

American Montessori Academy GSRP Preschool



Family Handbook 2018-2019

Developed under a grant awarded by the Michigan Department of Education

Superintendent/Executive Director: Dr. Ticheal Jones

tjones@charterschoolpartners.com

Principal of Preschool & K-1: Andrea Curd

acurd@charterschoolpartners.com

Preschool Director: Meagan Scott

mscott@charterschoolpartners.com

Preschool Administrative Assistant: Sicoya McKinnon

smckinnon@charterschoolpartners.com



14800 Middlebelt Rd.

Livonia, MI 48154

Phone: 734.525.7100

Fax: 734.525.8952

Office Hours: 8:00am - 4:00 pm

Table of Contents

Academy Mission and Vision.....	4
Program Overview	4
Program Philosophy.....	5
Curriculum.....	6
Child Assessment Policy.....	6
Transition Plan.....	6
Parent Involvement	7
Volunteering in Classroom.....	7
Hours/Days of Operation.....	8
Drop Off/Pick Up Policy... ..	8
KidzTime Before & After Care.	9-10
Attendance Policy	11
Inclement Weather.....	11
School Closing.....	11
School Calendar... ..	12-13
Typical Daily Routine.....	14
Nutrition/Wellness Policy.....	15
Rest Time	15
Using the Toilet.....	16
Outdoor Policy... ..	16
Conflict Resolution/Discipline	16
Referrals for Child and Family Needs	17
Confidentiality	18
Parent Notice of Program Measurement	18
Admission	19
Withdrawal/Exclusion Policy.....	20
Accidents/Emergencies	20-21
Health Guidelines.....	21
Medication	22-24
Medication Procedures.....	22
Determining General Health of a Child.....	25

Safety Drills..... 25

Food Service.....25

Child Abuse and Neglect26

Photo Policy...26

Grievance Policy26

Licensing 26

Licensing Notebook26

Program Evaluation..... 27

Birthdays and Holidays.....27

Field Trips27

Guests and Visitors 28

Picture Day..... 28

Toys from Home28

Immunizations 28

Equal Education Opportunity/Civil Rights Designee.....29

Pesticide Notice.....30

Student Records...30

Academy Mission & Vision:

Our Mission

At AMA we...

- Provide a rigorous standards-based curriculum
- Employ Montessori concrete to abstract approach
- Prepare an environment that promotes a child's natural ability to become a self-directed learner
- Build strong teacher-child and teacher-parent relationships by utilizing a multi-age approach
- Educate our children in resolving conflicts in peaceful ways
- Integrate peace education in daily school events
- Create unique learning paths for each student
- Offer time and space to learn concepts, practice them, and apply their new knowledge through project-based learning
- Utilize small group and individualized instruction
- Develop independent flexible thinkers who are capable of solving complex problems.

Our Vision

Students will build and cultivate a peaceful world through flexible thinking, self-confidence, collaboration, and a strong academic background.

Program Overview:

The Great Start Readiness Program (GSRP) is Michigan's state-funded preschool for eligible four-year-old children with a focus on supporting children's development of school readiness skills. The program is administered by the Michigan Department of Education (MDE), Office of Great Start (OGS). Research on preschool programs and specific research on GSRP indicates that children provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same backgrounds who did not attend a high-quality preschool program.

To support learning at home and increase positive child outcomes, programs must provide for active and continuous involvement of parents in the learning process. Through advisory meetings, parents assist to evaluate and make recommendations about the program.

Program Philosophy:

At American Montessori Academy, the staff provides each student with a quality, developmentally appropriate educational experience in a safe and secure environment. The program will focus on providing children with skills needed to be prepared for educational success. It is our goal to create a learning environment where there is a balance between adult-initiated and child initiated activities, where

children can construct their own knowledge and are supported in doing so. We create predictable routines, develop plans based on our children's interests and developmental levels, arrange the classroom environment to engage and support children's active exploration, and support children's physical, emotional and cognitive growth.

We believe that families are children's first and most influential teachers. Therefore we invite family participation in all aspects of our programming and welcome families to visit our classrooms, participate in activities, share their family customs, assess our program, provide input into program policies, and participate in their child's education at home and in the classroom. It is our responsibility to prepare children for success in school. Therefore, we choose to implement HighScope Preschool Curriculum and use HighScope Child Observation Record as our child assessment tool. Both the chosen curriculum and the chosen assessment tool are aligned to Common Core Standards for Kindergarten and when implemented with fidelity, prepare children for success.

We also, believe that one of life's greatest strengths and a great gift to children is the ability to solve problems and resolve conflicts respectfully. Therefore, we see conflict and frustration as teaching opportunities and support children as they work to gain the skills necessary to meet life challenges. We value life-long learning. Therefore, we provide opportunities for parents and staff to learn together, provide for continuous and meaningful staff professional development, and take great joy in learning from and with our children. We feel the children, families and community of American Montessori Academy deserve the very best early childhood programs we can offer. Therefore, we invite staff, families and community stakeholders to join us in program assessment and planning as we strive for excellence.

Curriculum:

Our GSRP classroom(s) use the research based HighScope Curriculum that aligns with Michigan's Early Childhood Standards of Quality for Pre-Kindergarten. Curriculum areas include Approaches to Learning; Social and Emotional Development; Physical Development and Health; Language, Literacy, and Communication; Mathematics; Creative Arts; Science and Technology; Social Studies; and English Language Learners. In the HighScope Curriculum, adults and children are partners in play. More information about the HighScope curriculum can be found at <http://www.highscope.org>.

Child Assessment Policy:

Developmental Screening: In partnership with families we complete the Ages and Stages Questionnaire (ASQ) developmental screening for all GSRP children within two weeks of the child's first day of school. This information is entered online where it can be automatically scored. All families will receive their child's results and activities at or before the fall parent-teacher conference. Teachers and families will partner to use the information to plan for each child's success. If further evaluation is indicated by the results of the ASQ, the parents will be notified and a plan of action will be developed.

Ongoing Assessment: We use the HighScope on-line Child Observation Record (COR) to support and plan for each child's progress throughout the school year. The COR is an observation tool that helps tell the story of your child's growth and development throughout the program year. Notes are recorded and entered all curriculum areas. Families receive a, My Child's Developmental Profile (Family Report) three times.

****Individual with Disabilities**: The Americans with Disabilities Act and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal and State law.

Transition Plan:

At the conclusion of each school year, all students will participate in move up days in which they will be invited to tour a classroom of the grade they will be entering into the next fall. There will also be a Kindergarten Roundup scheduled in the Spring (for students moving on to Kindergarten) which will include fun activities for the children as well as provide the parents with an information session in which they will receive parent handouts, learning guides, and information on what their child needs to know prior to the start of Kindergarten.

Parent Involvement:

Children who are successful in school have many healthy interconnections between family, school and community. Parent involvement in the learning process strengthens learning at home and is directly linked back to positive child outcomes at school. Parent involvement is welcomed and encouraged. To establish and maintain a strong school-home connection, which benefits children, we offer the following ways for families to be involved:

- Volunteering in the Classroom: Talk with your child's teacher about how you can be involved as a volunteer. Sharing special interests with children such as fishing, photography, or sewing.
- Providing recyclables and helping to make play materials
- Creating displays of child initiated works
- Supporting children's learning at home
- Reading parent newsletter and responding to teacher communication
- Attending parent advisory meetings, workshops, and serving on the local Great Start Readiness Program Parent Advisory Committee
- Home Visits and Parent-Teacher Conferences: Teachers work with families to schedule two home visits and two parent-teacher conferences. Additional meetings can be arranged.

Volunteering in the classroom

Parents are welcome in the classroom at any time as long as they have completed the volunteer screening. Their role would be to play alongside the children and follow the daily routine led by classroom teachers; they will never to be left alone with the children.

- In order to provide a safe environment, any adult wishing to volunteer at the school or attend a school sponsored event as a volunteer must fill out a volunteer form. Volunteers (including parents) will be screened through internet sites, such as the Sex Offenders Registry, Internet Criminal History Access Tool (ICHAT) or other similar sites. Volunteer forms are in the school office and must be completed at least two weeks prior to volunteer date. If any volunteer refuses to submit to such a background check, the volunteer will be prohibited from volunteering at the Academy.

Hours/Days of Operation:

The classroom day is from 8:00 am to 3:00 pm, Monday through Thursday for at least 120 days during the school year. Children are marked “tardy” after 8:10am.

Drop off & Pick up

Drop off - Begins at 7:45am

- Children can enter their classroom beginning at 7:45am. School begins at 8:00am. Parents or guardians arriving after 8:10 must sign their child into the office before entering the classroom. Entering the classroom after the start of the day disrupts the children and classroom routine.

Pick-up – Begins at 3:00pm

- Please arrive promptly to pick up your child, as they become easily upset if you’re late. Dismissal is from 3:00pm-3:20pm. Unless it is an extreme emergency, we will not allow families to pick up during regular K-1 dismissal, which begins at 3:40pm. Children are only released to adults that are listed on their emergency card and photo ID will be requested if staff does not recognize the individual.

***According to Michigan Department of Human Services: “Until custody has been established by court action, one parent may not limit the other from picking the child up from care”. It is not within your legal right or ours to withhold a child from a parent, unless there has been court action, which limits one parent’s right to the child. Please present any such court orders to the office.

If you need to pick your child up early from school you must sign him/her out at the main office. The office staff will call the classroom and have your child brought to the office with their belongings. Any changes to your child's normal pick-up routine must be phoned to the office prior to 12:00pm.

Late Pick up Policy

All students who are not enrolled in KidzTime (see description below) must be picked up no later than 3:20 pm. They are not allowed to attend KidzTime as a drop-in service. After the first written warning, you will be charged a \$15 late fee and \$1 fee per minute past 6:00 pm. This fee must be paid at the time of pick-up with cash, money order, or credit card. KidzTime is available for after school care; please contact the office for information on this additional service.

KidzTime Services

KidzTime has been designed to provide before and after school care for our students. KidzTime is an after school child care program available to AMA Students only. It provides consistency and enrichment for children in a fun and relaxed environment that encourages individual choice making. Activities include various group and individual projects, indoor and outdoor play, group games and sports, board games, age appropriate activities, and much more. There is a \$20 registration fee per family. AM KidzTime is 7am – 8:45am (\$5/day – pre-registration only); PM KidzTime is 3:20 – 6pm (\$10/day pre-registration only).

Late charges will be incurred for every minute a child remains past 6:00pm according to the clock in the KidzTime room. The late charges will be due immediately in the form of cash, money order or credit card when you arrive to pick up. Your child may not return to KidzTime until those charges are paid. Any child(ren) left past 6:00 p.m. more than two times will no longer be able to attend KidzTime that school year. Please be sure to have a backup plan in case of emergencies or if you are unable to pick up on time.

Daily Schedule:

- Morning: Arrival, snack (provided by home), coloring station, building, puzzles, read-a-loud, group activity, transition to class
- Afternoon: Arrival at 3:20pm, attendance, snack (not provided by school), homework, play outside (weather permitting), or stations inside, group activity (game or craft), clean up at 5:45pm, group activity from 5:50pm – 6:00pm.

Fees and Billing:

Tuition is a flat rate of \$5.00 per day for Morning KidzTime and \$10.00 per day for Afternoon KidzTime. (There is a discounted rate for siblings, please speak with the coordinator for details.) Tuition is billed one month in advanced according to the schedule on file. Any schedule changes need to be made with the KidzTime Coordinator two weeks in advance so as not to disrupt the billing cycle. All tuition is due on the 1st of each month. There is a \$5.00 a date late fee assessed until full payment is received. Any

account not paid by the 5th of each month, will not receive any KidzTime services until all payment is received. Invoices will be emailed by the third week of the month to the email on file.

Payments:

- Payments will be accepted through our electronic EZ Pay system. There is a link to spsezpay.com on the AMA website, as well as a kiosk available at KidzTime to pay your bill. In the event that you are not able to pay online, payments must be made by Money Order or Cashier's Check (made out to American Montessori Academy with child's full name in the note section). Checks or cash will NOT be accepted.
- Half day KidzTime is available on 5 of the 6 half days that the school has. It is \$15/child and registration must be paid in advance. Any child in attendance must bring a cold lunch, as lunch is not provided on those days.
- A student may be withdrawn from the KidzTime program if child care fees are not paid.

Withdrawal of Student:

- A written statement given to the KidzTime Coordinator, giving at least one-week notice, by parent or legal guardian, is required to withdraw student(s) from program. If notice is not given, the parent will be responsible to pay the current balance.
- AMA reserves the right to exercise immediate withdrawal of any student or individual if it is deemed that such person(s) fails to abide by the rules established for the program. Written notice will be sent to parent or legal guardian explaining reasons for withdrawal.

Discipline:

- Students are expected to follow the expectations given by staff. If expectations are not followed, a consequence will be given. If referral is made to the Dean or Principal, a student will risk suspension from KidzTime. After two suspensions, a student may not be allowed back into KidzTime for the remainder of the school year.
- KidzTime follows the same discipline and behavior policy as AMA. Please see the parent handbook for more information on the discipline policy.

Drop In:

- In the event that a child is not picked up at the end of Dismissal at 3:20pm they will be sent to KidzTime. Payment is due upon pick up in the amount of \$15.00.
- Students that are dropped in more than twice without prior notice will be assigned to a regular KidzTime schedule and will be billed monthly.

Half Days:

AMA has 6 half days during the 2018-19 school year. We are offering KidzTime for 5 of the 6 of them (no Kidztime for the half day in May) from 12pm – 6pm on those days. However, they are pre-register and pre-pay only. Payment is to be made online and a copy of the receipt is to be attached to the registration form when it is turned in. See the following dates and when forms should be turned in.

Attendance Policy

Please make every effort to arrive at school on time. When children arrive after the day has started, they miss out on important parts of the routine. Children who consistently arrive on time and are in school every day quickly master the routine, learn more, are happier to be in school and receive the maximum benefit from our preschool program. If your child will not be in attendance, please call 734-525-7100 before the program day begins and let them know your child's name, the classroom, and the reason for not attending. Regular attendance is crucial to a child's academic success and development. Please remember this is a state funded program so attendance is a valuable component and can affect your child's enrollment.

If a child will be missing 3 or more days, the Academy must be provided with a doctor's note. If a child is absent and the Academy is not contacted by the parent, the Academy will attempt to make contact with the parent. If the program cannot make contact with the parent for 3 consecutive days, then a letter will be sent to the parent. If the program does not receive a response within 10 days of the date of the letter the child may be moved to the program's waitlist. If a child is consistently absent, resulting in the child missing 15% or more of the program, the program will partner with the family to seek resolution. If the situation cannot be resolved, then the child may be moved to the waitlist. If a child is planning to miss a consistent month or more of the program, the child may be moved to the wait list and another child enrolled. When the child who planned an absence returns the child may be re-enrolled if the program has an opening.

Inclement Weather:

Inclement weather, power outages, or other building problems may require the Academy to be closed. Families are encouraged to tune in to school closings listed on the local TV and radio stations to learn if school is closed for the day. If school is in session and needs to be closed, families will be contacted via phone and/or electronically to pick-up their child.

School Closing:

In the event that school is closed due to a weather related issue or building problem, please tune your radio to local station WWJ and WJR, or TV stations FOX 2 Detroit, WDIV Local 4, and WXYZ channel 7. Our academy will be listed as American Montessori Academy LOWER – Wayne County. The decision to close the Academy will be made by 6:30am, when possible.

Calendar:

Each family is provided a program calendar prior to the first day of school. It is also on the next page of this handbook. Refer to the calendar for information regarding the first day of school, last day of school, school breaks, or other days the classroom may not be open. If you're in need of another copy of the program calendar please contact your child's teacher, the school website, or the program director.

AMERICAN MONTESSORI ACADEMY | 2018-2019 CALENDAR

- 2-6 School Office Closed
- 4 [Independence Day](#)
- 16 Board Meeting

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1-2 Winter Break
- 3 School Resumes
- 8 AMFO Meeting
- 14 Board Meeting
- 21 [M.L. King Day](#), No School

- 6-10 Fall Packet Pick Up
- 13-17 Fall Packet Pick Up
- 13 New Teachers Return
- 14 AMFO Meeting
- 20 Board Meeting
- 20 All Staff Return
- 29 Back to School Picnic

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 11 Board Meeting
- 12 AMFO Meeting
- 15 No School
- 18 [Presidents' Day](#), No School

- 3 [Labor Day](#)
- 4 K-8 School Begins
- 10 Preschool Begins
- 11 AMFO Meeting
- 17 Board Meeting

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 6 ½ Day of School
- 12 AMFO Meeting
- 18 Board Meeting
- 22 ½ Day of School
- 22 Parent Teacher Conf.

- 5 ½ Day of School
- 8 [Columbus Day](#)
- 9 AMFO Meeting
- 15 Board Meeting
- 17 ½ Day of School

OCTOBER 2018						
S	M	T	W	Th	F	S
					5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1-5 Spring Break
- 9 AMFO Meeting
- 15 Board Meeting
- 19 Good Friday, No School

- 6 No School
- 11 [Veterans Day](#)
- 13 AMFO Meeting
- 19 Board Meeting
- 21-23 No School
- 22 [Thanksgiving Day](#)

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 14 [AMFO Meeting](#)
- 20 Board Meeting
- 24 ½ Day of School
- 27 [Memorial's Day](#), No School
- 30 Student Lead Conferences

- 7 ½ Day of School
- 7 Parent Teacher Conf.
- 11 AMFO Meeting
- 17 Board Meeting
- 24-31 Winter Break

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 11 AMFO Meeting
- 12 Last Day For Students
- 13 Teacher Work Day
- 14 Teacher Work Day
- 17 Board Meeting

Typical Daily Routine:

8:00 – 8:30	Greeting and Breakfast -- Children enter the classroom at their own pace, spend time with books, or interact with and their peers. Children wash and dry their hands. Children have choices about what they serve themselves and whether they want to eat breakfast.
8:30 – 8:40	Message Board – Daily communication of reminders, events, etc.
8:40 – 9:00	Small Group Time -- In a small group, children explore play, work with materials and talk about what they are doing. Children use materials in their own way.
9:00 – 9:10	Planning Time -- Children indicate their plan to adults and peers. Adults use a range of strategies to support children’s planning.
9:10 – 10:10	Worktime -- Children are encouraged to follow/revise their plan as they work. Children make choices about where they want to work and how to use materials. Adults participate as partners and encourage children’s problem solving with materials and social conflict.
10:10 – 10:20	Clean Up -- Children and adults clean up together, keeping it fun. Children make many choices where and how to clean, with adults supporting children’s level of involvement.
10:20 – 10:30	Recall -- Adults provide a variety of materials and strategies to maintain interest as they encourage children to talk about their experiences during work time.
10:30 – 10:50	Large Group Time -- All adults and children participate in activities planned around children’s interests and development.
11:00 – 11:30	Outdoor Time -- Children have many choices outdoors, as much as work time indoors. Adults supervise children to keep them safe as well as join in their outdoor play.
11:30 – 11:45	Lunch Preparation --- After children use the restroom and wash their hands, they choose where they want to sit for a “family style lunch”. They serve and clean up after themselves.
11:45 – 12:20	Lunch – family style. Students set the table, serve themselves and wash and clean table.
12:20 – 12:30	Rest Time Preparation – students put sheets and blankets on their cot themselves
12:30 – 1:30	Quiet Rest Time -- Children are resting or sleeping. Children who are awake choose quiet play such as, books, soft music, stories or fine motor manipulatives.
1:30 – 1:45	Quiet Rest Time Clean Up -- Children are gently awakened. Children assist with putting their own rest items away. Children use the bathroom and wash and dry their hands.
1:45 – 2:30	Outdoor Time -- Children have many choices outdoors, as much as work time indoors. Adults supervise children to keep them safe as well as join in their outdoor play.
2:30 – 2:50	Snack Time – Students serve themselves snack. Teacher may read a book that a student has picked out for that day. Students clean and wash tables when finished.
2:50 – 3:00	Prepare for Dismissal
3:00 – 3:20	Dismissal

Nutrition and Wellness Policy:

Child Nutrition Programs will comply with federal, state, and local requirements. The School Leader or his/her designee is responsible for monitoring Child Nutrition Programs, and for ensuring compliance with all other wellness regulations. The Academy may provide breakfast and/or lunch food programs in accordance with procedures established by the Michigan Department of Education. The provided food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption and disposal of food and beverages, and to the fiscal management of the program. Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet under the criteria established by Federal guidelines. To qualify for such substitution, the medical certification must identify:

- The student's disability and the major life activity affected by the disability;
- An explanation of why the disability affects the student's diet; and
- The food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (i.e., calorie modifications or use of liquid nutritive formula).

For non-disabled students who need nutritional equivalent milk substitute only a signed request by a parent or guardian is required. Food service programs shall be operated and self-supported with revenue from students, staff, Federal reimbursement, and surplus food. A food safety program shall be implemented based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system with the intent of preventing food-borne illnesses. Access to the facility and the food prepared and stored shall be limited to food service staff and other authorized Academy staff.

Rest Time:

All children will be provided with a cot or mat on which to rest, a sheet, and a blanket. Additional blankets or pillows should NOT be sent. Talk with your child's teacher if you would like to bring other rest items for your child. Please remember to label all items sent to school. Rest items provided by families will be sent home at the end of each week for laundering.

Transitioning into rest time, children are encouraged to gather their nap belongings and place them on their cot. The lights dimmed and soft music may be played. Rest time is scheduled to last no longer than one hour. Children that do not rest are welcome to participate in a variety of quiet activities on a cot or mat. After an hour, the lights are turned on and children are encouraged to return their rest items to their cubbies. Children that are still resting will be gently encouraged to wake up, but not forced to get up until they are ready.

Using the Toilet:

We understand that accidents sometimes happen and in the event of an accident:

- The teacher will direct the child to change out of his/her clothing and wipe themselves.
- They will then dress themselves in their change of clothes and soiled clothes will be placed in a plastic bag.
- The student's guardian will be contacted with the opportunity to bring additional personal clothing to school.

Outdoor Time:

Your child will go outside every day, weather permitting. Outdoor play time is structured to be a healthy, educational and enjoyable time for children. Please make sure your child is dressed in clothing that is appropriate for the weather conditions. If it has recently rained, your child will need to have a pair of boots to wear outside. If there is snow on the ground and/or the temperature outside is very cold, your child will need a snowsuit, hat, gloves or mittens, and snow boots. Each child must have a complete change of clothes (underwear, socks, shirt, and pants) that will be kept in the classroom. Each piece of clothing must be clearly labeled with your child's first and last name. If you are in need of any of these items please let your classroom teacher or program director know. Kindly remember if your child is too sick to go outside and play he/she is too sick to come to school.

Conflict Resolution/Discipline:

Staff supports children as they begin to understand their behavior choices and learn acceptable ways of interaction with others. The approach we use promotes and encourages self-regulation, self-direction, self-esteem, and a spirit of cooperation. We use a six-step process to resolve conflicts. We encourage you to use these at home as well. The steps are:

1. Approach children calmly and stop any hurtful actions
2. Acknowledge children's feelings
3. Involve children in identifying the problem by gathering information
4. Restate the problem in children's vocabulary
5. Ask children for solutions and encourage them to choose one together
6. Give follow-up support when children act on their decisions

****Staff is prohibited from using the following forms of punishment: hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment; restricting a child's movement by binding or**

tying him or her; inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child; depriving a child of meals, snacks, rest, or necessary toilet use; excluding a child from outdoor play or other gross motor activities; excluding a child from daily learning experiences; confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Referrals for Child and Family Needs:

We strive to meet the individual needs of all children in the program. To determine each child's needs, the program conducts screenings within the first two weeks of the child's first day of school to assess children's developmental, behavioral, and language development. If these screenings - as well as information gathered from observations or provided by parents, doctors, or other specialists - result in a concern about the child's development or functioning, we will begin a process to follow up on that concern, including further evaluation if needed.

In case of a suspected disability (including moderate developmental delays or concerns that persist after intervention), parents may request an evaluation. Upon written request from the parent, the school district where the parent lives has 10 school days to inform the parent in writing of the intent to evaluate, and seek consent. Evaluations may only take place with written parental consent.

Once all information is gathered, it is reviewed with the parents. If the results recommend an Individualized Education Program (IEP), a meeting will be scheduled with parents and other personnel involved. Any additional services to be provided and who will provide such service will be determined at this meeting. Your child's teacher, administrator, and the school district team will work together throughout the year to ensure that the IEP is being implemented with fidelity, including the use of special modifications and strategies to support your child in being a fully participating member of the classroom community.

If your child enters the program with a documented special need, the documentation will need to include a notation that GSRP is a suitable setting in light of the needs of the child.

Families may also need services unrelated to special education. To provide this support, families are asked to provide information related to the child's life experiences and current living situation. If there is a non-educational need that your family has, please notify a staff member. Staff will seek the resources you need and follow-up accordingly.

Confidentiality:

All information about families is kept in strict confidence. All information regarding children and their families is limited to the administration of the program. No other use of this information will be given without the written consent of the guardian. Concerns regarding student's progress or behavior will be

discussed with guardians only. Volunteers are expected to follow the same confidentiality as staff members when in the classroom or on field trips. The only instance in which information will be shared about a child or family without a parent's written consent is when staff has reason to suspect the child may have experienced abuse or neglect.

Parent Notice of Program Measurement:

American Montessori Academy is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law. If you have questions about this, contact:

MDE Office of Great Start; Early Childhood Education and Family Services
608 W. Allegan, P.O. Box 30008
Lansing, MI 48909
E-mail: mde-gsrp@michigan.gov
Phone: 517-373-8483

Admission:

Children must meet criteria based on the MDE, Department of Licensing and Regulatory Affairs (LARA), and federal guidelines if the program is a GSRP/Head Start blend. Priority is given to families with greatest need. Students are not selected on a first-come, first-serve basis. Prior to admission, the following documents need to be completed and on file:

- Proof of age (four years old on or before September 1), which could be one of the following:
 - Birth certificate (district may require a certified copy)
 - Passport
 - Hospital record

- Baptismal record
- Other governmental form such as a Medicaid Card
- Proof of income, which could be one of the following:
 - Tax return
 - Paycheck stub
 - W-2 Form
 - Written Statement from employer(s)
 - Signed Income Verification Form or local equivalent
- Proof of residence, which could be one of the following:
 - Driver's license
 - Recent pay stub with employee address
 - Utility bill
 - Other recent government issued document listing the address and name of parent of child
- Eligibility factor information and related documentation
- Head Start Waiver (if applicable)
- Immunization records
- Child Information Record
- Application
- Free and Reduced Meal Family Application

Once the above documentation is on file, a determination regarding admission will be made. A child will either be admitted to the program or placed on the waiting list. Children will be on the wait list in order of need, listing those with greatest need first.

A Health Appraisal must be on file prior to initial attendance or the child will not be able to attend until it is submitted. The Health Appraisal must have a physician's signature, stamp, and the date.

Withdrawal/Exclusion Policy:

Our GSRP withdrawal process consists of two parts: 1) the steps we ask families to take if they decide to leave our program and 2) reasons why a child might be asked to stay home or leave a GSRP program.

1. Parent initiated withdrawal

- If you decide to withdraw from our program, please let us know as soon as possible so that we can notify a family on our wait list. We would like to meet with you face to face to discuss reasons for withdrawal as well as gaining feedback.

2. Program initiated withdrawal

- Once enrolled in GSRP, the only reason we could possibly initiate permanent withdrawal from our program is due to low attendance.
- Children will be asked to stay home while they have a contagious illness that endangers the health and/or safety of children or others.
- According to the MDE, children enrolled in GSRP programs “must not be excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions.” If your child is struggling in our GSRP program, we will partner with you to help your child succeed.

Accidents/Emergencies

In case of an accident/injury a staff member will identify the injury and notify the certified CPR/First Aid staff member. An incident report will be completed by staff and submitted to the office by the end of the school day and a copy placed in your child’s communication folder.

When a child incurs a minor injury, staff will take the following steps:

1. Immediate care is provided to the child
2. A phone call, written report or both will be provided to the parent at or before dismissal on the day of the minor injury

When a child incurs a serious injury, staff will take the following steps:

1. A staff member calls 9-1-1 and then immediately phones any other required personnel that need to be notified when 9-1-1- is called, while the certified CPR/First Aid staff member remains with the injured child.
2. Ensure the scene is safe. If so, provide care and comfort to the injured child until EMS personnel arrive.
3. EMS personnel will determine if the injured party needs to be taken to the hospital.
4. The parents will be contacted by phone once the situation is under control. If the parents cannot be reached the next person on the emergency card will be contacted until either the program is able to talk with someone or all individuals have been phoned.
5. A staff member will ride in the ambulance if the parent is unable to do so.
6. Within twenty-four hours of the injury, a call will be made to the Department of Regulatory Services Licensing Division followed by a written report within three days of the injury.

Health Guidelines:

Regardless of the precautions taken at home or school, your child may become ill during the course of the school year. If your child becomes ill, you will be called and asked to pick up your child. If you are unavailable, we will call someone on your Child Information Record. The child should be picked up within one hour of

being notified. If your child has been absent due to a communicable disease, such as strep throat or pink eye, you will be required to present a doctor's note documenting that the child is able to return to school.

There are times when a child should not be sent to school. These times include when a child has:

- A fever (temperature of 100 or more) → a child must be free of fever for 24 hours (without fever reducing medication) in order to return to school.
- Diarrhea or vomiting → Child must be symptom free for 24 hours in order to return to school.
- Discharge or redness of the eyes, discharge from the ear, green or yellow discharge from the nose
- Persistent or productive cough, sore throat, or skin rash
- Ringworm (exclusion is not necessary unless the contact with others could promote spread), lice, hand-foot-mouth or any other communicable disease listed on the Oakland County Health Division Communicable Disease Reference Chart

<https://www.oakgov.com/health/services/Documents/Communicable%20Disease%20Reference%20Chart.pdf>

Parents must notify the school if a child has a communicable disease or an extended illness. When applicable, the school will notify families of an illness. A doctor's note for treatment of a communicable disease or an extended illness may be required for re-admittance to school.

- Sometimes regardless of precautions your child may get sick or injured. If your child becomes sick or injured at school you will be notified. If you cannot be reached the next person on the emergency card will be contacted to pick up your child.
- Exclusion: If your child has been absent due to a contagious disease (pink eye, strep throat, ring worm, etc.) a doctor's note will be required in order for your child to return to school. In addition if your child was sent home from school due to illness or if they had a fever they cannot return for 24 hours.

Medication

In order to establish and maintain a system of safe storage, handling and administering of medications at school, an Authorization to Administer Medication Form is required. We will follow all steps noted in the Licensing Rules for Child Care Centers, Rule 400.8152, including:

The definition of "medication" is prescription, non-prescription and herbal medications, preparations, and/or remedies, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. This policy also applies to any medically-prescribed "treatments". "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

Non-prescription (over the counter) medications are those that are sold directly to the consumer without a prescription from a physician or health care professional. Non-prescription medications may include, but are not limited to, acetaminophen, ibuprofen, cough syrups, cough drops, antihistamines, etc.

The Academy shall not be responsible for the diagnosis and treatment of student illness except in administering basic first aid and CPR as allowed by law. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment was not made available during school hours, or the student is disabled and requires medication to benefit from his/her educational program.

Medication Procedures:

The student's parent/guardian must provide the school with written permission and request to administer medication. A Medication Administration Permission Form completed by a physician that is included in this year's parent packet, must accompany such permission and request. Written instructions must include the name of the student, name of medication, dosage, and time to be administered, and route of administration, date, and duration of administration that must accompany the medication.

- Parental or guardian request/permission and a physician's instructions for administration shall be renewed every school year.
- All medication, including Epi-pens® must be brought to school by the parent/guardian. Medications should also be picked up at the end of the school year by the parent/guardian or they will be appropriately destroyed as of June 30th.
- The medication shall be examined by the school employee administering the medication to determine in his/her judgment that it appears to be in the original container, that it is properly labeled by a medical professional when provided by the parent/guardian, and that the appropriate, corresponding information for the administration of the medication is found on a Medication Authorization Permission Form for the student listed on the label.
- All prescription medication should be kept in a labeled container prepared by a pharmacy, physician, or pharmaceutical company and labeled with the name of the student, the name of the medication, the dosage, the time of the administration, and the frequency of administration.
- The school, by law, cannot provide any non-prescription (over-the-counter) medications to students without a prescription from a physician as well as written permission from the parent/guardian to administer it. All non-prescription medication for a student must be provided by the parent/guardian in an original container.

- If any changes occur in medication/treatment required, a new Medication/Treatment Administration Permission Form must be filled out and kept on file in the school office.
- No student is allowed to provide or sell any type of prescription or non-prescription medication to another student. Violations of this rule will be considered violations of the school's Illegal Drugs and Controlled Substances policy with all the discipline associated therewith.
- The transporting of medication in student backpacks is not permitted, even medication not administered at school.
- Parents/guardians are responsible to inform the Academy in writing of any medical issue that involves a medical action plan. Examples of medical issues may include, but are not limited to, life-threatening allergies (requiring the need for an epinephrine auto injector, i.e., EpiPen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The Academy, parents/guardians and the student's physician will participate in developing a medical action plan.
- Self-administration of medication (including asthma inhalers and diabetic insulin) shall be allowed under the following conditions: Parent/guardian must provide a Medication Administration Permission Form completed by a physician that indicates that the medication may be self-administered in addition to all other necessary information pertaining to the administration of it. The medication will be self-administered under the supervision of an Academy administrator or his/her designee.
- Unsupervised use of an inhaler is allowed when authorized by a physician and permission granted by the parent/guardian. These students should be instructed by their parents to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. An extra inhaler can be kept in the front office.
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
- Epinephrine Auto-Injectors → Michigan Law allows the Academy to maintain a supply of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. Academy staff members are properly trained in the use of epinephrine.

Determining the General Health of a Child:

Throughout routine observation and interaction, if/when a child complains that they are not feeling well or appears to be acting/looking out of character, staff will:

1. Ask child how he/she is feeling—or if something is bothering them
2. Feel the child’s skin and check body for abnormalities (rashes, bumps, temperature, etc.)
3. Take child’s temperature with a thermometer.
4. Consult school director about child’s condition.
5. Call child’s guardian to see on a possible change of medicine, diet, etc.

Plan for Minor Injuries:

1. Attend to injured child immediately, applying basic first aid procedures.
2. Comfort child until soothed.
3. Attending staff person writes an incident report stating the child’s name, date & time of injury, type of injury and exact location, first aid that was given, and explanation of circumstances. Staff member then signs the report and gives to the director to review for completeness and signs then giving to guardians upon pick up.

**For any head injury that may occur, guardians are notified immediately, regardless of the severity.*

Safety Drills

Emergency procedures are posted in each room and practice drills will be conducted throughout the year. (You may not sign your child out during any drills.) By practicing these drills in the event of a real emergency your child and their teachers will be prepared to follow the necessary protocol. Fire evacuation routes & tornado shelter areas are posted in each classroom in addition we have a crisis plan in place to deal with the threat of intruders or threats.

Health Care Resources:

Wayne County Health Department	734-727-7100	33030 Van Born	Wayne, MI 48184
St. Mary’s Hospital	734-655-4800	36475 Five Mile Rd.	Livonia, MI 48154
Poison Center	800-222-1222		www.poison.org
General Health & Wellness	American Academy of Pediatrics		www.aap.org
	Bright Futures		www.brightfutures.org
Nutrition	My Plate (USDA)		www.choosemyplate.gov
	American Dietetic Association		www.kidseatright.org
Violence & Bullying			www.stopbullying.gov

Food Service:

A planned food service program will be part of the school day. There is no cost for snacks or meals. The following meals/snacks will be served at the following times:

- Breakfast is served at approximately 8:10 a.m.
- Lunch is served at approximately 11:40 a.m.
- Afternoon snack is served at approximately 1:30 p.m.

All meals will be fully compliant with the final rule for nutrition standards in the Child and Adult Care Food Program. Menus with noted food substitutions will be posted in a place visible to parents. If there is a need for a child to receive substitutions due to medical or religious reasons, a Request for Food Service Individualization and Adjustments Form must be submitted. The center will comply with rule 400.8330 (3) to ensure children with special dietary needs receive meals/snacks in accordance with the child's needs.

Families are not allowed to send in food for their children simply because the child does not like the food served or prefers something from home. A child may have to be exposed to a food that is new 12 or more times before becoming comfortable with it. Through our family style dining approach, children will build relationships with each other while learning healthy eating habits.

Child Abuse and Neglect:

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the act, our employees are considered Mandated Reporters and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to discuss their suspicions with parents before reporting the matter, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

Photo Policy:

The Academy personnel will take photos of classroom activities and/or individual students from time to time for either release to local media or use in Academy media, such as the school website or brochures. Permission to photograph is assumed unless you sign a denial form. If you prefer that your student not be photographed, a denial form is available in the school office and this should be filled out at the start of the school year.

Grievance Policy:

We strive to provide a positive, nurturing environment for all. However at times, concerns may arise. If you have a concern about something related to your child's preschool program the best place to start to resolve the issue or concern is with the child's teacher. Talk about the concern with the teacher and try to reach a solution. If that does not work, you are welcome to contact the program director. We will work with all families to arrive at an agreeable resolution for all parties.

Licensing:

Our preschool program is licensed by the State of Michigan and all staff members are required to have:

- FIA Clearance
- Criminal history check
- Current First Aid and CPR training
- Access to ongoing professional development activities

Teachers have either a bachelor's degree, an Associate's degree in early childhood, or equivalent coursework and field experience as required by the State of Michigan.

Licensing Notebook:

The program licensing notebook is available on-site for parental inspection. The licensing notebook includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) since May, 2010. The notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

Program Evaluation:

An Early Childhood Specialist uses the Preschool Program Quality Assessment (PQA) to evaluate through observation and data collection whether teachers and the school are using the most effective classroom and program management practices. Every area of classroom teaching and program operations is rated to identify strengths and areas for improvement.

Birthday and Holidays:

We know that birthdays are important to every child and that children like to celebrate with their classmates. However sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes, celiac disease, or other dietary restrictions. In addition, frequent sugary snacks do not contribute to achieving our goal of healthy bodies and healthy eating habits for all students. We ask that you do not send any snack (or other item) on your child's birthday. Your child will be acknowledged by his/her teacher and classmates. Thank you for your cooperation.

The Great Start Readiness Program grant is designed to support children's health (mental, oral and physical), nutrition and development across domains in responsive environments that celebrate diversity. With this said, children will have the opportunity to learn about different cultures and holidays, but we will not have classroom 'holiday' parties, allow treats, goodie bags, etc. nor will we celebrate specific holidays.

Field Trips

Our classrooms will be participating in field trips. Field trip locations are determined based on the development and interests of the children in the class. For example, if children are interested in wooded areas and the animals that live within them we may take a field trip to our local nature center. With the goal of maintaining a consistent daily routine, the number of field trips will be limited.

Whenever a field trip is scheduled we will be sure to arrange transportation. Any associated costs, like entrance fees, will be incurred by the program. Parents are welcome, not required, to attend as well. Availability for parents is limited. No siblings or other children are allowed to attend; only American Montessori Academy Preschool students.

Guests and Visitors

We welcome special guests and visitors into our classroom to support children's growth in knowledge, experiences, and relationships with family and community members. We may have a special guest share on a topic that the children are interested in, like a veterinarian. We may have a community member who has gone through our volunteer training join the classroom to interact with children during work time. We may have a family member join a table during lunch. If you have any suggestions for a special guest or visitor, please talk with your child's teacher or the program director.

Picture Day

School pictures are an important part of many cultural heritages in our community. To honor that, we have picture day in the Fall and Spring every year. Classroom and individual pictures can be purchased if you choose to do so. If you do not want your child to participate, please let your classroom teacher and program director know.

Toys from Home

Please do not allow your child to bring items or toys from home to school. There are numerous materials for your child to work with throughout the day and the program cannot be responsible for any lost items.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary immunizations or waiver, the School Leader may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to a staff member in the school office.

A student who has not been vaccinated due to a waiver is considered susceptible to the disease or diseases for which the vaccination offers protection. That student will be subject to exclusion from the Academy if an outbreak of a vaccine-preventable disease occurs according to local Health Department guidelines.

Equal Education Opportunity/Civil Rights Designee

It is the policy of American Montessori Academy to provide an equal education opportunity for all students regardless of their race, color, ethnicity, national origin, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information.

Any person who believes that s/he has been discriminated against while at the Academy or an Academy

activity should immediately contact an Academy administrator or designee below.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Kevin Biga and Dr. Ticheal Jones

Title IX Coordinator: Dr. Ticheal Jones. 14800 Middlebelt Road, Livonia, MI 48154, (734)525-7100, tjones@charterschoolpartners.com.

Website Accessibility Coordinator: Dr. Ticheal Jones. 14800 Middlebelt Road, Livonia, MI 48154, (734)525-7100, tjones@charterschoolpartners.com. or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812 , 216-522-4970, Email: OCR.Cleveland@ed.gov.

Any student making a complaint or participating in an Academy investigation will be protected from any threat or retaliation. An Academy administrator can provide additional information concerning equal access to educational opportunity.

Pesticide Notice

The Academy is required by Act 451 Part 83 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests.

The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances chemical treatments will be a last resort. Only a licensed person or company shall be allowed to apply commercial grade pesticides or herbicides.

When pesticides are used, a notice will be posted on the front door and on the Academy's website at least 48 hours prior to the application. Pesticides applications are scheduled for the first Saturday of every month. Additional applications may be necessary.

In addition, the Academy maintains a list of parents/guardians who wish to receive notification via mail of pesticide applications. Those registered parents will receive notice from the Academy via first class, United States mail postmarked three days before the application. If you would like to request prior notification of the application of pesticides or herbicides, please see the school office. Parents who register for the notification must do so on an annually.

Parents/guardians may review the Academy's integrated pest management program and records of

pesticide applications.

However, pesticides may be used in an emergency situation without advance notice. In such a case, we would make every effort to inform all affected parties. If you have any questions or wish to review the school's integrated pest management plan or records of pesticide applications, please contact Jenny Powell, 734-525-7100, jpowell@charterschoolpartners.com .

Student Records

The Academy maintains many student records including both directory information and confidential information. Educational records of students at the Academy are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the Academy to comply with FERPA .

If the Academy receives a record request from another school the Academy will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes Academy administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the Academy has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the Academy office to begin this process and allow up to 45 days for the school to comply with your request. Parents or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the Academy wishes not to amend the student record as requested, the Academy will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202 -5920



Receipt of Parent Handbook

2018-2019

I have received the American Montessori Academy Preschool,
Great Start Readiness Program handbook.

I agree that my child and I will abide by the policies and procedures contained therein.

I understand that all policies in the handbook may be added to, deleted, or changed at
any time, with notice from the school.

Child's Name

Guardian Name Printed

Guardian Signature

Date

This form must be returned to school office