



# Student-Parent Handbook

## WELCOME TO DAYCROFT SCHOOL

In anticipation of our year together, the following handbook provides you with important details and information about life and learning at Daycroft School. I expect that both student and parent will review the contents of the handbook and be familiar with it as a guide to school operations.

The relationship between parent, student and school is an important partnership to nurture and grow. Forging a spirit of collaboration and cooperation will steer us toward an effective year together. I am confident that together, we can achieve much when we find this common understanding.

I remain available for further conversation regarding the contents of this handbook or any other matters related to school life. Please don't hesitate to reach out with any questions you may have.

Warm regards for a wonderful year together,

A handwritten signature in cursive script that reads 'David Lee'.

David Lee  
Head of School

August, 2021

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## **MISSION STATEMENT**

At Daycroft School our mission is: "Empowering each student with confidence, compassion, and a lifelong love of learning."

## **VISION**

- We are preparing children to become successful global citizens who have a lifelong love of learning and a strong set of core values. From this, they will be able to demonstrate leadership and achieve excellence.
- Our excellent teachers and staff are dedicated and energized; they work together to further our mission and assure a personalized learning environment that nurtures the whole child – emotionally, intellectually, socially and physically.
- Individual learning styles are met through a low student to teacher ratio and the Montessori approach, complemented by traditional and progressive teaching methods, which successfully prepare them for the challenges of further education and life's experiences.
- We work for the betterment of our school and the global community through collaborative projects that demonstrate compassion and caring for others. We partner with others to provide unique learning opportunities for our students.
- Our solid financial health allows us to build a strong foundation for future growth and to achieve our strategic goals.

## **VALUES**

### ***Learning:***

- Our children gain a lifelong, ingrained love of learning. They love to achieve and learn from their experiences, both positive and negative. They value the ability to continue to grow and develop.

### ***Integrity:***

- We value honesty. We wrestle with the tough, ethical issues to determine the right thing to do, now and in the long term. We do the right thing, even when no one is looking. We are dedicated and loyal.

### ***Self-confidence:***

- We believe in ourselves. We can accomplish anything we come up against. We nurture our children so they develop a strong sense of self-esteem.

### ***Work ethic:***

- We work hard and we work smart to be productive, both individually and as a community. We don't give up; we show perseverance and tenacity.

### ***Kindness:***

- We are kind to one another and treat others the way we want to be treated. We are compassionate and we respect one another. We help those in need.

### ***Diversity:***

- We appreciate one another and value individual differences. We celebrate our diversity. We help students become effective global citizens.

Daycroft’s educational program is inspired by the philosophy and structure espoused by Maria Montessori. The key elements of the Montessori approach to education can be found in each classroom at Daycroft. The following are the “pillars” that support the Daycroft experience:

### **Diversity, Equity and Inclusion at Daycroft School**

Daycroft School empowers all children to discover their true potential — what makes them unique, what sparks their curiosity, and how they can best learn and grow. We cultivate a vibrant, inclusive community of diverse voices and experiences; create equitable opportunities for children and staff of all backgrounds; and instill a sense of humanity that both honors and transcends difference.

### **The Daycroft Pillars of Montessori**

At Daycroft, we are committed to creating school and classroom **environments** inspired by Montessori principles that:

- provide uninterrupted work periods with deep learning cycles.
- create flexible, dynamic classrooms that foster creativity, inspiration and engagement.
- maintain a peaceful and ordered environment that blends freedom of choice with personal responsibility.
- maximize access to the outside world and nature.
- utilize thoughtfully designed materials that nurture respectful use, independent exploration and focused learning.

At Daycroft, we are committed to a Montessori-inspired **learning approach** that:

- provides student-centered support with individualized academic and social-emotional learning.
- inspires intrinsic motivation, perseverance and a love of learning utilizing hands-on materials.
- fosters independent learning through dynamic, experiential methods.
- celebrates and encourages multiple intelligences and varied learning styles.
- gives space and time for personal reflection.

At Daycroft, we are committed to fostering human **relationships** that:

- are rooted in mutual respect for all members of the community.
- exemplify dynamic interactions through multi-age classrooms.
- encourage home and school engagement and partnerships.
- allow each student to develop self awareness, self-acceptance and self-esteem.
- emphasize peace, empathy and global citizenship.

### **ACCREDITATION**

Daycroft is accredited by the Independent School Association of the Central States (ISACS).

### **AFFILIATIONS**

Daycroft is affiliated with and/or follows the guidelines of:  
American Montessori Society (AMS)

North American Montessori Teachers Association  
 Michigan Montessori Society (MMS)  
 Association of Independent Michigan Schools (AIMS)  
 Independent School Association of the Central States (ISACS)  
 National Association of Independent Schools (NAIS)  
 Child Care Network/Washtenaw Regional 4C  
 Michigan Department of Education  
 Department of Human Services of Michigan

**NONDISCRIMINATION POLICY**

Daycroft School does not discriminate in employment, enrollment, or in the administration of its educational policies, admissions policies, financial aid, and athletic and other programs on the basis of race, color, national and ethnic origin, religion, age, sexual orientation, physical characteristics, gender, disability, or any other characteristic protected by federal, state or local law.

**ADMISSIONS**

Daycroft admits students of any race, color, national and ethnic origin, religion, gender, to all the rights, privileges, programs and activities generally accorded or made available to students.

**HOURS**

<b>CLASS TITLE</b>	<b>AGES</b>	<b>HOURS</b>
HALF DAY TODDLER	13 mos. to 33 mos.	8:30-12:00 p.m.
FULL DAY TODDLER	13 mos. to 33mos.	8:30-3:15 p.m.
HALF DAY PRESCHOOL	33 mos. to 5 yrs.	8:30-12:00 p.m.
FULL DAY PRESCHOOL	33 mos. to 5 yrs.	8:30-3:15 p.m.
KINDERGARTEN/Y5: Zeeb:	5 yrs. to 6 yrs.	8:15 – 3:15 p.m.
ELEMENTARY	Grades 1 through 6	8:15 - 3:30 p.m.

**ATTENDANCE**

Good attendance by students is a priority at Daycroft. In order to form good habits that will be useful for life, we urge parents to make sure their children are at school every day and on time.

Even though a Montessori inspired program is largely self-paced, a student who misses inordinate time in school loses out academically, socially and personally. Academically, the student misses lessons, gets out-of-step with small group learning, and misses follow-up work. Socially, the student does not have consistent contact with other children; this is the basis for

stable social relationships. Personally and psychologically, self-esteem suffers when a student does not maintain reasonable academic progress or loses touch in social relationships. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Your child is part of a larger classroom community and his or her attendance is important to the functioning of the classroom. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's school work. The importance of regular, daily attendance as a basis for academic achievement cannot be over-emphasized.

In the event of an absence, the parent/guardian must contact the school office, preferably before the beginning of class or as soon as possible to report the child's name, class, reason for the absence, and approximated or anticipated duration of the absence.

All schoolwork missed due to the absence must be completed.

We encourage scheduled appointments (i.e., doctor, dentist) to be made outside of school hours, if at all possible.

### **TARDINESS**

Being on time is a life skill important to each child's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students and affects school performance. Promptness to school allows the teachers to begin the instruction on time for everyone.

**Zeeb Campus** - attendance is taken at the start of each class.

When a student is tardy, we request that the parent or guardian accompany the child into school and check in with the office to assure that we note his or her arrival for our records. Your child will be given a late arrival slip and will then hand that slip to the teacher upon his or her arrival to the classroom.

### **PROCEDURES FOR EXCESSIVE ABSENCES AND TARDINESS**

1. As each child and situation is unique, we rely upon the teacher's professional judgement to determine whether absences or tardiness are adversely affecting an individual's or the group's performance. Should a teacher believe that a student's absences and/or tardiness are affecting performance, that teacher will notify parents, by letter, email or telephone.
2. Should the absences and/or tardiness continue, a meeting will be held with parents, teacher(s), and the Head of School and/or Oakbrook Director.

Parents should be aware that attendance and remarks concerning attendance are recorded on report cards and on each child's CA60, their permanent record that follows them from Kindergarten through twelfth grade.

### **DROP-OFF and PICK-UP**

- Daycroft has a pick-up and drop-off routine for transfer of care during arrival and dismissal times.
  - o **Drop-off times**
    - **8:30 – 8:45 a.m. for preschool & toddlers**
    - **8:00 - 8:15 a.m. for Elementary (K-6)**
  - o **Pick-up times**
    - **12 p.m. for half day preschool**
    - **3:15 – 3:30 p.m. for full day preschool and Kindergarten**
    - **3:30 – 3:45 p.m. for Elementary (1-6)**
  
- When using the car line, please move forward in line, in order, directly behind the preceding car so that the line keeps moving. Please do not bypass other cars or skip into empty spaces out of turn.
- Let the teachers bring your child to you or help your child get out of the car. Children should leave and enter the car on the curbside. Please do not get out of your car to help your child.
- When picking up, please drive past your child if the traffic flow along the curb is moving. A teacher will direct you when to stop.
  
- **DROP-OFF and PICK-UP POLICIES**
  - o **Please do not talk on your cell phone or text while driving on Daycroft property. If you do so in the car line, you will be asked to stop.**
  - o If you need to enter the school, please park in the designated spaces. Do not park in front of the school. At Zeeb, please do not park next to the soccer field. This space is meant to help the flow of traffic at pick-up and drop-off times.
  - o Do not leave children unattended in your parked car under any circumstances.
  - o Please do not leave your car running while you bring your child into the school.
  - o Please use sidewalks and crosswalks when you are walking.

Note – please watch for instructions from our teachers on sign duty or safety patrol students at the crosswalk when driving or walking.

### **BEFORE/AFTER SCHOOL CARE**

Monday through Friday. Before-school care is from **7:30 - 8:00 a.m.** for elementary and **7:30 - 8:30am** for toddler/preschool and is billed at the rate of \$5.00 per half-hour or fraction of, **per child**. After-school care is available from **3:30 - 5:30 p.m.** Monday through Thursday, and **3:30 to 5:00 p.m.** on Friday and is billed at the rate of \$5.00 per half-hour or fraction of, **per child**.

There are two options for after-school care: Enrichment Courses or after care (free play). Students may choose to participate in a variety of enrichment classes offered by teachers or other outside services for an additional fee. A list of these classes, the procedure to enroll, and fee schedule can be found on the school website. **Students should bring a light snack from home to eat during all after-school programs.**



Punctuality is crucial for pick-up from any of the after-school care options. If you arrive late to pick up your child, there may be additional charges imposed. Staff will check "time" on their cell phones to ensure that pick-up times have been accurately recorded. This service will be discontinued for those families who chronically disregard these policies.

### **EARLY DISMISSAL**

Please call or email the School office and your teacher if your child needs to have an early dismissal. Parents can call the School office and sign their child out. School personnel will retrieve your child from class. Children having early dismissal at the Zeeb campus should be picked up before 3:15 p.m. in order to avoid traffic problems for those waiting in the car line. Children will not be released to the parents from the classroom.

### **HEALTH AND SAFETY**

#### **CRISIS INTERVENTION**

Should children's safety be threatened by external or internal intrusion, siege, etc., staff will guide students to designated "lock down areas." In cases of emergency, a crisis intervention team composed of fire, police, and medical experts, and counselors are prepared to support the needs of the school community.

#### **EMERGENCY DRILLS**

We schedule emergency drills on a regular basis. We try to schedule the drills for warm, dry days. In the event of a fire, it is essential that the children know how to leave the building quickly and safely. In the fall and early spring, the children will be shown what to do in the event of a tornado or severe storm. We also hold a lock down drill. The staff will introduce these drills very carefully so that the children will be neither overly alarmed nor silly. Your support and cooperation in interpreting these drills to the children is essential. **Please do not call and jam the phone lines. We need the lines open for emergencies.**

#### **EMERGENCIES**

Accidents at school do happen from time to time. A Student Profile Form is on file for each child enrolled at Daycroft. In the case of an emergency, teachers and staff will attend to the comfort of the child and notify the office of the incident. We will make every effort to contact you using the emergency information you provided on the Student Profile Form. If you cannot be reached, we will contact the alternate name you have listed. **Please keep the information up-to-date.** In the event your child must be taken to the hospital, you will be notified to meet the child and a Daycroft staff member at the hospital emergency room. Our staff is required to prepare written reports of all accidents. You will be provided with a copy of the report.

The Student Profile Form also lists the persons to whom your child may be released; please list at least two other adults along with their daytime phone numbers. Call or email the office if your child is to be picked up by someone other than yourself. You must complete a form naming that person and the date for which the release applies. Pick-up permission forms are in the classrooms or can be obtained in the office.

## COVID PROTOCOLS

As we return to school we will follow the safety steps outlined by the CDC, the State of Michigan, and the American Academy of Pediatrics. Please know that even as we do our best to mitigate risks of transmission on school grounds, there is no such thing as eliminating the risk of COVID entirely. To minimize the risk of possible transmission to students, parents, staff, and the wider community, we will continue many of the mitigating strategies we had in place for the 2020-2021 school year. Please note that changes in conditions could mean we have to adjust parts of our plan as we know more about the impact of the variants and vaccination of those under 12 years old. Daycroft School will comply with all state and local health department guidelines regarding school closures, cleaning and sanitization practices, safe practices (handwashing, face coverings, increased ventilation, temperature checks, and increased disinfecting protocols), reopening, and re-entry of students after exposure to COVID or those who are infected. These protocols are outlined on the following pages.

Daycroft School will be utilizing a layered approach to safety. Operating a school where none of the children are vaccinated and all of the staff are fully vaccinated, the [American Academy of Pediatrics](#) and the CDC continue to recommend that everyone 2 years and older in the school setting wear masks. The following steps will be taken by the school to create as safe an environment as we can.

- All students (excluding toddlers under the age of 2) and staff are required to wear face masks inside the school.
- Classes will be cohorted with similar classes (ex. two toddler classes, 3-4A with 3-4B) and will not mix with any other class during the school day. \*\*After-school enrichment programs will have mixed classes.
- All students will be screened before entering the school.
- Parents and outside guests who are fully vaccinated and are wearing masks will be allowed entrance into the school when **invited**.
- All students are required to wash their hands upon entry into the school, before eating any food and after time outside.
- All sinks have touchless faucets and touchless paper towel dispensers.
- HVAC system will be circulating continuously during the school day to refresh the classroom air.
- A window will be open in every classroom and doors left open to maximize airflow in every classroom.
- Common used materials used in the classroom will be disinfected.
- Cleaning crew will clean all high touch points and classrooms every evening.
- Staggered pick-up times to prevent large group gatherings.
- Outdoor classrooms have been set-up around the outside of the school to maximize outdoor exposure.
- During inside snack or lunch periods, students will be asked not to talk to limit aerosols and may listen to audiobooks or music.

Daycroft is in continual contact with members of the Washtenaw County Health Department (WCHD) regarding updates of local spread and updated protocols. If there are any suspected or positive COVID cases, our school will be directed by the WCHD as to the course of action and any necessary steps. Here is the latest [update](#) from WCHD for all schools.

Students who do not feel well, have a temperature of 100.4 degrees, sore throat, **new** uncontrolled cough and shortness of breath, diarrhea, vomiting, headache, or a runny nose and congestion in combination with any of the above, must stay home and contact your pediatrician on next steps.

If a student doesn't feel well during the school day the teacher will take the student's temperature.

- If the student doesn't have a fever, the teacher will ask the student to describe how they are feeling. If the student says they have one of the following symptoms: cough, shortness of breath, headache, sore throat, nausea, or taking many trips to the bathroom, the teacher will isolate the student in our wellness room and the parents will be called and asked to arrive at the school within 20 minutes.
- If a student complains of not feeling well but does not have any of the above symptoms, we may err on the side of caution and call home to have the child picked-up.

When the student arrives in the school office, the administrative assistant (or other administrative staff member if the administrative assistant isn't available) will do the following:

- Take the student to our wellness room, where they will be isolated from other students and staff members. If the room is occupied, and another student needs to be isolated, the second student will be isolated in another unoccupied room.
- The student's temperature will be taken. If there is a fever of 100.4 degrees or greater, or if the student complains of any of the symptoms above, the student's parents will be called to pick up the student (within 20 minutes).
- The administrative assistant will document the fever and the date and time the student was picked up.

Students may return to school after the following criteria have been met:

- Fever free for 24-hours without the aid of medicine before returning to campus (Michigan's, Licensing And Regulatory Affairs (LARA) recommendation) and either a negative COVID test or an alternative diagnosis by a pediatrician.
- Parents have contacted their pediatrician for a cold symptom like runny nose, congestion, or headache which their doctor does not believe to be COVID related.
- If any student tests positive for COVID-19, that individual and siblings must stay home for at least 10 days after symptoms first started and 48-hours (2 full days) after fever has resolved without the use of fever-reducing medicines and symptoms have vastly improved, whichever is longer per the CDC. We will notify our community keeping the confidentiality of this person and follow the Washtenaw health guidance and tracing protocols.

- If a student tests positive for COVID-19, we will notify Washtenaw Health Department and the school will follow their direction on possible quarantine for close contacts or to administer rapid tests to those who were in close contact on days 3 and 5 and remain in school.

Staff members who develop COVID-19 symptoms must follow the same procedures as students.

Parents who test positive for COVID-19 need to notify the school, and their children need to quarantine for 10-days. If a parent is going for a COVID test, their children should stay at home until they receive a negative test. Where possible, Daycroft will move a quarantined student into the connected classroom where they will have access to the same lessons as in the classroom. This does not apply for individuals who are sick.

If a Daycroft student comes in contact with someone who tests positive for COVID-19 or is required to self-quarantine, they need to notify the school.

If any family member feels they may have COVID and is awaiting test results, all students in the household must remain at home until that individual's test comes back negative. Typically it is best to test on Day 5 after close contact to confirm a negative test.

If there is a case of COVID-19 or any other communicable virus in the Daycroft community, this information will be shared with the community; however, the names of individuals will never be shared.

### **ILLNESS**

From time to time, children become sick while they are at school. If a Daycroft staff member should notice that your child is not feeling well, he or she will take your child's temperature using a digital thermometer. If the reading indicates a fever, you will be contacted to pick up your child as soon as possible.

Daycroft reserves the right to refuse attendance to a child whom they believe to be chronically sick or not yet ready to return to school after an extended illness. Please ensure your child is fever free for 24 hours prior to returning to school. A doctor's note indicating the child is not contagious to others may be requested from the parent before the child can return to school.

### **OTHER REASONS FOR EXCLUSION:**

1. Illness prevents the child from participating comfortably in program activities.
2. Illness results in greater care needs than the staff can provide without compromising the health and safety of the other children present.
3. The child has the following conditions: fever, lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.

## **MEDICATIONS**

1. Medication or individual special medical procedures shall be given or applied only with prior written permission from the parent/guardian. Forms are located in the office.
2. Medication must have the original label indicating the child's name, name and strength of the medication, instructions for age appropriate dosage to be given, and a recent date.
3. Parents should directly hand medicines to the office staff or your child's teacher for safe keeping. Please do not send medications through backpacks. Please notify your child's teacher of any allergies she/he may have.
4. Any medication including epi-pens should include an "action plan" from your child's pediatrician indicating when and how a medication should be administered.

## **BLOOD EXPOSURE AT SCHOOL**

O.S.H.A. has mandated that schools must develop a policy regarding students and teachers exposure to blood. The policy for Daycroft is as stated below:

1. Daycroft personnel will call you if your child has been exposed to another person's blood or exposes someone to their blood. (Most common would be biting incidents or bloody noses.) Please note you will be called if your child comes in bodily contact with another child's blood or visa versa.
2. Daycroft will then request that you contact your child's pediatrician and inform them of the blood-related incident. She/he may or may not request that your child's blood be drawn to check for the presence of Hepatitis B or HIV, depending on the circumstances. At this time, Daycroft will ask if pediatricians' names may be shared so that professionals may handle the situation further.
3. Daycroft staff will wear gloves when involved with any cleaning of cuts, bloody noses, bites, etc.
4. Daycroft staff will encourage the children to use practical life skills such as hand washing, covering mouth when coughing, wiping their own nose, and not touching other people's blood.
5. Accident reports sent home will indicate if blood was present during accidents, and if so, if there was blood exposure to others.

You should be aware that exposure to Hepatitis B and HIV are very rare under the circumstances at Daycroft; however to protect all children and staff, we are required to enforce these policies.

## **STUDENT CONDUCT AND DISCIPLINE**

Daycroft utilizes the principles of the Responsive Classroom and Restorative Practices in dealing with student conduct and discipline.

Responsive Classroom is an evidence-based approach to teaching and learning that focuses on the strong link between academic success and social-emotional skills. We believe that a

high-quality education for every student is built on the foundation of a safe, strong and joyful school community.

The Responsive Classroom approach is grounded in the notion of helping students develop social competencies - cooperation, assertiveness, responsibility, empathy and self control, alongside academic competencies, including perseverance, learning strategies and the development of a strong academic mindset. These practices become a part of everyday classroom life and help teachers integrate the four domains of the approach: positive community, engaging academics, effective management, and developmentally responsive teaching.

The Restorative Practices approach to student conduct and discipline seeks to turn problematic behaviors into learning opportunities. In this approach, offending students are taught to identify and own their behavior while developing pathways to restoring the relationship that has been harmed. The practice involves both parties meeting in a controlled and supervised environment to walk through the steps of learning, owning, and correcting offending behaviors while seeking resolution, forgiveness and healing.

Both approaches lead to healthy school climates by creating accountability and teaching responsibility. Responsive Classrooms and Restorative Practices are important guides to student life and learning at Daycroft

### **STUDENT GROUND RULES**

- Be respectful of yourself, others and the environment
- Do no harm to others – physically or emotionally
- Practice grace and courtesy in all interactions
- Be respectful of other people’s work
- Always try your best and learn from your mistakes

The staff at Daycroft School is committed to providing students the opportunity to learn in a safe environment while helping them become socially responsible young people. The staff relies on preventative measures, such as having an orderly classroom, engaging learning opportunities, clear and consistent classroom rules and expectations, and positive reinforcement as child management tools at all levels.

The word discipline is derived from the Latin root disciplina, meaning “learning.” It needs to be associated positively with acts and feats of learning rather than negatively with punishment. Teaching discipline requires two fundamental elements: empathy and structure. Empathy helps us to “know” children, to perceive their needs, to hear what they are trying to say. Structure allows us to set guidelines and provide necessary limits. Effective, caring discipline requires both empathy and structure.

The goal of self-discipline is foremost in our character-building emphasis. Initiative and responsibility are expected of the students and are continually cultivated. Counseling and assistance is provided by the faculty and staff to help children use good judgment, make wise choices, and demonstrate good citizenship.

Courtesy should characterize interactions and students are expected to be polite and cooperative, and to obey requests of teachers promptly. At all times, in school, in carpools, on field trips, during lunch and special classes, students are expected to express thoughtfulness and consideration. Respect for the rights, properties, and feelings of others are an imperative standard. Children are also expected to use good manners, such as returning greetings from friends and adults.

In cases where the Restorative Practice proves ineffective in transforming student behavior, the following 4 - Step process can be used.

**Level 1:** Reminder of classroom and school rules and discuss rationale. We will have the student restate what the rule is and explain his or her understanding of the rule. With younger students, we may redirect their activity and provide more appropriate choices.

**Level 2:** If after teacher redirection and reinforcement of the classroom expectations a student's behavior continues to be disruptive to the group or is dangerous to the child or to others, the child may be required to leave the group until he or she is ready to participate in a prosocial manner. Teachers will notify parent(s) as they deem appropriate by email, phone call, or use of Daycroft Incident Report Form.

**Level 3:** Child sent to Head of School to be counseled about behavior. Parent(s) will be notified by phone and a Daycroft Incident Report Form will be sent home.

**Level 4:** The Child Study Team (parents, teachers, Learning Specialist and Head of School) will convene to develop a course of action. Student progress will be monitored through regular meetings.

### **BULLYING/CYBERBULLYING/HARASSMENT POLICY**

Daycroft is committed to providing an environment that is physically and emotionally safe for all students. This policy protects all students from bullying, harassment, and other forms of aggression and violence. The integrity that defines this community requires that students demonstrate appropriate behavior by treating others with civility and respect, and by refusing to tolerate bullying.

Bullying, harassment, or other aggressive behavior toward any student, whether by other students, staff, or third parties, including guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments or threats. This policy also prohibits actions that cause emotional distress or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation of a student. Bullying via the internet, texting, social media, email, blogs, website

postings, or using the school's technology resources, called "cyber bullying," is also prohibited and may violate a number of other school policies. Elementary and Middle School Students will sign an internet safety agreement each year.

### **SCOPE**

This policy applies to all "at school" activities, including activities on school property, in a school vehicle, and those occurring off campus at any school-sponsored activity or function, such as field trips or athletic events where students are under the school's control. Misconduct occurring outside of school may also be subject to discipline if it substantially interferes with the learning environment at school. Bullying, including cyberbullying, that is not initiated on school premises or through the use of the school's technology resources is also prohibited if it disrupts daily operations of the school and/or has a materially negative effect on the learning environment for students at school.

### **SEXUAL HARASSMENT**

**Sexual harassment** is a type of harassment. It occurs when the verbal, visual or physical conduct described above is sexual in nature or is based on a student's gender. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Harassing conduct may include, but is not limited to, repeated offensive sexual flirtations, advances or propositions, and continued or repeated verbal abuse of a sexual nature. It also includes graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, and any offensive or abusive physical contact.

### **BYSTANDERS**

Each member of our school community should cultivate an environment that nurtures the whole child. Bystander support of bullying/harassment can encourage such behaviors and must be avoided. School employees, students and parents who observe harassing or bullying behavior are expected to report the behavior to a school administrator.

### **COMPLAINT PROCEDURE**

Any student who believes he or she has been or is the victim of bullying/harassment and any parent, student, faculty or staff member who is aware of a bullying/harassment in violation of this policy is expected to immediately contact a teacher, the Head of School. Reports of bullying/harassment will be promptly investigated. Consequences for a student who commits an act of bullying/harassment will be determined on an individual basis and may vary in method and severity according to the nature of the behavior, developmental age of the student, and the student's history of behavior and performance. Daycroft has the discretion to determine the appropriate consequences, up to and including dismissal from the school.

Parents or legal guardians of the target of the behavior as well as the aggressor(s) will be promptly notified of any complaint or investigation and the results of the investigation to the extent consistent with student confidentiality requirements and any safety concerns.



## **RETALIATION/FALSE REPORTS**

Retaliation against any person who reports (or is suspected of reporting) a complaint and/or who participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior is prohibited. Retaliation is a serious violation of this policy, regardless whether any underlying complaint of bullying is substantiated. Any student who believes he or she is being retaliated against is expected to report the behavior through the above complaint procedure.

Making intentionally false reports about bullying or aggressive behavior for the purpose of getting someone in trouble is also prohibited and may result in disciplinary action up to and including dismissal from the school.

## **COMMUNICATIONS**

The home to school connection is vital. It is important that parent to teacher and school office communications be easily accomplished and be professional in tone and manner. Daycroft provides numerous avenues for the exchange of information. For routine questions and help, parents can call or stop in at the office. The Business Office is available to answer questions about billings and financial matters. The Administrative Assistant can help you with the particulars of admissions, school functions, appointments, and messages. Arrangements to meet with the Head of School may be made personally or via email.

## **CALENDAR**

The school calendar is available online on the Daycroft website.

## **DIRECTORY**

The Daycroft Directory will be emailed to all parents in early Fall. Parents may choose to omit directory information including address and telephone.

## **AUGUST PACKET**

An email will be sent in early August, which contains all the necessary documents that must be returned before admission is finalized.

## **PARENT EDUCATION NIGHT**

At least one member of each family should be present at the Parent Education Night. Families new and old meet with the Head of School and Faculty. Class meetings are held at each level where information is shared about classroom policies and curriculum.

## **PARENT COMMUNICATIONS/NEWSLETTERS**

Daycroft uses email as a primary way to send information to parents. The Daycroft newsletter from the Head of School is emailed every Friday. Classroom teachers will send class updates every other week and as needed for special announcements. For urgent messages and closings, a voice messaging system will be used. Please make sure all of your contact information is up to date.

## **CLASSROOM NEWSLETTERS**

Every classroom sends a weekly newsletter with information specific to that class.

## **REPORT CARDS**

The Daycroft academic year consists of two marking periods. Preschool evaluations are sent home twice a year as are Kindergarten-6<sup>th</sup>-grade report cards. The dates of each evaluation and report card are noted on the calendar.

## **PARENT-TEACHER CONFERENCES**

Parent conferences are held twice a year and individual special conferences are arranged as needed throughout the year.

## **GENERAL INFORMATION**

### **CELL PHONES/WATCHES/TABLETS**

Cell phones, smart watches, tablets, and other smart or internet devices may not be used or turned on during school hours. These devices can be stored in backpacks unless teachers have a designated storage area in their room. These devices may not be used during before-care, after-care or during after school activities.

### **CELEBRATIONS AND HOLIDAYS**

Children love celebrations - they are times to anticipate and enjoy and learn about one's self and one's heritage. At Daycroft we observe many special days as we study different cultures and events in human history. The religious and/or political dimensions of holidays are left to the family to teach according to its beliefs.

Birthdays are an important time in a child's life. You may bring in a small individually wrapped treat if you desire. Please make sure to verify these arrangements with your child's teacher. Please do not send party invitations to school. Daycroft is not the place for making such arrangements, and the classroom teacher or office staff should not be involved in the distribution of invitations, etc.

### **CHILD STUDY TEAM**

Daycroft is committed to supporting the academic needs and social/emotional development of its students. In instances where a child is experiencing difficulty with any aspect of his or her learning, we utilize a Child Study Team process. The goal of this process is to increase student achievement through building a strong school and home support system. The Child Study Team includes your child's teachers, the Head of School, Learning Specialist or other service providers (where appropriate) and you, the parents. Throughout this process the team will identify challenges that may potentially be affecting your child's school performance by reviewing existing information and collecting additional data as needed. We will also identify your child's strengths and learning style. As a team, we will develop a plan to meet your child's needs including strategies, interventions, accommodations, goals, and a plan for data collection. The team will then meet regularly to review your child's progress and modify the plan as needed. Please contact the Head of School or Learning Specialist regarding questions about this process.

## **DRESS CODE**

A neat and well-groomed appearance adds to a good educational environment and conveys a message of value, personal pride, and self-esteem that is worthy of cultivation.

Children are expected to be clean, neat and appropriately dressed for the school day. This includes being prepared for outdoor play by having with them clothing appropriate for the temperature of the day and proper outdoor hand, head, and footwear. Please save dress-up clothes for special events.

Appropriate attire: Although children are encouraged to have a unique style and may express themselves through their clothing, Daycroft requires appropriate clothing. Please avoid low cut tops and muscle shirts, and shorts or skirts should provide appropriate coverage. Undergarments should not be visible. Parents, please observe your child sitting on the floor and playing in clothes they will wear to school and determine if they are appropriate. For example, certain pants may expose children's undergarments or bottoms while sitting on the floor.

There are times when a change of clothing is needed. Parents are asked to send to school a complete change of clothes for each child in a gallon size Ziploc bag with the child's name on it. When accidents happen, the clothing will be sent home and your child will be wearing his/her "extra" clothes. Be sure to replace used "extras" promptly. From time to time fresh "extras" are not available or they no longer fit. We will do our best to find suitable "loaners" from the school clothes box. Be sure to launder and return "loaners" promptly.

**BE SURE TO LABEL EVERYTHING BROUGHT TO SCHOOL WITH YOUR CHILD'S NAME.** Use a laundry or indelible marker and don't forget to put names on spare socks, underwear, mittens, and hats!

## **DAYCROFT PARENT GUILD (DPG)**

The Daycroft Parent Guild actively supports the school and its mission. The school is strengthened by the organization's efforts to create a community among parents and with the faculty and staff. They sponsor various activities that complement our program. All parents are members and are invited to participate.

## **FACILITY USAGE**

Daycroft buildings are for programming purposes and school events. Facility rental agreements can be arranged for non-school related activities providing the planned activity is consistent with the mission, values and expectation of the Daycroft community. For building rental, please contact the Director of Finance and Facilities for more information.

## **FIELD TRIPS**

From time to time, classes take field trips related to classroom topics under study. A permission slip is sent home in advance of each trip. Parent permission must be on file before a child can participate (except for those neighborhood walks described in the "walking field trip permission slip" signed during registration).

Parents often help drive on field trips. Please refer to the transportation guidelines and driver information forms provided by the teacher. The Department of Human Services has stringent regulations regarding field trips, which must be observed by parents and staff.

### **FUNDRAISING**

As an independent school, Daycroft operates with a budget that is supported by tuition, annual giving and fundraising events. Each year parents are asked to support the school by contributing to the Annual Fund. These donations are tax deductible and help fund the gap between tuition and the actual cost of a Daycroft education. Participation in this is vital and every family is asked to give what they feel is appropriate.

All fundraising activities should be discussed with the Head of School or his/her designee prior to implementation.

### **LOST AND FOUND**

All articles that are found will be placed in the marked bin in the front office.

### **LUNCH**

A purchased lunch option is available through Firebird Foods and a link is located on the school website under "Current Students". Students are expected to bring their own snacks & lunch to school.

### **OUTDOOR RECREATION**

A part of each day is spent in outdoor recreation except in extreme weather. Be sure your child is appropriately dressed for outdoor play. We expect all children to participate in outdoor activity unless the temperature or wind-chill is below 10 degrees.

### **MESSAGES AND TELEPHONE USAGE**

Urgent messages may be relayed to your child through the School office. Students may use the office telephone in case of emergency with permission from their teachers. We encourage students to refrain from making calls to parents to bring homework or items left at home to promote responsibility, knowing that in some instances it is unavoidable.

### **PARENT INVOLVEMENT**

Parents are invited to participate in various facets of school life, including helping with field trips, special class projects, cultural events, and fundraising events. Parents with special skills, talents, or expertise are encouraged to share them in the classroom. In order to volunteer at school, a parent is required to have a criminal history check completed and a central registry clearance report.

### **SCHOOL CANCELLATIONS**

In cases of inclement weather (snow, ice, fog, etc.) school is sometimes canceled or closed early. Families will be notified of school closings through our school messaging app that sends texts to all families. In addition we will post closings on our website. School closings are usually broadcast before 6:30am. If the weather forces a mid-day closing, the school will

implement the text messaging app, or you may call the school. We also announce the close of school on Daycroft's voicemail, which picks up after four rings.

The decision to close school is the responsibility of the Head of School. It is made with a sincere attempt to balance the needs of student and family safety with student and parental convenience. In cases where Daycroft is open, families will be granted their own choice with regards to attendance if conditions locally are such that traveling to school is considered unsafe.

### **BREAKFAST, SNACKS AND CANDY**

We do not serve breakfast at Daycroft, nor do we permit children to eat their breakfast at school. We ask that children eat breakfast before they arrive at school.

Children are encouraged, but not required, to have a snack every day. We do not punish children by withholding snacks nor do we use food as a reward.

- All students should bring in their own snack each day for the morning and afternoon.
- Special treats will be reserved for birthdays, and special occasions only i.e. holidays, Reading month celebration.
- Parents will be given the option to have their child opt out of special treats. (See "Permissions" form)
- Parents are advised to bring in small individually wrapped items for a birthday treat. (No sheet cakes, etc.). We encourage the use of low sugar natural popsicles.
- No candy is allowed in the school for children during school hours. This includes classrooms, lunchroom, before care and aftercare. If a student brings in candy for lunch she/he will be told to leave it in the lunch box.
  - On occasion candy may be used for a special project or special message. It will be sent home for the parents to decide if the child can eat it.

### **STUDENT RECORDS**

Student records are maintained in the school office. Parents/guardians may have access to their children's records. They have the right to inspect and review files but files may not be taken from the office. A request for modification may be made if information is inaccurate or violates a civil or privacy right.

- a) If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the teacher and Head of School and or the Associate Head to amend the record
- b) The Head of School shall decide whether to amend the record as requested within a reasonable time after receiving the written request
- c) If the Head of School decides not to amend the record as requested, he or she shall inform the parent or eligible student of his/her decision.

### **TOYS/TRADING CARDS/VIDEO GAMES**

Daycroft requests that children do not bring toys, trading cards and video games to school. While we understand how difficult the morning rush can be, please take time to remember to leave these things behind. This practice helps to protect treasured possessions against breakage, trading or selling, and keeps peace among children concerned about ownership and sharing.

### **YEARBOOK**

A memorable school yearbook with class pictures of students and events is available for purchase in the Spring of the school year.

### **BUSINESS OFFICE**

#### **TUITION**

Tuition is due for the entire time a child is enrolled, including student absences, “snow” days, and extended vacations. Tuition charges are based on the total number of school days over a 10-month academic year excluding the following: winter break, mid-winter break, spring break, professional development days, and legal holidays. A current tuition schedule may be obtained in the office. Tuition collection is handled through FACTS Tuition Management if a full year payment is not made.

#### **OVERDUE ACCOUNTS**

Accounts 2 months overdue will be referred to the Finance and Business Director for action. The Director will establish a payment plan or whatever action, including the use of a collection agency, is required to collect the debt. Failure to pay tuition may result in the dismissal of the child from Daycroft. The child will not be able to attend before or after school; enrolled for the following school year or the summer camp program until all past due accounts are paid. In the event that the child transfers to a new school, the child’s school records will not be transferred until all accounts are paid in full.

#### **WITHDRAWAL POLICY**

If you must withdraw your child from Daycroft, a written notice is required. The Reservation Deposit will not be refunded. In addition, as stated in the **elementary school** enrollment contract, it is understood that withdrawal after the date specified in the contract obligates payment of the entire academic year’s tuition, whether paid or outstanding. Please note that the **toddler/preschool** contract may be canceled with 60 days written notice; however, the obligation for tuition during such 60 day period will remain.

Daycroft reserves the right to request that a child be withdrawn from the school if it is clear to the Daycroft staff that Daycroft is not a positive setting for the child or the child’s family - either socially, emotionally, academically, physically, or developmentally.

## **ESPECIALLY FOR TODDLER/PRESCHOOL PARENTS**

### **SNACKS AND LUNCHES**

- Keep it simple - these are little tummies.
- Pack what they like, but keep the sweets for home.
  - o Some examples: 1/2 sandwich (meat, cheese, butter); a slice or stick of cheese; a piece of fresh fruit (applesauce, pear, apple); vegetables (carrots, celery, or cucumber slices); breads (crackers, pita bread, or bread sticks).
- Avoid dried fruits, especially raisins. They have very high sugar content and can contribute to tooth decay if teeth are not brushed right away.
- Cut all round food in half (grapes, tomatoes, hot dogs)
- Please observe our list of unacceptable foods. Please do not send these foods to school with your child: CANDY, POPCORN, PEANUTS, RAISINS, MARSHMALLOWS, and GUM. Such foods have the potential to cause choking.
- If your child has a dietary problem, food allergies, etc. let us know so that we can address that need.

### **REST TIME**

The Department of Human Services requires that all children, ages 3 years to 5 years, who are at school for five or more consecutive hours, must have a scheduled rest time. Please send a small pillow and a small blanket to cover your preschool child on a cot. Be sure to label the blanket and any stuffed toy or security item your child brings to rest with. Your child will not be required to sleep, but she/he will be asked to rest quietly on a cot. Children who consistently do not sleep will be accommodated in another room where they may engage in quiet activity. Rest time for Preschoolers is 1 hour.

### **TOILET TRAINING**

Children attending Daycroft School are encouraged to be toilet trained; however, the preschool teachers are willing to work with your child if they are at the final stages of training.

**[www.daycroft.org](http://www.daycroft.org)**

Zeeb Campus

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*Daycroft retains the right to make changes or adjustments to the provisions of this handbook at any time. That might include a change to the calendar or program content. All changes will be communicated to the students and parents in a timely manner.*