



Christian Montessori School of Ann Arbor

Parent Handbook 2025-2026

Children acquire knowledge through experience in the environment
Maria Montessori

Table of Contents

Introduction.....	3
The Role of the Board of Directors.....	4
Our Mission.....	4
Our Vision.....	5
Overview of Programs.....	5
Recommended Resources.....	9
How we Communicate.....	10
Admission.....	11
Fee Policy.....	12
Re-enrollment.....	13
Withdrawal.....	13
School Day Schedule.....	14
Building Closures and Inclement Weather.....	16
School Closures and Delays.....	17
Outdoor/Recess Policy.....	18
Clothing Policy.....	19
Discipline Policy.....	21
Screening Policy Statement.....	24
Weapons Policy.....	25
Food Policy.....	26
Health and Medications Policy.....	27
Sick Child Policy.....	28
Lice Policy.....	29
Pesticide Application Notification Policy.....	30
Parent Signature Page.....	31

Introduction: Christian Montessori School of Ann Arbor

Founded in 1997 Christian Montessori School of Ann Arbor (CMSAA) is a not-for-profit organization providing a Montessori education for children from newborn through 6th grade. We welcome students of any religion, race, color, national and ethnic origin to all rights, privileges, programs and activities made available to students at CMSAA. Our school does not discriminate in the administration of educational policies, admission policies, tuition assistance, or any other school administered activities.

CMSAA is an affiliated school of the Michigan Montessori Society <https://mmsoc.org/affiliates/> To be an affiliate school CMSAA was inspected by a Board Member of MMS and met the following standards as an authentic Montessori school:

- Each classroom teacher for each age group (3-6; 6-9; 9-12) must hold a Montessori credential from an AMI, AMS, or MACTE-accredited training center. The classroom teacher must be in charge and present in each classroom on a daily basis.
- Each class must have a mixed age group of children (3-6; 6-9; 9-12). Beginning classrooms will be exempt as long as there is a plan to meet this requirement.
- Each class should have an extended period of uninterrupted work between two to three hours for any one session
- The Montessori program requires that each child attend five days per week.
- Each classroom must be equipped with basic Montessori materials.
 - Practical Life (Art and Music)
 - Sensorial
 - Language
 - Mathematics
 - Culture (Geography and Sciences)
- The school must meet State of Michigan requirements and hold a valid license. The license should be displayed in a prominent place.
- All of the school's media, both digital and print, must be consistent with MMS affiliation requirements.

CMSAA is a member school of the American Montessori Society and all of our staff are also individual members of AMS <https://amshq.org/About-Montessori>

Our goal in this handbook is to set forth the mission, goals and objectives of our school and to provide an overview of policies, procedures and reference information to aid in maintaining the integrity of our Montessori programs and school community. Doing so allows the community of CMSAA to maintain an open, collaborative partnership among students, teachers and parents.

“This is education, understood as a help to life; an education from birth, which feeds a peaceful revolution and unites all in a common aim, attracting them as to a single center. Mothers, fathers, politicians: all must combine in their respect and help for this delicate work of formation, which the little child carries on in the depth of a profound psychological mystery, under the tutelage of an inner guide. This is the bright new hope for mankind.”

Maria Montessori (The Absorbent Mind, p.15)

The Role of the Board of Directors

As a not-for-profit organization CMSAA has a Board of Directors. The role of the Board of Directors is one of governance and guidance. They work with CMSAA staff and in particular the Head of School. They meet monthly throughout the year. If you would like to know more about their role and/or are interested in serving on the Board of Directors please feel free to contact the Board.

Current 2025-2026 Board Member Contact

Email: board@cmsaa.org

President - Taylor Wynalda

Vice President - Bart Bartlett

Treasurer- Brice Rolston

Secretary - Joy Hwang

CMSAA's Mission

Christian Montessori School of Ann Arbor's mission is to inspire a lifelong love of learning through an authentic Montessori education rooted in Christian values.

Our mission statement is a dynamic commitment that forms the foundation for our entire school community.

CMSAA is committed to hiring teachers, assistants and staff members who practice their Christian faith as defined by the Apostle's Creed as stated below in a signed statement of faith to ensure delivery of our mission statement.

I believe in God the Father Almighty,
Maker of heaven and earth;

And in Jesus Christ, His only Son, our Lord;
Who was conceived by the Holy Spirit, born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died and buried;
He descended into hell,
the third day He arose from the dead;
He ascended to heaven
and is seated at the right hand of God the Father Almighty;
from thence He shall come to judge the living and the dead.

I believe in the Holy Spirit,

The holy catholic* church
The communion of saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting.

Amen

*catholic meaning universal

CMSAA's Vision

Christian Montessori School of Ann Arbor's vision statement:

Christian Montessori School of Ann Arbor sits on a beautiful 21-acre campus in the City of Ann Arbor.

We are a thriving and joyful community. We serve families with children birth through third grade, who are seeking a safe and caring school that weaves together Christian faith with an authentic Montessori education.

Guided by teachers, children engage with Bible stories, faith discussions, and prayer throughout the week in meaningful ways that expands an understanding of their faith.

The Montessori method serves the child through prepared indoor and outdoor environments.

Our low student-teacher ratios ensure individual attention and observation, allowing our qualified Montessori-trained staff to create a learning process appropriate to the developmental and spiritual needs of each child.

We cherish a collaborative, trusting, relationship between home and school. All of this imbues a holistic love of learning in the child which helps them grow and flourish.

We believe...

- that student's spiritual, intellectual, physical, artistic and academic growth are our direct aims
- each child deserves to foster a relationship with God in a loving and harmonious way
- that each student is an individual either self-constructing their personality or consolidating their self-construction, deserving of a personalized education plan to meet them where they are in each facet of their development
- it is our responsibility to provide each student with concrete and multi-sensory experiences in all aspects of their educational journey

- that a multi-age classroom community is the ideal environment for each child to realize their functional independence and personal competence
- ample opportunities must exist for a child to fully construct their sense of order (externally first, and then internally), concentration, gross and fine motor coordination
- and functional independence which eventually leads to a true realization of independence of the intellect as Dr. Montessori discovered
- a child's faith and educational journey is a shared responsibility between students, parents, staff and the CMSAA community at large
- a Montessori educational journey results in a lifelong passion for understanding, a love of learning and applying one's knowledge to something beyond oneself.

Overview of Programs

CMSAA is a licensed childcare provider registered with the State of Michigan following all licensing policies and procedures.

School Licensing Number:

The current licensing notebook is in the school office. It includes all licensing inspections, special investigations reports, corrective action plans, approval letters for the last three calendar years, and a summary sheet outlining the documents contained in the notebook. You can also find our school's licensing records [here](#)

CMSAA's elementary program is listed with the State of Michigan as a non-public school, following all required policies and procedures of a non-public school.

We value and encourage strong home-school partnership. The following list is our commitment to you:

1. Consistent Communication:

- Regular Updates: Teachers should provide regular updates on your child's progress, activities, and any areas needing attention.
- Parent-Teacher Conferences: Attend parent teacher conferences as requested and at least once a year in November to discuss your child's development, achievements, and any concerns.
- Open Communication Channels: Ensure there are multiple ways to communicate, such as email, phone calls, and in-person meetings.

2. Understanding Montessori Principles:

- Parent Education: We will sometimes offer workshops or resources to help parents understand Montessori principles and methods, including two "Bring Your Parent to School Night", newsletter articles on Montessori principles, monthly newsletters sent home published by the American Montessori Society for parents
- Learn about Positive Discipline [here](#)

3. Creating a Montessori Environment at Home:

- Prepared Environment: Create a home environment that supports independence and learning, with accessible materials and designated spaces for activities.

4. Collaborative Problem-Solving:

- Addressing Challenges: Work together with teachers to address any challenges or specific needs your child may have.
- Shared Goals: Set shared goals for your child's development and work collaboratively to achieve them.

5. Participation in School Activities:

- Volunteer Opportunities: Participate in school events, volunteer for classroom activities, help with outside grounds, consider joining the Board of Directors
- Community Building: Engage with other parents to build a supportive community around the school.

6. Trust and Respect:

- Mutual Respect: Foster a relationship based on mutual respect and trust between parents and teachers.
- Open Dialogue: Maintain an open dialogue about your child's education and well-being.

By following these guidelines, we can create a harmonious and effective partnership that supports the child's holistic development and reinforces the Montessori philosophy both at school and at home.

Please read through all the descriptions below, especially noting any programs that your child will transition into over the course of the school year, including the requirements for the next program level.

Nido Community for infants newborn to 15-18 months old; Classroom ratio 1 staff member: 4 children

The Nido (meaning "nest" in Italian) environment is a special environment meant to replicate the home.

In the Nido environment the children will be met with warmth, love and care while developing their hand eye coordination, grasping skills, and coordination of their body through movement and exploration of their world in a safe and caring environment. Our Nido classroom provides a comforting place to breastfeed and learn skills to help aid in the development of your child.

Parents are given skills for their child's brain development as well as weaning when ready, preparation for toileting skills, and having a gentle physical separation when the child is ready for more independence in his/her development.

All infants from their first day, even if they are breastfed, must also be able to use a baby bottle, in the rare situation where the mother is not able to come to the school to feed their infant. All parents must provide enough breastmilk/formula for their infant to sustain their child for the whole day.

Young Children's Community for children aged 15-18 months to 36 months; Classroom ratio 1 staff member: 4 children

The Young Children's Community is welcoming, engaging and designed specifically to meet the needs of children ages 18 months to 36 months of age. Movement and language activities form the foundation of our program as the child's development of coordinated gross and fine motor movement and expressive language begins to take shape. Our students at this age develop skills that enable them to care for themselves and their environment. When we notice that your child is showing signs of readiness we will reach out to you to discuss toilet training and setting up a partnership that will set up the child for success at home and school.

Children who either transitioning from Nido or entering YCC for the first time must be able to:

- Be walking and steady on their feet
- One nap a day
- Drink out of a cup/glass - no sippy cups or baby bottles are allowed
- Hold a tray and walk across the room carrying the tray with an object on it
- Able to sleep on a cot and fall asleep unaided

Children's House for children ages 3 years to 6 years old; Classroom ratio 1 staff member: 10 children

Children's House is a carefully prepared environment designed to provide the child (ages 3 years through kindergarten) with endless opportunities to explore themselves and an environment beyond the home. Everything is scaled to their size, which affords each child the opportunity to gain functional independence as they take an active role in their classroom environment, both indoors and outdoors. There are practical life, sensorial, language, math and cultural studies (geography, science, music and art) exercises and works.

Children are shown precisely how to handle and use the Montessori materials. With many of the materials having a self-correcting quality the child intrinsically gains personal competence through choice and repetition.

In Children's House siblings, including twins, are placed in different classrooms when space allows.

Children who either transitioning from YCC or entering Children's House for the first time must be able to:

- **Fully toilet trained; no exceptions unless there is either a physicians letter with a medical diagnosis that prevents a child from being dry, or as listed in an Individualised Family Services Plan, or an IEP**
- **Be able to dress themselves**

Elementary for children 1st grade through 3rd grade.

At CMSAA the Elementary curriculum is expansive and a spiral continuum that serves the individual needs, as well as the collective needs of this unique family of learners. During the years of this program, students' fundamental developmental needs are intertwined naturally with Dr. Montessori's understanding that this age grouping is socially driven, developing their sense of social justice, and imagination beautifully balanced between reality and fantasy, which is ignited with each Great Lesson told. Montessori elementary years lend themselves to developing students who have a deep respect for themselves, one another and the family unit. They will become cooperative learners, natural peer tutors, problem solvers and grow into leaders. The elementary child learns how to share ideas and communicate effectively with one another and adults.

Any requirements to move up into elementary?

Summer Programs

Summer Programs are offered at CMSAA and complement the school year in that Montessori principles and practices remain consistent for the students. Our 2026 Summer Program planning takes place during the school year, full program offerings will be published in the Spring of 2026. Stay tuned...we are looking forward to another great summer at CMSAA and hope you will join us!

The United States Consumer Product Safety Commission has a current list of unsafe children's products. This list can be found online at <https://www.cpsc.gov/> and on our school's website.

Want to Learn More About Montessori?

Recommended Resources for Parents

Montessori Today: A Comprehensive Approach to Education from Birth to Adulthood by Paula Polk Lillard

Understanding Montessori: A Guide for Parents by Marin Schmidt

A Parents' Guide to the Montessori Classroom and *The World of the Child* both written by Aline Wolf

The Child in the Family by Dr. Maria Montessori

The Montessori Child by Simone Davis and Junnifa Uzodike

For Nido parents:

**The Montessori Baby* by Simone Davis and Junnifa Uzodike

For YCC parents:

**The Montessori Toddler* by Simone Davis

**Toilet Awareness: Using Montessori Philosophy to Create a Potty Learning Routine* by Sarah Moudry

***Copies of these books are available to borrow from the office**

How we Communicate

We recognize that communication is key to your child's success as a student here at CMSAA, as well as ours in providing him/her with the best education possible! Therefore, we will continue to employ the following methods of communication to keep your family connected with ours:

- Email
- Transparent Classroom will be used for marking period and end of the year reports photos taken by CMSAA staff to record learning and classroom activities. Login information is sent to the family during the registration process.
- Parents should contact the school office and child's teacher when a child is absent
- Phone calls
- Car line, drop-off and pick-up (minimal communication so line continues to move)
- [School Calendar](#) for all key school dates and closures
- Parent teacher conferences
- Notes in child's message pouch - check pouch daily
- Teacher and Head of School emails/weekly newsletter updates
- [Facebook/Instagram](#)
- School events/meetings
- Outdoor Signs (visible at pick-up and drop-off)
- Accident & Incident Reports, as necessary in Transparent Classroom

In a continued effort to save paper, email is our primary source of communication. Please make sure we have your correct email address/es that you check regularly. If you would like to add other caregivers to the teacher/Head of School newsletters and emails, please inform the office with the name, cell phone number and email address.

[Facebook/Instagram](#) will continue to be a helpful resource for reminders and updates on school happenings. We invite you to "Like" us and join our online community (school Facebook/Instagram page under Christian Montessori School of Ann Arbor).

Admission

The school and its Board of Directors do not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs or activities.

If your child has a formal educational/learning/behavioral/psychological assessment from a licensed professional including an IEP or 504 plan please provide a copy to the office and the child's teacher and schedule a meeting to talk about the findings of the report and any limitations or accommodations your child might need.

CMSAA is a small school and we do our best to meet the needs of all students, however we do not have the resources to provide one on one support/care or specialized services. This may lead to a student no longer being in the best environment for them to thrive. Your child's teacher and/or Head of School/Program Director will have a meeting with you to discuss your child's needs and a plan of action.

To be considered for our Nido program students can be enrolled from birth to 18 months of age. The child must be able to successfully bottle feed, even for those mothers who will be breastfeeding their infant at CMSAA.

To be considered for our Young Children's Community Program students must be 15-18 months of age and fully independent in their ability to walk while holding a child size tray in their hands. The student must be able to navigate indoor and outdoor environments independently, as the students go outside everyday. The student must be able to follow the YCC schedule which includes, taking one afternoon nap on a low cot, having their diaper changed standing up, participating in group mealtimes- where they will feed themselves independently. The student must be weaned from a bottle and able to drink from an open cup.

To be considered for our Children's House Program a child must be 36 months of age, or on occasion at 33 months of age with the approval of the teacher and permission of the parent, and fully toilet trained by the date of enrollment, unless there is a medical reason that the child is not fully toilet trained. This requires a doctor's note explaining the child's medical condition and recommended accommodations.

In general a student who is considered in Kindergarten must be at least 5 years old by the first day of school. CMSAA also has an informal assessment process to determine a child's readiness to be in Kindergarten.

Note: Parents must inform CMSAA before a child is admitted if the child has an IEP, 504 Plan, had a psychological evaluation, or other accommodations that may need to be considered. We are a small school and are not in a position to fully support all children who may have a diagnosed or undiagnosed learning difference. This may include neurodiverse children, children with behavioral or physical challenges.

To be considered for our Elementary Program students must be at least 6 years old by September 1, parents sign a school records request form for a former school that includes report cards, test results and any other pertinent information.

Further specific classroom information will be provided during the intake process.

Fee Policy

Enrollment Options

Annual

The annual option is broken into ten equal payments from August through May. You are responsible for tuition for the entire school year even if you decide to withdraw your child.

Month to Month

With this option, you can withdraw from the school at any time, for any reason and you are only responsible for the tuition for which you have already been billed, ie Month to Month. Tuition is invoiced monthly like the Annual Option.

*Please note all classes are on the same payment schedule and invoiced August – May (annual is split into 10 equal payments)

*Yearly Fee and Tuition Rates are listed on Website cmsaa.org

Additional Charges

Late Payments

A \$30 per month charge will be added to tuition that is unpaid ten days after the due date.

Returned Payments/Uncollected Funds

A fee of \$30 will be charged for each check or ACH that is returned by the bank as NSF or otherwise not collectible.

Late Pick-Up Policy

We allow a grace period of one late pickup (September through August). Late pickups will be charged a \$10 fee for the first 15 minutes and \$10 for each consecutive 15 minutes.

Sibling Discount

Multiple children from the same family receive a 10% discount on tuition. This applies only to two or more children enrolled in full-day programs at

any combination of age levels. The discount will be taken from the lowest payment option selected.

I understand that my obligation to pay the fees for the academic year based on the enrollment option of my choice is unconditional. No portion of fees paid will be refunded and no outstanding balances will be 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 enrollment fees, extended day fees, late payment, 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 CMSAA's reasonable costs of collection related to my account, including attorney fees.

I understand that in signing this Enrollment Contract for the 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.

Re-enrollment

Reenrollment is an annual requirement for current students and must be completed within specified deadlines to hold a space for the following year. Failure to complete and return the re-enrollment form may result in a student being dropped as a student and replaced with a newly enrolling child. Current families are provided re-enrollment and tuition information prior to open enrollment.

Before CMSAA will permit a student's re-enrollment, issue progress reports to families, or release records to a new school, all outstanding invoices must be paid in full. CMSAA may elect to report payment history to local and national credit bureaus.

Withdrawal

Christian Montessori School of Ann Arbor reserves the right to request a child's withdrawal from the program if any of the following occur:

- Nonpayment of tuition or other school fees after 60 days
- Repeated failure of the child or the child's parents to follow school rules and/or policies as established for the safety of all of our children, personnel and the school's public image
- If your child's needs are not being met by our program, or if your child causes repeated disruptions and/or causes harm to others or him/herself. Dismissal will occur only after all reasonable measures have been tried and proven unsuccessful. We will do everything we can to help you place your child in a more suitable environment.

As a school, teachers are employed and materials are purchased when students are enrolled. Therefore, enrollment agreements are for one complete school year. All charges are due and payable in accordance with the terms of the enrollment contract without regard to absence or withdrawal.

School Day Schedule

Attendance

At CMSAA to alleviate traffic congestion there is a 15 minute drop off window in the morning. All children are expected to be in their classrooms ready for school by 8.30am. It is important that whenever possible your child is at school on time. If you are running late in the morning please call the office.

Teachers begin their morning classroom routines with the students at 8.30am and children are expected to be in attendance at that time. Children who are late disrupt this time and break the morning routine. This is especially important for children in Children's House and Elementary. Children who are not in school by 8.30am will be marked as tardy and will be shown on the child's report cards.

Children who are in Kindergarten and above should also be in attendance in school everyday. Consistency and continuity is especially important for these school aged children. All absences are noted in the student's report cards and chronic absences may lead to a child missing key lessons and interactions with their peers and at the elementary level work may be sent home to complete. In ongoing attendance issues their teacher may recommend that the student doesn't move onto the next grade level in order to fill in for missing learning experiences.

We have a carline drop off and pick up procedure. Read the directions outlined in the next section carefully.

Carline Procedures: Drive to the driveway alongside Grace West next to CMSAA and then drive to the front of the school:

- Do not remove your child from their car seat/booster seat before a staff member has approached your car
- There will be a delayed carline when there is an active storm (thunder and lightning in the area) or torrential rain
- Carline is not the place for extended conversations with a teacher or staff member. If you need to talk with a staff member please arrange a suitable time outside of carline
- At pick up please strap your child into their seat BEFORE you start moving your vehicle!!
- Waiting cars cannot be at a standstill on Jackson Road
- Nido parents please park your vehicle and walk your infant into the school for drop off at the Nido classroom and at the end of the day pick up your infant directly from the Nido classroom

Morning carline starts at 8.15am and finishes at 8.30am. If you are late please park and walk your child to the front door, ring the bell and wait for someone to come and assist you. If your child needs to leave during the day please contact the office and your child's teacher at least 24 hours before whenever possible.

Children's House morning half day programs dismiss at 12.30pm after eating lunch with their classmates. Students who are not picked up at 12.30pm will incur late fees.

All classroom full day programs dismiss at 3:15 p.m. with students not picked up by 3:30 p.m. entering Extended Day programming (program fees apply).

Please call the office if you are delayed for any reason. Any student not picked up by 3.30pm (or 4.30pm if they are in extended care) will be brought back into the building, and if space allows they will go to extended care. You will receive a courtesy notice on the first occurrence and for any subsequent late pick up charges will apply.

The school building closes at 4.45pm. After 12.35pm/3.35pm/4.35pm (depending on the scheduled pick up time) with no phone call from the parent we will attempt to call you. If there is no response we will contact your emergency contact person and ask them to pick up your child.

CMSAA currently offers extended care from 8:00am to 8:15am and 3:15pm to 4:30pm. All classroom programs offer a before and after school Extended Day program that is available to all enrolled students of CMSAA. During enrollment/reenrollment you are provided the opportunity to sign-up for morning and/or afternoon Extended Day care. If you opt out during this time, the service and applicable fees remain available to you on a drop-in basis, providing you call/email the school to arrange care and there is space available for your child. There are limited spaces available and are staffed based on state required adult to child ratios. CMSAA reserves the right to refuse a child into extended care if the adult to child ratio for the requested Extended Day program will not meet state ratio requirements.

We determine the number of staff we will need to cover before and after care and we pay those staff members regardless of whether your child was absent or not, therefore, whenever you have an ongoing place scheduled for your child for either before care or after care you will be charged for that time regardless of whether your child attends the booked session. There will no longer be any deductions for planned absences (vacations etc) or unplanned absences, including but not limited to doctor's appointments, non-CMSAA after school activities etc. or last-minute changes to your child's schedule.

If you wish to change your child's monthly extended care schedule changes must be submitted by at least the 15th day of the preceding month. All changes will be accepted as a permanent change to your child's schedule.

Who can pick up my child?

A child will only be released into the care of a parent or caregiver who is on the child's emergency contact list. Parents/guardians may be asked to produce photo ID. Both parents have a right to pick up the child regardless of whether they are listed on the Child Information Record unless a court order is on file prohibiting release to a particular parent. If there is a court order then it must be on file with CMSAA. Sometimes the person on file is unable to pick up the child. In these circumstances please call the office to let us know who is picking up the child and have that person be ready to provide a photo ID. If someone not on the child's emergency list arrives with no prior notice from the parent we will not release the child to that person before a CMSAA staff member has called you.

If one or both parents/guardians will be out of town CMSAA will continue to contact parents when their child is unwell, has had an accident at school and to relay emergency/urgent information, unless CMSAA office staff have been instructed to contact a different person who is caring for their child while they are out of town. If CMSAA office staff are unaware of a parent/s being out of town then it is the parents/guardians responsibility to either relay any important/emergency information sent by the school to the new pickup person or provide CMSAA with their contact information so they can be added to email/notification lists for the time they will be caring for the child(ren).

It is strongly recommended that parents/guardians or regular caregivers let CMSAA office staff and teachers know if they will be out of town for an extended period as this often impacts their child's behavioral and emotional responses.

School Building Closures Procedures

Scheduled School Closings

Parents will be notified of scheduled school closings through the school calendar and in various school communications including regular newsletters (see How We Communicate).

Unexpected School or Individual Classroom Closings Information

Occasionally it is necessary due to building issues or inclement weather or due to unforeseen staff shortages that lead to us being unable to maintain student to staff ratio as required by MiLEAP (licensing agency) to either have a delayed start or early dismissal time or be completely closed for the day. In general, for inclement weather CMSAA will follow Ann Arbor Public Schools closings. Our staff and students often come from around the area and difficult/dangerous driving or weather conditions may result in a decision to close the school. Any school closures/delays will be communicated to you as early as possible via email/text/through the Line Leader app push notification system and through local radio/TV stations. Please check for messages before heading off to school. If we have an unexpected early dismissal time, if time allows we call you, and send out another form of notification through Transparent Classroom.

Just as you create a plan for child care on scheduled closings, it is equally important for families to create a plan for child care for emergency/unforeseen closings.

In the case of an emergency closing or delayed start due to inclement weather conditions, power failure or other circumstances, you will need to go to the following sources:

- Primarily your email account. We will release an all school email message via Transparent Classroom or by phone
- Click On Detroit School Closing App
- Your local television stations that provide a list school closing and delays such as Channel 4, 7 and 2.

Delaying the Start of School

Due to inclement weather and the variety of regions and distances our staff travel to work, we may determine that it is necessary to allow them more time to travel safely and be within licensed child to carer ratio and thus delay the start time of school.

Typically, the delay will be one hour and will be posted on all the above listed sources. If we do delay the start of school, please be aware that you may not drop your child off before the delayed start time.

The message will be sent first through Transparent Classroom and we will do our best to call at least one family member when this occurs. Whenever possible we'll leave messages at each number and will continue calling the numbers and emergency contacts in the order you list them on the Emergency Medical Authorization & Field Trip Release form. However this is not always possible due to limited staff availability, timing of the closure/delay and resources.

Please ensure we have your current work, day time/cell phone numbers so that you can be reached by the school in the event that there is an unexpected early dismissal or emergency situation.

Safety must come first so we trust parents to use their discretion and judgment of road safety in their own particular region. Please do not bring your child to school if you feel it might be unsafe to drive in your particular area. Notify the office before 9am of the reason you are not coming to school and know that we will be completely understanding of the decision to keep your child home that day.

Similarly, we will not mark "tardy arrival" on the attendance sheets for families who arrive late to school during unusually inclement weather and related bad road conditions. Allow yourself a little extra time to park your car in the parking spaces and to sign them into school should you arrive after car line ends.

Early Dismissal Due to Unexpected Power Outage, Heavy Snow Storm during the School Day, or building issue etc.

Please ensure we have your current work, day time and cell phone numbers so that you can be reached by the school in the event that there is an unexpected early dismissal due to power

outage and/or storms. We will leave messages at each number and will continue calling the numbers and emergency contacts in the order you listed them on the Child Information Record.

Outdoor/Recess Policy

At Christian Montessori School of Ann Arbor, we embrace the fact that we reside in Michigan and are able to take advantage of various seasonal opportunities for outdoor play and exploration. We want our students to appreciate the seasonal weather changes MI presents, too. Outdoor time is a time each day where each child is afforded fresh air and opportunities to move about with larger movements (and voices) within established playground ground rules. Outdoor time is a wonderfully positive experience for children! Sometimes children get dirty, cold or wet while playing outdoors. A change of clothes and outdoor shoes for your child should be kept at school at all times.

Our state license requires outdoor time unless weather conditions prohibit this, and as such, it is scheduled for each program. CMSAA school staff will use reasonable discretion in deciding if weather conditions prohibit outdoor play.

Any child well enough to attend school is well enough to go outdoors. If a child is to be kept indoors for medical reasons, the school must be provided with a current signed, dated letter from his or her doctor outlining the conditions of the restriction. Children meeting this requirement, will be provided a space within our office to sit and look at a book.

We expect children to come to school every day with all articles of clothing and footwear that are appropriate for outdoor play and the weather conditions. This includes appropriate footwear. If needed, we can borrow from the lost and found, but this does not encourage the children to learn responsibility for their belongings.

We don't take children out in heavy rain (without full rain attire), and similar judgment is exercised when the weather is extremely hot or cold. In hot, wet or cold weather the staff will use their discretion to decide for how long they may be outside. Children need to come with proper attire to be outside during cold weather. We use the National Weather Service Heat Index Chart to guide decisions about outdoor play in hot weather and the "feel like" temperatures during cold weather as reported by the National Weather Service.

Remember that the same staff members that you trust to provide care to your child each school day are the same people outdoors with your child. They experience the weather firsthand and keep the welfare of each child first and foremost in their mind.

Clothing Policy

General guidelines:

- No umbrellas should be brought to school
- Weather appropriate clothing

- Any clothes that your child wears needs to be comfortable and may get dirty, ripped, or torn
- No clothes that are designed or intended to be dress up clothes or costumes, unless a special designated day has been set by CMSAA staff as a “dress up day”
- No make up including eye shadow, lipstick etc. Chapstick is allowed for dry skin
- Jewelry - it is best to keep **all** jewelry at home so it doesn't get lost or damaged. Non-dangle ear-rings are allowed
- No clothing with inappropriate wording/slogans
- If a skirt/dress is worn, shorts must also be worn under the clothing
- No “short” shorts: as a guideline shorts should come at least halfway down the child's thigh
- No bare midriffs or showing underwear

General guidelines for school footwear:

Why are indoor shoes required for your child? In a Montessori classroom children are working on the floor, they sit on the floor to do their work. Our school property backs onto a wildlife area and many animals cross through the outdoor areas where your child plays and leaves behind their feces, along with dirt, sand, mud, rain, snow etc. on the bottom of their shoes they are tracking this from outside into the classroom leading to a potentially unsanitary floor surface that they will be working on.

Indoor shoes should be:

- Soft, comfortable shoes that have a hard sole
- Shoes that can be kept on a child's feet if they have to go outside during a school evacuation
- No dress up shoes including those with heels
- No flip flops
- No shoes without straps holding their foot into the shoe

Outdoor shoes should be:

- Comfortable shoes with a hard sole that allow for running, jumping, climbing
- A pair of tennis shoes should be kept in school for physical activities
- It is highly recommended that children do not have open toed shoes for recess including sandals
- Waterproof shoes/boots for wet weather - they love jumping in puddles!
- Snow Boots for cold weather and snow/icy conditions

Your child, no matter their age, including elementary-aged students, should always have at least one spare set of clothes kept in school, including footwear, underwear and socks. We generally do not have extra clothing or footwear for our older students.

We thought it might be helpful to provide you with additional information about general school clothing, as well as winter outdoor attire needed for your child to have optimal outdoor play

during the colder months. This guide is meant to provide you with an easier winter experience and maximum functional independence for your child:

- Elastic waistbands in pants allow for greater success with quick and sudden calls of nature. (Young Children's Community and Children's House).
- Layering is always an idea worth implementing in MI as we move in and out of various seasonal changes. Long sleeves, vests, and sweaters are all strong layering options.
- **Label, label, label and then label again!** Even when you believe you have found the most unique pair of waterproof mittens for your child, you stand a good chance another parent/grandparent has made the very same discovery. Duplicates among classmates is common.
- Mittens and gloves should be waterproof to ensure your child remains dry and warm. Sending in more than one pair is also a useful tool for all children, especially in our Extended Day programs.
- Jackets and snowsuits with large, easy-to-manage zippers, buttons, or other fasteners are a must. Having your child practice at home is one sure fire way to ensure they can independently get in and out of their jacket and snowsuit. Nature calls at all times of the day!
- Snow Pants that are insulated and waterproof are another MI winter necessity. Again, having your child practice at home is one sure fire way to ensure they can independently get in and out of their snow pants. A second pair for children participating in our Extended Day programs are helpful.
- Snow boots that are insulated and waterproof are a must! Boots large enough for your child to easily pull on or off, but confidently walk in, are optimal.
- Hats designed to keep the head (including the ears) covered and warm are a MI necessity. No hats that have cords/braids hanging down the side as they can easily become strangulation hazards for children running and/or climbing on equipment.
- Scarves and gaiters are additional means of warmth for a child. Scarves must fit inside your child's jacket to avoid strangulation hazards while running and/or climbing.

Remember outdoor time affords each child the opportunity for larger bodily movements and is not a time of sedentary play. Knitted mittens serve no real purpose in providing your child warmth once they become wet with snow. Your child should have more than one pair of waterproof mittens/gloves in school.

Take the time to have your child practice new clothing challenges prior to sending them to school (snaps, zippers, belts). Outdoor attire must be appropriate for the weather, as it provides children the opportunity to maximize their outside play experience as they remain warm and dry.

Christian Montessori School Discipline Policy

For a child in any level of a Montessori school (Young Children's Community, Children's House, or Elementary) to achieve an optimum educational experience, he or she must show respect for self, others, and the environment.

If a child's observed behavior is not consistent with the above, action will be taken to inform the parents and to institute appropriate consequences, as stated in the discipline policy of Christian Montessori School of Ann Arbor.

The positive model of discipline within a Montessori setting is self-discipline, where concentration, focus and independent learning happen without contention or interruption. Children and adults are respected. Misbehavior is handled with the following assumptions; Discipline means "guidance," not punishment. Our aim is to help children grow into responsible, self-directed people, respectful of themselves, others, and property.

Discipline is the responsibility of all. All children are the responsibility of all teachers and staff. All adults in the school serve as role models for the children and should be examples of appropriate behavior. We ask the support of parents in monitoring and limiting their child's viewing of violent programs, movies and video games and overall screen time.. As always, any approach to discipline is successful only if everyone involved works together.

Discipline is based on classroom and school ground rules. It should be firm, fair, consistent and caring. The actions of a child are criticized, not the personality. Correction needs to be prompt, personal, and understood by the child. Attempts should be made to have the child express their feelings so he or she may define them.

Occasionally it is needed to have a child removed from the classroom to allow them to process their thoughts and feelings and on rare occasions parents may be called to come and take their child home. These decisions are not taken lightly, whenever possible the teachers and staff will work with the child to give them opportunities to de-escalate and calm themselves. Parents will be contacted by the child's teacher or administration to discuss your child's behavior.

Recommended Resource:

Effective Discipline The Montessori Way by Charlotte Cushman

Positive Discipline in the Montessori Classroom: Preparing an Environment that Fosters Respect, Kindness & Responsibility by Jane Nelsen and Chip DeLorenzo.

CMSAA staff follow the discipline standards set forth by Michigan Department of Human Services, Bureau of Child and Adult Licensing and have been trained to use the [Positive Discipline model](#). Parents can also find resources on using [Positive Parenting here](#).

Behavior difficulties generally fall into two categories:

1. Misbehavior or general disruption that interferes with the orderly process of education in the classroom or other areas. This may include, but is not limited to, failure to complete work, and any difficulties during a student's time on our campus (indoors and/or outdoors) and/or field trips.

2. Extreme misbehavior with immediate consequences. This may include, but is not limited to, destructive or threatening behavior of a verbal or physical nature (perceived or real), possession or use of an illegal substance, possession or use of a weapon. Parents will be contacted immediately to take their child home after meeting with the Head of School.

***CMSAA Discipline Sequence**

1. Teacher Child Interaction

- Grace and Courtesy lessons to include the establishment of ground rules
- Discussion of appropriate responses i.e. the Peace Rose lesson
- Redirection
- Verbal correction

2. Partnering with Parents

- Incident Report generated (signed by staff, administrator, and parents)
- Teacher- Parent contact
- Purpose is to exchange information about the child.
- Contact may be in person, by telephone, or by note.
- Behavior reports may be sent home to be signed and returned.
- Follow up: Are there satisfactory changes in behavior?

3. Parent teacher meeting (if needed/requested)

- Administrator is notified that formal conference is taking place
- Review the situation with parents. Enlist parent cooperation. Establish a plan of action conducive to the school's mission and philosophy involving home and school environments, with mutually accepted dates of review.
- Follow up after a reasonable time period.

4. Head of School/Program Director/Assistant Head of School with teacher and parent meeting

- Review the previously established plan.
- Form a final plan that may include outside referral.
- Follow up to determine the status of the child:
 - ❖ Are there satisfactory changes in behavior within the established time span?
 - ❖ Did parents follow through on their part of the final plan?
 - ❖ Did parents follow through on referral(s) and is information available to the school within a reasonable time?

5. Final Action may be dismissal from school for a short period of time or permanently

- Conference involving administrator, teacher(s), and parents. Considerations that determine dismissal:
 - ❖ Cooperation of family in following through on behavior plan/referral
 - ❖ Noticeable positive and consistent changes in behavior
 - ❖ Degree to which the child requires one-on-one shadowing/monitoring/attention of staff and our required adult to child ratios

- ❖ Degree to which the child affects the psychological well-being and physical safety of the classroom and school community
- ❖ Degree to which the child affects the psychological well-being and physical safety of faculty and staff.

School Ground Rules – all levels

1. CMSAA is a tobacco, alcohol, drug and violence-free campus, as are its off-campus events with children.
2. All students must remain in the sight of a supervising adult.
3. All play structures and play areas will be supervised by a member of staff.
4. All students must respect the requests of the supervising adult and follow through.
5. All students are to use respectful language and actions.
6. All objects and materials must be used appropriately (not aggressively); the use of classroom materials, sticks, rocks, dirt, snow, ice and sand as objects to throw or poke at others is unacceptable.
7. All CMSAA storage areas are off limits to students.
8. Tackling and wrestling games are not acceptable activities.
9. Bicycles, skateboards, and skates may not be ridden in the parking lot or on the school campus. Parents dropping off children riding their bikes should dismount before entering the school property. Arrangements with the office can be made to place bicycles in a designated area on the school grounds, however CMSAA is not responsible for the safe keeping of any bicycles, skateboards or skates left on school grounds.
10. Games promoting verbal or physical violence are not acceptable.

*Note: The above discipline sequence may be accelerated in certain/serious circumstances. All threats (actual or perceived) to school property, CMSAA students or staff members will be taken seriously. Any behavior where a student verbally or physically threatens other students or staff will be taken seriously and may lead to immediate suspension and/or expulsion depending on the seriousness of the threat. Parents will be called and be expected to meet with the Head of School or CMSAA leadership to discuss what happened and next steps. CMSAA is required by Michigan law to report all threatening behavior to law enforcement authorities. Students who are verbally or physically threatening harm to themselves or others may be required to attend counseling or receive a psychiatric evaluation before returning to school.

Screening Policy Statement

Per MiLeap licensing requirements all staff, volunteers and parent volunteers are subject to screening and background checks.

Staff Screening Policy/Checks

- A check of the licensing database for previous disciplinary action
- FBI fingerprint check (all state and federal crimes)
- MI child abuse and neglect registry
- National Sex Offender Registry

- Criminal history registry and child abuse/neglect registry for any states of residence in the past 5 years
- If the person has lived out of the country in the past five years:
 - ❖ Equivalent checks must be provided, if available.
 - ❖ If they cannot be provided, the person must sign a self-certifying statement that he/she is eligible to be the licensee, work in the child care, or reside in the child care home (whichever applies).

The results of the background checks will be stored in a database called the CCBC (Child Care Background Check System) and shared with the primary user and secondary user at the child care facility.

Volunteers working with children

No volunteers will be left unsupervised with children. A teacher or other staff member will be present when a volunteer is working with children. The exception is if the volunteer is only with their own child/children.

Any individual registered on the public sex offender registry (PSOR) or the Dru Sjodin National Sex Offender website is prohibited from having contact with any child in care.

All volunteers who are working directly with children (including field trips) are also subject to background checks per MiLeap's licensing rules. Contact the CMSAA office for more information.

All staff and volunteers, who work with students of CMSAA are required by law to report any suspected child abuse or neglect as per the Child Protection Law to Children's Protective Services (CPS) as mandated reporters. Abuse and neglect of children is against the law. All volunteers are required to sign and date a written statement at the time of volunteering indicating that the individual:

- Is aware that abuse and neglect of children is against the law
- Is informed of the center's policies on child abuse and neglect
- Knows they are mandated reporter of child abuse and child neglect and are required by law to immediately report suspected abuse and neglect to the department of health and human services, child protective services by telephone at 1-855-444-3911, on a reasonable cause to suspect child abuse or child neglect. The verbal report must be followed by the submission of a written report within 72 hours of the verbal report

Volunteer Background Check Release Form can be found on the school website cmsaa.org or [use this link](#)

Weapons Policy

In accordance with the authority granted by the Revised School Code to ensure the safety and welfare of students while at school or a school-sponsored activity or while en route to or from school or a school-sponsored activity and to exercise powers incidental or appropriate to the performance of functions related to educating pupils, the Board of CMSAA designates all

property owned or leased by the Christian Montessori School of Ann Arbor “Dangerous Weapon & Disruption-Free Zones”.

Individuals licensed to carry a concealed pistol by Michigan or another state are prohibited from carrying a concealed pistol or a portable device that uses electro-muscular disruption technology on the following premises:

- Schools or school property, but may carry while in a vehicle on school property while dropping off or picking up if a parent or legal guardian.
- Public or private day care center, public or private child caring agency, or public or private child placing agency.

Please refer to [MCL 28.425o](#) for the complete statutory text.

The Head of School shall create and implement any regulations and procedures necessary to enforce such zones in order to prevent and mitigate actual or potential emergencies and threats to the safety of our students, faculty, families, and community members.

The Head of School may exercise any power necessary, as granted and required by Michigan law, to educate students and maintain a safe and productive educational environment at all times. The Head of School shall ensure our commitment to the least disruptive school environment possible by refusing any person (students, employees or the public at large) attempting to access school property in order to preserve order in the educational process or to protect students from potential harm without violating any fundamental right to go onto or access school property. This refusal may occur if the person causes either actual or a reasonable forecast of material disruption to the educational process.

Food Policy

The following is a list of practices we have put in place to keep our students safe. These exist to support our students who have dietary restrictions, due to religious or value-based beliefs or due to food allergies. Hot lunch menus are posted in the school office, classrooms, and the school website for parents to view during the regular school year. Naturally, Licensing and accreditation requirements also influence our selection and handling of classroom food.

When food is brought from home, the following guidelines apply:

- Teacher Approval is required for foods brought from home
- For holiday celebrations in the classrooms, the teachers will sometimes ask for contributions of specific foods which fall within the dietary guidelines of the students in the class. A note/email may be sent home or a list posted outside the classroom.
- ‘Celebration of Life’ is a Montessori birthday acknowledgement. These celebrations are simple; the child brings an approved treat to share and is honored in a short ceremony.
- Parents must provide their child with a packed lunch (breast milk/formula and/or solids for NIDO) each day.

- We do not have the capacity to refrigerate student lunches therefore any lunch that requires being kept cold should include a cold pack within the lunch box.
- If a parent forgets to pack a meal, the parent will be contacted and a substitution will be provided.
- Hot lunch is optional and provided through Dexter Community Schools hot lunch program.
- Parents must sign up and pay in advance by the designated due date on the menu sent out monthly. Menus with noted food substitutions will be posted in a place visible to parents. The meals will be in accordance with the minimum meal requirements of the Child and Adult Care Food Program.
- CMSAA provides milk for YCC students.
- Teachers will send out information about snacks at the beginning of the school year.

There are certain foods that are choking hazards for infants/toddlers. Examples of choking hazards can be found via the CDC website [Choking Hazards](#)

Health and Medications Policy

“Medication” includes prescription, non-prescription, and herbal medication, and includes those taken orally, through an inhaler, by injection, as eye drops or nose drops, or by application to the skin. **Any medication sent in must be in its original packaging and include the prescription label with the child’s full name, dosage information, and expiration date. Any OTC or non-prescription topical products must be in its original store packaging with dosage information, expiration date, and must be labeled with the child’s full name.**

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 within 30 days of your child’s start date. Required immunizations are Polio, DTaP, Measles, Mumps, Rubella, Hepatitis B, Hib, Varicella, and Pneumococcal Conjugate.

Please call the office on 734 332 9600 or email admissions@cmsaa.org about any contagious illness your child is diagnosed with. The school must also know about food or other allergies which must be listed on their health appraisal form. If your child is diagnosed with a severe allergy or has an inhaler to treat asthma, please provide a signed health plan from their doctor.

Prescription Medications can be given at school. They will be administered by the office staff only and under the conditions stated on the Medication Release Form (provided by CMSAA) which must be completed and signed by a parent. This form gives proper instructions to CMSAA staff. Any interruption in medication will require a new permission form. The first dose of any new medication must be administered by parents or guardians, not by school staff. Expired medication will not be accepted. Expired medication that is left at CMSAA for more than one month will be disposed of at an authorized medication disposal site. [Medication Permission Form Found Here.](#)

All topical non-prescription products, including sunscreen, bug spray, triple topical cream, diaper rash cream etc. can be applied at the school by staff with prior authorization which can be found on the handbook signature page. If prior approval is not given, then any topical non-prescription product must be sent in with a [separate form found here](#)

Children who are ill should not come to school (see Sick Child Policy). If a child becomes ill while at school, parents (or another authorized person from their emergency contact form if parents are not available) will be contacted immediately, and arrangements made for the child to be picked up within 30 minutes.

CMSAA shall assure that a child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives. A child is considered too ill to remain in the group if one or more of the following conditions exists:

- The illness prevents the child from participating comfortably in activities as determined by the center.
- The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children.

In an extreme emergency 911 will be called, and the child will be taken to a hospital by emergency personnel. Any costs or charges incurred for 911 emergencies are the sole responsibility of parents/guardians.

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. All CMSAA staff and volunteers are Mandated Reporters.

Sick Child Policy

It is not unusual for young children who are still learning how to move their bodies to fall over or knock into something or someone resulting in an injury. You will always receive a written report by email when your child has a minor injury including a minor head bump. When a more significant injury occurs that may include blood, scratches, bruising, or any visible mark on their body resulting from the accident you will also receive a phone call from a member of staff. This notification does not necessarily mean urgent care is needed. Our purpose in calling is to notify you of the injury and include you in the care of that injury regardless of severity and/or notify you we are seeking medical attention.

We love to see your children every day, but if they are sick, please keep them home.

The Michigan Department of Health has set requirements that we must follow:

- Contagious Diseases are required to be reported on the same day
- Any child that is ill due to a communicable disease (as defined by Washtenaw County Department of Public Health) may return to school with a letter from their pediatrician stating they are no longer contagious. There may be certain communicable diseases that require a child to stay home longer than normal. We reserve the right to impose longer stay at home restrictions as we work to contain a communicable illness.

- We cannot accept a child for care if s/he has recently vomited, has a fever, diarrhea, profuse nasal discharge, a rash, or if the child is uncomfortable to the point of not being able to participate in school activities. All are signs of infection and are contagious symptoms. Symptoms that occur while at school will require a call home for the child to be picked up.
- A child will be sent home when they have one of the following symptoms:
 - ❖ Fever of 100.4 degrees F or greater
 - ❖ 2 or more loose bowel movements
 - ❖ Vomiting

Additionally, a child may be sent home if they are unable to participate in normal school activities due to malaise, tiredness, or general feeling of being unwell.

Children sent home with a fever may not return to school until they are fever free (without the use of a fever reducing agent) for at least 24 hours.

Children sent home with vomiting or diarrhea may not return to school until they have been symptom free for at least 24 hours since the last occurrence of the symptom.

We will not administer Tylenol or aspirin to treat a fever. This only masks the symptoms of illness and contagion.

Each day we disinfect tables and play surfaces several times. We always have the children wash their hands before eating and after toileting, and teach them how to avoid spreading germs. Our staff must stay home when they are ill as well.

All visitors, volunteers and staff members are subject to the same sick policy.

Please keep your child at home if they are unwell or unable to fully participate in a normal school day.

Thank you for taking note of this, and helping to keep our children and staff healthy!

Lice Policy

Any student with live lice (or nits within one quarter inch of the scalp) found at school will be sent home and need to be collected from school within 45 minutes of the parent being called. The student will stay in the office until a parent or caregiver arrives. Immediate treatment at home is advised. The student will be readmitted to school after treatment, and at least 24 hours has passed, and examination upon arrival at school. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school. Parents should remove nits daily and treat if live lice are observed. A parent must accompany their child to the school office with confirmation of treatment.

- It is suggested to call your pediatrician for further advice and assistance

- You may also call the Washtenaw County Health Department for assistance
- Periodic checks of the student's hair by designated school personnel should be done over the next few weeks to assure successful treatment
- Parents should continue daily lice checks and nit removal for the next two to three weeks. Re-treat as necessary according to the product label

Recurrent or Chronic Cases of lice (Continued active infestation after appropriate treatment has started, persistent infestation after six consecutive weeks, or three separate cases within one school year) will result in the child remaining home school until the child's pediatrician provides a medical note saying the lice removal treatment being used meets the recommendation of the American Academy of Pediatrics.

Pesticide Application Notification Policy

Each year we are required to send out a reminder before the beginning of school of the school's Pest Control Policy. The following letter contains all pertinent information from the Michigan Department of Agriculture regarding pesticide application. During the school year, if there is a planned pesticide application we will let ALL families know ahead of time by email and through a note on the main doors. **If you would also like to be notified by mail** complete the attached form and return to the office (page 27). Please note that in the event of an emergency, pesticides may be applied without prior notice, but in those cases we will notify all families after the application is complete.

MICHIGAN DEPARTMENT OF AGRICULTURE
PESTICIDE AND PLANT PEST MANAGEMENT DIVISION
ANNUAL PESTICIDE APPLICATION NOTIFICATION LETTER

Dear Parent or Guardian:

Christian Montessori School of Ann Arbor utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes multiple techniques to prevent pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, pesticides may also be utilized at our facility.

This notice has been provided in compliance with MCL324.8316 and must be provided within 30 days of the beginning of the school year. We are also required to notify you of your right to review the IPM Plan and IPM records. An IPM plan and records are required for pesticide applications inside the school, exclusive of sanitizer, disinfectant, germicide, and anti-microbial applications.

You also have the right to be informed prior to any application of a pesticide in or at the school grounds or buildings during this school year, with the exception of bait, gel, sanitizer, disinfectant, germicide, and anti-microbial applications. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

At least 48 hours before an application, advance notification will be given by **1) posting at commonly used entrances to the facility and 2) by email.**

Advance notification signs will be posted at the following commonly used entrances: **Front Door & Message Board**

The following individual is responsible for pesticide application procedures:

Name: Facilities Manager **Phone Number:** 734-332-9600 **Email:** facilities@cmsaa.org

In addition to the above methods of notice, the parent/guardian is entitled to receive the notice by first-class U.S. mail postmarked at least 3 days before the application. **If you need a second form of prior notification**, please complete the information below and mail to:

Facility Name: Christian Montessori School of Ann Arbor Facility Address: 5225 Jackson Rd. Ann Arbor, MI 48103

PRIOR NOTIFICATION REQUEST

PARENT NAME: _____
STUDENT NAME: _____
ADDRESS: _____
DAY PHONE #: _____
EVENING PHONE #: _____

Please Check the Following:

- I wish to be notified prior to a scheduled pesticide application inside of the school building.
- I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.
- Both of the above.
- I do NOT wish to be notified during months when school is not in session.

Signature

Date

PLEASE READ AND SIGN OFF ON THE PARENT HANDBOOK SIGNATURE PAGE [Parent Signature Page](#)