRAWAL

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

NOTIFICATION THAT A CHILD WILL BE USING EXTRA CARE

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

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

SIGN-IN & SIGN-OUT

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

"GRACE PERIOD"

Five minutes "grace" is allowed at the end of each class session. After this, children will be automatically signed in to the extra care program. The time used is billed from the stated pickup time (11:45 a.m. or 3:30 p.m.) and is calculated to the quarter hour.

SNACKS

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

EARLY MORNING FOOD

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

LUNCH PROCEDURES

A daily lunch with beverage must be provided by parents on days children are at school through the lunch hour. After the end of the morning class, all children who will be staying for lunch wash their hands, and then choose a table at which to eat. Teachers sit at the tables and talk with the children during the lunch period, providing help with containers and encouraging children to eat main course foods first and treats last.

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

When children finish eating, they tidy up their eating area, and put away their lunch boxes. They then visit the lavatory, wash hands, and those who will be sleeping prepare for their naps. Story time ends the lunch period, after which nappers curl up on their cots in the nap area and non-nappers begin afternoon play.

NAP/REST POLICY

In the Toddler environment, naps take place in the afternoon for children who were present in the morning. There is no nap time in the 3-6 level Montessori classes—only in the extra care portion of the program. Nap policy is flexible, determined by the needs of individual children. A very general “rule of thumb,” based on child care licensing rules, is that children who are five years old need not rest or nap unless they wish to, and that children under five should have a rest period. However, exceptions are made depending upon children’s personal rest patterns, how long they will be staying, and how they appear to be feeling on a particular day. Those who rest quietly, but do not fall asleep, usually get up after about 30 minutes. Those who fall asleep are awakened at 2:30 p.m. if they are still sleeping.

BEDDING

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

CLOTHING

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

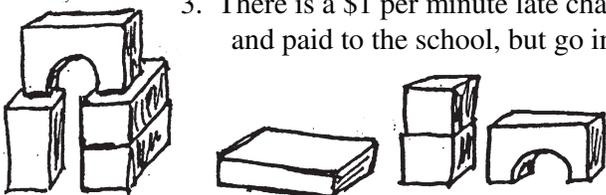
1. Tennis shoes (or other flexible, non-slippery footwear) are needed. The children are not allowed on the climbing equipment if their shoes are dangerous. Hard-soled dress shoes, cowboy boots, sandals, and most slip-on shoes preclude safe running and climbing.
2. Children who wear shoe boots in the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

PAYMENT TERMS & CONDITIONS

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

HOURLY EXTRA CARE charges are billed every two weeks. Hourly extra care is available for use at any time by children who are enrolled in full or half-day Montessori classes. Charges are calculated at the rate shown on the current tuition schedule, and prorated to the quarter hour. A monthly or yearly flat rate is also available for Full Day Preschool and Extended Day Kindergarten. The following conditions apply:

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





Policies & Information

LOCATION

45245 Joy Road (between Sheldon and Canton Center)
Canton, MI 48187-1772

CONTACT INFORMATION

Office: (734) 459-1550
Day care: (734) 459-4682
Fax: (734) 459-4770
Internet: www.pcmontessori.org
Email: pcmontessori@sbcglobal.net

ADMINISTRATION

Kay Neff, Head of School
Linda Myers & Cheryl Miller, Administrators

ELIGIBILITY

Children between the ages of 18 months and 6 years are eligible for enrollment. Toilet training is required of children at the preschool and kindergarten levels. PCMS is non-sectarian and does not discriminate in the administration of its educational or admissions policies on the basis of race, color, religion, national or ethnic origin, gender, or disability.

ENROLLMENT & WITHDRAWAL PROCEDURES

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

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

ACCEPTANCE

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

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



CLASS HOURS/EXTRA HOURS

Plymouth-Canton Montessori School offers the following programs:

1. **HALF-DAY MONTESSORI CLASSES**—
TODDLERS (18 mo.-3 years) and PRESCHOOL/KINDERGARTEN MULTI-AGE GROUPS (3-6 years) meet for 3 hours in the morning (8:45-11:45 a.m.) or afternoon (12:30-3:30 p.m.—ages 3-6 only), Monday through Friday. All children attend five days each week, remaining with the same teachers and classmates.
2. **FULL-DAY MONTESSORI PRESCHOOL**, an academic program for children younger than kindergarten, meets daily from 8:45 a.m.-3:30 p.m.
3. **EXTENDED DAY KINDERGARTEN**, a full-day academic program for kindergarten-age children, is in session daily from 8:45 a.m.-3:30 p.m.
4. An enriched **FULL DAY CARE PROGRAM** includes the half-day Montessori class and unlimited extra care. It is open from 7 a.m.-6 p.m., and provides a balanced day for younger children with longer hours.
5. **OPTIONAL EXTRA HOURS** are available to all enrolled children on a part-time basis between 7 a.m. and 6 p.m.
6. **SUMMER DAY CAMP** offers part time and full time options. A separate brochure is distributed in the spring.

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

TUITION

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

BEGINNING-OF-SCHOOL SCHEDULE

Each school year begins with an orientation period that helps children adjust to school gradually. Toddlers attend a phase-in program that includes parents. New preschool and kindergarten students attend an orientation session with their teachers, while parents meet with administrators. The first day is an open house for all children, when parent and child come together just to visit. Classes start the following day in rooms that are simplified to help the children master basic procedures and activities. Extra care is available from 7 a.m. until 6 p.m. from the first day of class.

ARRIVAL & DISMISSAL

Toddlers should be walked into the building. For ages 3-6 we offer curbside drop-off service in front of the building (cars are northbound with passenger door toward the curb) for ten minutes prior to the start of each half-day session. Children are met at the car by a teacher and escorted to the classrooms. **The drop-off line is a moving line only.** Parents who will be leaving their cars to enter the building must use the parking lot.

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

All children should be called for at their classrooms. Although this is less convenient for parents, we feel it keeps the lines of communication open if we see you regularly. A five-minute grace period is allowed at the end of each half-day class. After that the children will be signed in to extra care, and the time will be billed at the regular hourly rate, calculated to the quarter hour from the stated pickup time (11:45 a.m. or 3:30 p.m.). All children are required to shake hands with a teacher when departing for the day.

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

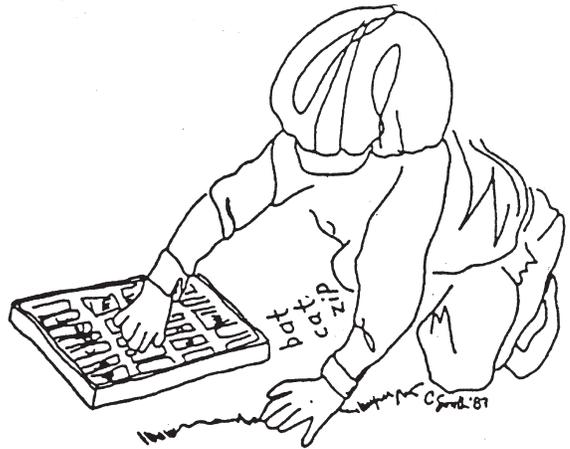
With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other from picking up the child, and the school will release the child to a known identifiable parent.

TRANSPORTATION

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

CALENDAR/SCHOOL CLOSING

The program roughly follows the schedule of local schools. A calendar noting days off and other events will be distributed in the fall. If the Plymouth-Canton Public Schools are closed because of weather, our half-day classes will also close. Extra care will remain open unless conditions are extreme. Messages placed on the school answering machine—(734) 459-1550, the PCMS Facebook page, and the web—www.pcmontessori.org will let parents know if the building is open.



HEALTH & MEDICATIONS

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

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

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

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

EMERGENCY POLICY

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

ACCIDENT/INCIDENT REPORTS

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

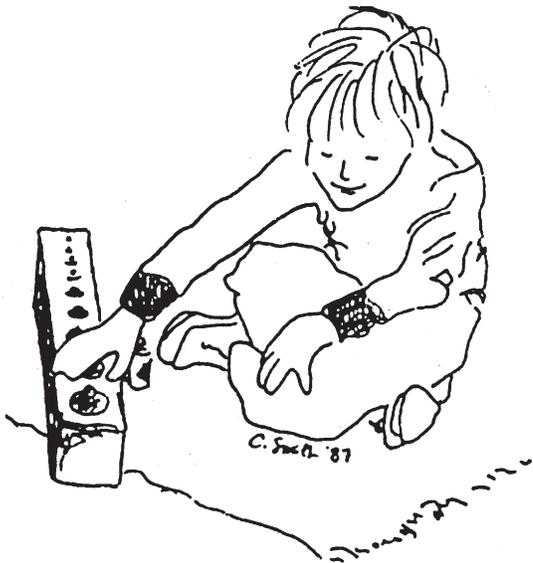
FIELD TRIPS

Toddlers do not participate in field trips. For 3-6 year-olds, a "blanket" field trip permission is signed as part of the enrollment contract. However, parents will be notified in advance if children will be leaving the building, with the exception of walks in the neighborhood or the area surrounding the school building.

Transportation on field trips is provided by volunteer parents or by contracted bus. Trips are chosen carefully, with fun, educational value, cost, and reasonable logistics as criteria. Parents may be asked to pay for field trips.

IN-HOUSE PROGRAMS

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



CLASSROOM CELEBRATIONS

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

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

SNACKS & LUNCH

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

CLOTHING

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

OUTDOOR POLICY

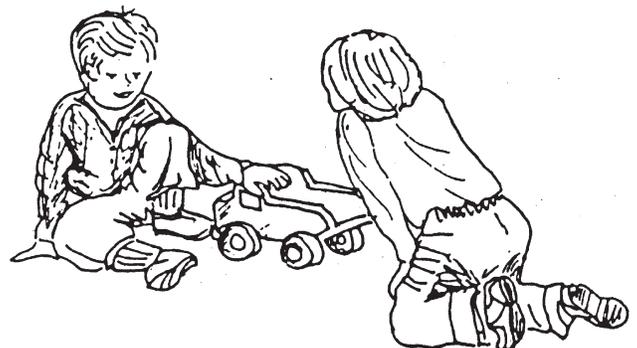
The PCMS staff feels that active outdoor play is a basic component of a quality Montessori program, and the children go outdoors throughout the school year. The staff uses reasonable discretion in deciding if weather conditions are appropriate for outdoor play. Be sure to send complete outdoor clothing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

DISCIPLINE

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

SHARING

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





PARENT INVOLVEMENT

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

PARENT COMMUNICATION & ACTIVITIES

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

A written record of progress is maintained for each child in the school, and we will furnish a report to any future school a child may attend. We also hope you will take the opportunity to visit the class in session. You are welcome to visit at any time.

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

TOILET LEARNING

Toilet learning is an important part of the Toddler curriculum, and teachers guide the children toward independence in toileting. Parents will be asked to provide diapers and wipes for the children who require them. The children each have a basket, labeled with their photograph, that contains their toileting supplies.

SALES OF PRODUCTS

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

LICENSING NOTEBOOK

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

CONFIDENTIALITY

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

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

PRODUCT & SERVICE

NON-ENDORSEMENT/ NON-LIABILITY

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

STAFF & VOLUNTEER SCREENING

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

PRIVATE DUTY BY EMPLOYEES

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

COMMUNICATION

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



PLYMOUTH-CANTON MONTESSORI SCHOOL

A school that inspires

Toddler Program

CLASSROOMS

45245 Joy Road
Canton, MI 48187

TELEPHONES

Office: 734-459-1550
Fax: 734-459-4770

INTERNET

www.pcmontessori.org

ADMISSIONS

734-459-1550
Cheryl Miller
Linda Myers
pcmontessori@sbcglobal.net

General Information

AGES: 18 months through 3 years

TUITION: See the accompanying page for rates. A non-refundable registration fee of \$100 is required with the application. Annual, semi-annual, quarterly and monthly plans are available for tuition payments.

HOURS: Morning class meets 8:45-11:45 a.m., Monday through Friday. Full and half days are offered. Day care is available for an additional fee before and after class. Building hours are 7 a.m.-6 p.m.

AFFILIATIONS & LICENSING:

We are affiliated with American Montessori Society, Michigan Montessori Society, and the Association of Independent Michigan Schools (AIMS), and accredited by the National Association for the Education of Young Children (NAEYC). The school is approved by the Michigan Department of Education and licensed by the Michigan Department of Human Services Division of Child Day Care Licensing. PCMS is a 501(C)3 non-profit organization, eligible for tax-deductible contributions.

STATEMENT OF NON-DISCRIMINATION:

Plymouth-Canton Montessori School does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, or disability in the administration of its educational or admissions policies.

CLASS STRUCTURE:

The class consists of a multi-age group with a balanced number of girls and boys. A college-degreed and Montessori-trained head teacher is supported by highly-qualified assistants. The staff: child ratio is 1:4.

Program Philosophy

Current research confirms the importance of learning in the first three years of life. How and what children learn affects them throughout their lifetime. A toddler is a child in transition between babyhood and the preschool years, with unique needs and abilities that can be well met by the Montessori toddler environment and the specially-trained adults within it.

In a Montessori toddler class, children should learn:

- That they are loved, respected, and safe.
- That everyone has needs, wants, and feelings.
- That they can communicate their needs and wants and trust that they will receive a positive response.
- That they respect one another.
- To behave in culturally appropriate ways.
- That they are competent learners.
- To concentrate and focus on their exploration, activities, and interests.
- To develop verbal language.
- That everything has a name.
- How things work.
- To care for their physical needs—i.e., undressing, dressing, toileting, washing hands, wiping noses, and learning to eat correctly.
- To develop physical coordination.
- To identify the special kind of person they are becoming.

PCMS's toddler class is designed to provide a secure and caring environment that allows each child to progress at his or her own pace. A wide range of activities foster the development of language, large and small motor skills, and social competence.

In the toddler classroom, everything is child-sized. Low shelves, chairs, tables, and coat hooks allow the children to gain mastery over the environment. Lower fixtures in the lavatory help with toilet learning. The room is deliberately kept simple to prevent sensory overload, and consistent routines provide a predictable structure from which to explore. Snacks, lunch, and nap, if applicable, are part of the daily plan.

Curriculum

Practical Life skills include **navigating the classroom** (entering the room; carrying, unrolling, and rolling a rug; carrying a tray; carrying a chair; opening and closing doors); **self-care** (putting coats on, taking them off and hanging them up; practicing various clothing fasteners on the Montessori dressing frames; handwashing; toilet learning); **care of the environment** (food preparation—pouring water and milk; spreading cheese, jam, or honey; slicing bananas and hard boiled eggs; baking—setting the table, washing dishes; raking leaves; classroom care—dusting, sweeping, watering and washing plants, mirror polishing, napkin folding, feeding classroom pets, etc.); and **grace and courtesy** (saying “please,” “thank you,” and “excuse me”; listening when others are speaking; making polite requests; greeting others and introducing oneself; serving food to others, etc.)

Sensorial activities include a wide range of hands-on manipulative materials and puzzles aimed at helping children refine their senses of sight, touch, hearing, taste, and smell.

Large motor activities include crawling through tunnels, carrying and pushing heavy objects, climbing, rocking, spinning, swinging, riding, and throwing balls. Both the classroom and the outdoor environment provide opportunities for large muscle practice.

Language is developed through singing, finger plays, music, naming, and other vocabulary and sound activities, books, and photographs.

Mathematical understanding is developed through counting and number activities.

Eye-hand coordination is enhanced through cutting, pasting, sewing, pegboards, hammering, and art materials such as clay, crayons, chalk, and paint.

Social skills emerge as the children learn to separate from home and function in the toddler community.

In short, the toddler class provides a warm, nurturing, stimulating environment specifically tailored to the needs of 18 month to 3-year-olds.

“The development of the child during the first three years after birth is unequalled in intensity and importance by any period that precedes or follows in the whole life of the child.”

Maria Montessori

“Montessori education is a brain-based, developmental method that allows children to make creative choices in discovering people, places, and knowledge of the world. It is hands-on learning, self-expression, and collaborative play in a beautifully crafted environment of respect, peace, and joy. It is also about brain development. Montessori education is the original, and, I think, the best brain-based model of education.”

Dr. Steven Hughes, Pediatric Neuropsychologist
and Assistant Professor, University of Minnesota
Medical School

“The central idea of the Montessori Method, upon which everything rests, is a ‘full recognition of the fact that no human being can be educated by anyone else.’ Each must do it himself, whether he is three or thirty.”

Dorothy Canfield Fisher, author and mother

“Many of the key tenets of a Montessori education resonate with the principles of Motivation 3.0—that children naturally engage in self-directed learning and independent study; that teachers should act as observers and facilitators of that learning, and not as lecturers or commanders; and that children are naturally inclined to experience periods of intense focus, concentration, and flow that adults should do their best not to interrupt.”

Daniel H. Pink, author and business analyst, in
*Drive: The Surprising Truth About What
Motivates Us*, 2009

“We also believe that the most innovative entrepreneurs were very lucky to have been raised in an atmosphere where inquisitiveness was encouraged. We were struck by the stories they told about being sustained by people who cared about experimentation and exploration. A number of the innovative entrepreneurs also went to Montessori schools, where they learned to follow their curiosity.”

Professors Jeff Dyer and Hal Gregerson in a
Harvard Business Review interview conducted by
Bronwyn Fryer, September 2009.



PLYMOUTH-CANTON MONTESSORI SCHOOL

A school that inspires

Plymouth-Canton Montessori School is committed to the principles upon which our school was founded (in 1973) and still operates: *respect for children, a strong commitment to peace, and a deep belief in the value of education.* We trust the children in our school to succeed, and we work daily to provide a school climate in which they can prove us right.

Mission Statement

Our mission is to provide a safe, nurturing environment, unifying academic challenge with quality opportunities for social, emotional, and intellectual growth. This includes a multicultural emphasis that values individuality and attainment of each child's fullest potential. With the Montessori philosophy as our foundation, we guide development of responsibility and self-awareness, cooperation and inner discipline.



PLYMOUTH-CANTON MONTESSORI SCHOOL
 Toddler/Preschool/Kindergarten Application for Admission

Date _____

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

Date of Birth _____ Age in September _____

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

Correspondence regarding this application should be addressed to:

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

Complete Address _____
number street city zip

Child lives with (check all that apply):

Mother ___ Father ___ Stepfather ___ Stepmother ___ Other _____
relationship

Please check any that apply:

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

Financial responsibility for child will be assumed by _____

Parent/Guardian 1 (circle):

Parent/Guardian 2 (circle):

Full Name _____

Full Name _____

Home Address _____

Home Address _____

Social Security # _____

Social Security # _____

Occupation/Title _____

Occupation/Title _____

Employer _____

Employer _____

Business Address _____

Business Address _____

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

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

E-mail Address (for internal use only) _____

E-mail Address (for internal use only) _____

School child is currently attending _____

Previous schools or child care experiences and dates enrolled _____

SESSION PREFERENCE: (Check all that apply. Indicate 1st and 2nd choice if half-day) ___ Toddler ___ Preschool/Kindergarten

Half-Day Morning Class Half-Day Afternoon Class (ages 3-6 only) Full Day Preschool Class Half-Day Class with Unlimited Day Care Extended Day Kindergarten

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

Does child nap? _____

Names/ages of brothers & sisters _____

How did you learn about Plymouth-Canton Montessori School? _____

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

Please list any special health problems _____

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

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

ENROLLMENT CONTRACT

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

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

	<u>Annual Payment</u>	<u>Semi-Annual Payment</u>	<u>Quarterly Payment</u>	<u>Monthly Payment</u>
Choose one option	<input type="checkbox"/> One payment due May 10	<input type="checkbox"/> Two payments due May & November	<input type="checkbox"/> Four payments due May, August, November, & February	<input type="checkbox"/> Ten payments due May through February

I understand that my obligation to pay the fees for the full academic year is unconditional and that no portion of fees paid or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal from the school of the above student. I understand that children are enrolled for the full school year (or portion remaining), and that I am responsible for the full tuition balance from the date of acceptance. I agree to pay, when applicable, other fees. These may include, but are not limited to, registration or re-enrollment fees, hourly day care, late payment or NSF fees, late pickup charges, or an occasional charge for a field trip or student-owned materials. I understand that my child will be denied admission to school and records will be held if tuition or fees are not paid in a timely manner. I further agree to pay PCMS's reasonable costs of collection related to my account, including attorney fees. The parties agree that the school shall not be liable for any failure or delay in the performance of its duties or obligations under this contract to the extent such failure or delay is caused by a force majeure or an event beyond the school's reasonable control. This includes but is not limited to a fire, flood, act of God, war, government action, act of terrorism, epidemic, pandemic, natural disaster, or other major upheaval which renders performance impractical, illegal, impossible, or otherwise inadvisable. In such an event, the school's duties and obligations under this contract shall be suspended until such time as the school, in its sole discretion, determines that it may safely and ably resume performance. The school shall provide notification of such a suspension by a reasonable time and method. During such a suspension parents shall make all payments due to the school and there will be no refund of tuition, fees, or other payments previously made. As an alternative to suspending performance, the school may elect to operate on a distance-learning basis, may choose to extend or shorten its school year and may adopt an alternative schedule to complete its school year curriculum.

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

RELEASES AND STATEMENTS OF AGREEMENT

MEDICAL RELEASE

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

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

MODEL/PUBLICITY RELEASE

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

FIELD TRIP PERMISSION/RELEASE

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

LUNCH AGREEMENT

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

DISMISSAL AGREEMENT

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

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

STATEMENT OF UNDERSTANDING

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

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

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

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

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

My signature below affirms that I have read, understand and accept the terms and conditions of this contract.
Signatures of parents or guardians financially responsible for student:

Parent/Guardian Signature Date Signed

Parent/Guardian Signature Date Signed

For Plymouth-Canton Montessori School Date Signed

Plymouth-Canton Montessori School does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, or disability in the administration of its educational or admissions policies.

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

Return to: Plymouth-Canton Montessori School, 45245 Joy Road, Canton, MI 48187-1772